



**North American Energy Standards Board**

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**TO: RGQ Members and Interested Industry Participants**

**FROM: RGQ Gas Practices Inventory Task Force Chair Ken Yagelski**

**DATE: March 26, 2003**

**RE: Draft Minutes from the RGQ Gas Practices Inventory Task Force  
Conference Call – March 21, 2003**

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**Retail Gas Quadrant  
Gas Practices Inventory Task Force  
Friday, March 21, 2003  
Draft Minutes**

**1. Administrative**

Mr. Yagelski opened the meeting and provided the antitrust guidelines. Introductions were made. Mr. Sarafin moved, seconded by Mr. Novak, to adopt the draft minutes from March 7, 2003. Upon a procedural vote, the minutes were adopted as written. Mr. Yagelski noted a revision to the March 21, 2003 draft agenda reflecting a necessary change to the proposed upcoming meeting dates. Mr. Novak moved, seconded by Mr. Sarafin, to adopt the agenda as revised. Upon a procedural vote the agenda was adopted as revised.

**2. Progress Report and Next Steps**

Mr. Yagelski discussed the action items that have been completed to prepare the survey for distribution for responses. He explained how necessary procedural tasks have caused a slight delay in the Task Force's ambitious schedule.

Mr. Yagelski noted that comments on the survey questions were due on Friday, March 21, 2003, but that comments will continue to be accepted until the final version of the survey is prepared for distribution. The current expectation is for the final survey to be posted to the NAESB web site and concurrently distributed to all NAESB RGQ members and select American Gas Association members on Monday, March 31, 2003. Responses to the survey will be requested by Monday, April 14, 2003.



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Mr. Novak described the interest expressed in the Task Force's effort during the recent NAESB Board Meeting. He explained that many of the subcommittees are depending upon the results of this survey to help them develop standards and processes for various retail gas and electric practices.

Mr. Novak explained that the current Annual Plan schedules require responses to the initial surveys to be interpreted, compiled and published by the middle of May. The group discussed how the Task Force's current schedule would appear to meet that deadline.

Mr. Yagelski committed to having status updates available for the next meeting.

### 3. Other Business

No other business was identified for discussion.

### 4. Next Meetings and Agenda

Tentative dates for upcoming meetings were scheduled as follows:

Friday, April 11, 2003 (1:00 p.m. – 2:00 p.m. CDT).

Friday, April 25, 2003 (1:00 p.m. – 2:00 p.m. CDT).

### 5. Adjourn

Mr. Novak moved, seconded by Mr. Sarafin, to adjourn the meeting on March 21, 2003 at 11:25 a.m. CDT.

### 6. Attendees

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Name	Company
Anderson, Patricia	Texas Gas Service
Arnaout, Mariam	American Gas Association
Jones, Dan	Cincinnati Gas & Electric
Joy, Judy	Oklahoma Natural Gas
Novak, Michael	National Fuel Gas
Sarafin, Alexander	NiSource
Sytsma, Don	RJ Rudden Associates
Yagelski, Ken	Washington Gas