

North American Energy Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002
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Home Page: www.naesb.org

TO: Interested Industry Participants

FROM: RGQ Subcommittee/ Task Force Chairs & Co-Chairs (George Behr, Suzanne Calcagno, Nancy Cianflone, Bruce Hayes, Marcy McCain, Bill Oppenheim, Rod Sipe, Ken Yagelski, Steve Zavodnick),
Rae McQuade, Executive Director

RE: Draft Minutes for the RGQ Subcommittee/Task Force Kick-off Planning Conference Call - January 15, 2003

DATE: January 20, 2003

1. Administrative

Mr. Novak opened the meeting and gave the anti-trust advice. Participants on the conference call introduced themselves. The posted agenda was adopted, unanimously.

2. Planning for RGQ Subcommittee/Task Force Kick-Off Meetings

Mr. Novak stated purpose of this meeting is to plan a kickoff meeting for the following RGQ subcommittees and task forces:

- Supplier Utility Interface Subcommittee (SUIS)
- Customer Processes Subcommittee (CPS)
- Technical Electronic Implementation Subcommittee (TEIS)
- Gas Practices Inventory Task Force (GPITF)

Mr. Novak noted that the RGQ Recruiting Task Force will proceed on a separate track because unlike the above subcommittees and task force, it did not pertain to the day-to-day business of the RGQ. The list of tasks to be completed at each of the kick-off meetings is straightforward. The first business item is to formally elect a chair and/or co-chairs. The next item is to discuss adoption of a mission statement for the subcommittee or task force. The RGQ Annual Plan should be reviewed to identify and briefly discuss AP items that would fall within the duties of the subcommittees.

Mr. Novak noted that it would be advantageous for the RGQ to have its subcommittees and task force functioning by the February EC meeting. Due to the similarities in RGQ and REQ Annual Plans, there is a considerable potential for joint meetings to address issues that impact common gas and electric retail practices. The REQ also has its SUIS, CPS and TEIS and there may be some need to "catch up" to the REQ on joint issues. Mr. Novak noted that some people have questioned whether the RGQ should have separate subcommittees at all. One of the reasons to have separate is that sometimes there will be requests for development of model business practices that are strictly electric and strictly gas. For cross-quadrant work, even when a request is designated to apply to both the RGQ and REQ, these quadrants have the option to hold meetings together or hold separate meetings followed by a meeting to reconcile each quadrant's workproduct.

To kick-off the subcommittees and task forces, a face-to-face meeting with conference call capabilities was proposed for February 3, 2003 at AGA Headquarters in Washington, DC. The meeting would be held from 10:00 AM – 5:00 PM central time (11:00 AM to 6 PM local time). Mr. Zavodnick motioned to hold the meeting on the proposed date and time. Ms. McCain seconded the motion which was adopted unanimously. The time will be apportioned to each of the subcommittees and task forces (about ninety minutes a meeting).

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Mr. Novak instructed the sub-committee chairs and co-chairs to develop a draft mission statement in advance of the kick-off meeting and to have that statement posted to the NAESB website. Kick off meeting participants could review the draft statements in advance and come prepared to the meeting with what they want to discuss modifications. For the three RGQ subcommittees that have REQ twins, it was suggested that the REQ subcommittee mission statement (available on the REQ web site) could be a good starting point. For example, each subcommittee chair could redline these documents to make them consistent with the RGQ Annual Plan. Mr. Novak suggested that Mr. Zavodnick, based upon an AGA effort to inventory retail gas practices, might be able to help with the drafting of mission statement for the Gas Practices Inventory Task Force.

3. Upcoming Meetings

Mr. Novak announced that he would send out a draft agenda for the February 3, 2003 meeting via email to the RGQ Sub-committee and Task Force Chairs/Co-Chairs. Presuming that the Chairs/Co-Chairs could work out the details of the draft agenda amongst themselves, there would not be a need for a follow-up conference call prior to the February 3rd meeting.

4. Other

Mr. Novak announced that the REQ SUIS and CPS have a three-day meeting at PSE&G scheduled for February 25-27 in Newark, NJ. It was suggested that RGQ SUIS and CPS participants may wish to attend these meetings given the similarities in RGQ and REQ workplans. Further, Mr. Novak noted that based upon off-line discussions with Jim Minneman (REQ EC Chair), the REQ and RGQ might hold a joint session at the February 19, 2003 EC meeting in New Orleans to discuss coordination of similar subcommittees.

Ms. McCain volunteered to be a Supplier Segment representative to the NAESB Annual Plan Subcommittee. A request was made to have the conference room available to meeting attendees prior to the kick-off meetings so that interested parties could conference call into the NAESB Annual Plan Subcommittee meeting scheduled to begin at 8:00 AM Central Time (9:00 AM local time).

5. Adjournment

A motion to adjourn the meeting, passed unanimously.

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Meeting Attendees and Voting Record

Attendee	Organization	1/15	NAESB RGQ Member?
Distributors:			
Nancy Cianflone	KeySpan Energy Delivery	√	√
Michele Doyle	Con Edison	√	√
Rachel Gebhart	Peoples Gas System	√	√
Don Grevenow	Wisconsin Gas Company	√	√
Leslie Nishida	Wisconsin Public Service Corp.	√	√
Michael Novak	National Fuel Gas Distribution	√	√
Bill Oppenheim	PECO Energy	√	√
Ken Yagelski	Washington Gas	√	√
Steve Zavodnick	Baltimore Gas & Electric	√	√
Services:			
Rod Sipe	New Science Partners	√	√
Lee Spangler	Latitude Technologies	√	√
Suppliers:			
Sue Calcagno	UBS Warburg	√	√
Barb Fatina	Exelon Energy	√	√
Randy Magnani	Amerada Hess	√	√
Marcy McCain	Duke Energy Transmission	√	√
End Users:			
Bruce Hayes	OH Consumers Council	√	√
Associations:			
NAESB Office:			
Meghan McMillan	NAESB	nv	

Bold signifies an SC/TF Chair/Co-Chair or named member

nv – not voting