



North American Energy Standards Board

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via email and posting

TO: NAESB Retail Gas Quadrant Members
FROM: Rae McQuade, Executive Director
RE: NAESB RGQ Subcommittees and Task Forces Kickoff Meeting – February 3, 2003
DATE: January 21, 2003

The NAESB Retail Gas Quadrant will hold a Subcommittees and Task Forces Kickoff Meeting on Monday, February 3, 2003, from 11:00 a.m. to 5:00 p.m. EST. The Kickoff Meeting is designed to launch the RGQ Subcommittees and Task Forces into work on the 2003 RGQ Annual Plan. The agenda and any work papers will be forwarded under separate cover, as well as posted on the RGQ Executive Committee page of the NAESB web site.

The Kickoff Meeting will be hosted by the American Gas Association (AGA) in Washington, D.C. Directions to the AGA offices, as well as suggested hotels, can be found on the NAESB web site at http://www.naesb.org/rgq_ec.htm. For security reasons, please RSVP with the NAESB office (naesb@aol.com or 713-356-0060) by Wednesday, January 29th. If you are unable to travel to the meeting, conference calling is available. Please contact the NAESB office for calling instructions.

For those attendees interested in participating in the NAESB Annual Plan Subcommittee conference call being held on February 3 from 9:00 a.m. to 11:00 a.m. EST, the AGA will provide a bridge into the call. The AGA welcomes all RGQ Kickoff Meeting attendees to participate in the NAESB APS call from the AGA offices.

We look forward to your attendance and participation at the meeting.
