



Gas Industry Standards Board

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March 17, 1998

TO: GISB Membership and posting on the home page for interested industry participants

FROM: Rae McQuade, Executive Director

RE: **FIRST MEETING OF 1998 FOR THE CONTRACTS TASK FORCE FOR THE MODEL TRADING PARTNER AGREEMENT**

The first meeting in 1998 for requested revisions to the model trading partner agreement will be held on:

- ✓ Date: March 31, 1998
- ✓ Time: Noon to 2:00 p.m. central
- ✓ Place: Teleconference Call

Please call the GISB office for the phone number and pass code. The working papers for this meeting are GISB Model Trading Partner Agreement, 1998 Annual Plan and Request Nos. R96004 and R97060, which can be accessed from the GISB Home Page. Other work papers will be posted prior to meeting. The draft agenda for the meeting is:

1. Administrative:
 - ✓ Welcome
 - ✓ Antitrust Advice
 - ✓ Roll Call
 - ✓ Adoption of Agenda
 - ✓ Confirmation of Jim Buccigross as Contracts Subcommittee Chair and Shelley Corman as MTPA Task Force Chair
2. GISB Model Trading Partner Agreement
 - ✓ Key Concepts
 - ✓ Strawman
3. Planning
 - ✓ Plan for review of suggested changes
 - ✓ Drafting of recommendation
 - ✓ Requests for volunteers to complete assignments for further work with dates for completion
4. Set next meeting
5. Adjourn

The strawman referred to in agenda item 2 will be provided prior to the meeting.