



North American Energy Standards Board

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

TO: Executive Committee (EC) Members
Posting for Interested Industry Participants

FROM: Rae McQuade, Executive Director

RE: Final Minutes from the Executive Committee (EC) Meeting – June 13, 2002

DATE: July 17, 2002

**NORTH AMERICAN ENERGY STANDARDS BOARD
NAESB EXECUTIVE COMMITTEE MEETING – SEATTLE, WASHINGTON
JUNE 13, 2002
FINAL MINUTES**

1. Administrative

Mr. Buccigross opened the meeting and welcomed all participants. Mr. Costan provided the antitrust charge. Mr. Buccigross invited meeting participants to introduce themselves and provide their company affiliation and segment affiliation for the record. The meeting was transcribed by Ms. Judith Cedebloom of Naegeli Reporting. To order transcripts, please contact the NAESB office at 713-356-0060.

In adoption of the agenda, Mr. Novak requested that a report by the WGQ Procedures Task Force be added to item number three (Update on 2002 WGQ Annual Plan & Subcommittee Reports). Ms. Davis requested clarification concerning whether the EC was voting to adopt the WGQ agenda and the REQ agenda separately or jointly. It was decided that the two agendas would be voted on jointly. Ms. Van Pelt requested that a discussion of version 1.5 and 1.6 be added under item thirteen (Other Business). Mr. Scheel requested that a review of scheduled future meetings with their dates and locations be added under item thirteen (Other Business). Ms. Kiselewich requested that, in light of earlier discussion, item eight (Adoption of REQ Agenda) be removed from the agenda. A motion to adopt the agenda with all proposed changes was made by Ms. Van Pelt and seconded by Ms. Burnett. The motion passed unanimously.

In adoption of the draft minutes of the April 18th 2002 meeting, Ms. Davis noted that she had not provided the redlined version of the minutes to the NAESB office for distribution. A procedural motion to review the attachment changes separate from the draft minutes was made by Ms. Davis and seconded by Ms. Chezar. The motion passed with no objection. Ms. Davis then read through her suggested changes to the draft minute attachments, which were provided to the attendees prior to the meeting. Mr. Young moved to adopt the proposed changes to the draft minute attachments from the April 18 meeting, which was seconded by Ms. Van Pelt. The motion passed unanimously.

It was determined to delay approval of the April 18 minutes to a notational vote after the meeting.

2. Subcommittee Updates

Ms. Van Pelt provided the following update for the Business Practices Subcommittee. Two requests that were assigned to BPS at the last EC meeting have been addressed and forwarded to the Information Requirements Subcommittee (Request Nos. R02003, R02005). Similarly, a



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request that had been inadvertently overlooked has also been addressed by the BPS since its last report (R98041).

The efforts of the BPS regarding Order 587-N to accommodate partial day recalls were reviewed by Ms. Van Pelt. NAESB standard nos. 5.3.2, 5.3.6, 5.3.7, 5.3.41, 5.3.42 were proposed to change. New standards were proposed 5.3.z1 through 5.3.z11. Three instructions to Information Requirements Subcommittee were also drafted. Mr. Brooks questioned the reliability of the process for sending in emails the information on penalties which is addressed in proposed standard no. 5.3.z6. He noted that EDM may be a more reliable means for exchanging information. In the discussion it was noted that the cases where this information is sent is rare and the proposed standard is based on the IT bumping standard where email is used for notification. The pipelines can provide other means for communicating the notification and so specify it in their tariff filings. Mr. Novak further elaborated on the proposed standards to support Order 587-N. There was discussion on the timetable for comments on the proposed standards and it was determined to wait until the package was complete with Information Requirements and Technical Subcommittee reviews. The recommendation will be circulated for comment on July 15.

Ms. McQuade gave the following update for the Contracts Subcommittee. In regards to the Funds Transfer Agent Agreement (FTAA), there will be a meeting on July 22 with participants from the National Energy Marketers Association in attendance. This group will be looking at creditworthiness. Risk officers from energy companies as well as investment bankers and other interested parties will be invited to attend. Mr. Hebenstreit informed the EC he made a presentation to API accounting group and showcased the NAESB contract as an exemplary contract for the purchase and sale of natural gas.

Mr. Spangler noted that the EDM Subcommittee has not met since the last EC meeting and has no outstanding issues. The group is ready to review the revisions to standards manuals for the publication of version 1.6.

Mr. Whatley gave the update for the Information Requirements Subcommittee as follows. Recent efforts have concentrated on concluding the Order 587N items forwarded by BPS. The IR has completed work on request no. R96009 (scheduled quantity), and completed R97070 and R99037. Efforts are currently underway for request no. R99024. IR still has a significant backlog of work and any volunteers to the subcommittee would be welcome.

Ms. Van Pelt provided the following update for the Technical Subcommittee. It is developing EDI data sets related to transactional reporting, and should forward the data sets to the ANSI ASC X12 Committee for consideration once some remaining requests in IR are completed and forwarded to the Technical Subcommittee to determine if additional changes are needed in those EDI data sets. Request No. R97058B should be addressed following the conclusion of the Order 587N items.

Mr. Brooks asked if the ANSI ASC X12 Committee was forming utility specific subcommittees. Ms. Garcia responded that it is being considered but no decisions have yet been made. Ms. Van Pelt noted that NAESB develops its own X12 transactions with more frequent NAESB meetings, and brings the results to the X12 Committee for its consideration. The X12 Committees meet on a quarterly basis, which would not accommodate the NAESB development needs. It was determined that NAESB would continue to monitor the X12 Committee activities.

Mr. Novak gave the following update for the Publication Process Review Task Force. The task force gave their report at the last EC meeting and set a deadline for comments for one month following that meeting. To date they have received no comments and now it's a matter of whether to report on the publication process to the Board or its Parliamentary Committee.



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Mr. Bray raised a question about the frequency of standards publication. He has concerns that annual publication is too frequent, and recommended a two-year cycle. Mr. Novak stated the issue had been left open because the concern was how to publish with four quadrants active. It is expected that the report will result in NAESB Operating Practices. Extending the publication time frame could be considered but the group would first have to determine how they would coordinate the quadrants. Mr. Buccigross encouraged anyone who is interested to file comments on the report and forward it to the parliamentary committee. Ms. McQuade reminded participants the parliamentary committee is on the Board agenda for June 28. Ms. Davis then pointed out there were outstanding issues concerning publication identified in the PPRTF report. One issue was how the books will be published (i.e. one book for four quadrants, four different books, etc.). The PPRTF report had concluded that more input is necessary from all four quadrants before any definite decisions about publication are made. It was agreed that further discussion of the disposition of the PPRTF report be deferred for later in the meeting.

Mr. Zavodnick provided a status of the activities of the Meeting Coordination Task Force (MCTF). The task force had one conference call discussing customs and traditions followed in scheduling meetings and establishing a single calendar of NAESB events with a general consensus that the calendar would be restricted to only NAESB events. Draft minutes of the MCTF are posted on NAESB site. The next meeting is scheduled for July 18 with the expectation that the task force will be issuing a final report to EC shortly thereafter. Ms. Davis asked about the length of the July 18 meeting. Mr. Zavodnick answered that the meeting would probably last two hours, beginning at 1:00 p.m. Central and scheduled for two hours.

3. Discussion on TTT in light of FERC Order 587-O, Docket No. RM96-1-020, requiring implementation of NAESB Standards, Version 1.5

Mr. Novak noted there is a section of FERC Order 587-O which directs parties that have questions to this body (the EC) and we have received three requests for clarification. The implementation date for the order is October 1. An Interpretations Subcommittee meeting will be set up shortly to address the three requests. There was some discussion on the need for multi-quadrant subcommittees and task forces as the Interpretations Subcommittee was discussed, and multi-quadrant efforts will be discussed later by the group, specifically, the development of guidelines for how multi-quadrant efforts will be coordinated, and recommendations identifying which subcommittees are likely to have multi-quadrant efforts.

4. Discussion and Vote on Proposed Standards for the WGQ - Fund Transfer Agent Agreement (FTAA)

Mr. Ishikawa requested the discussion of the submitted comments from Southern California Gas and San Diego Gas & Electric be postponed until after lunch so he could contact the author of the comments. Mr. Scheel suggested if these comments/issues had not been addressed by the subcommittee, they be sent back to be addressed. Ms. Davis voiced her agreement with Mr. Scheel, and suggested the discussion be postponed until the August EC meeting.

Mr. Buccigross read Southern California Gas and San Diego Gas & Electric's comments on the FTAA into the record, and opened the floor for discussion. Mr. Johnson noted that legal opinions had already been drafted addressing the concerns outlined in the comments regarding bankruptcy [the comments were withdrawn after the meeting, and the companies noted that



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they were in agreement with the FTAA as drafted.] As there was confusion on whether the issues raised in the comments had been addressed by the subcommittee, it was determined to send the recommendation back to them with the comments. Ms. Davis motioned, seconded by Mr. Young that the FTAA recommendation be sent back to Contract Subcommittee for further review of comments provided at the EC meeting on June 13 and with a request they return it with a fully staffed recommendation including a redlined version. Mr. Buccigross inquired if the document would have to go out for comment again. Ms. McQuade answered that if there were no further changes to the contract it would not have to go out again for comment. A vote on the motion passed unanimously.

5. Publication Process Review Task Force (PPRTF)

Mr. Buccigross opened discussion on the disposition of the PPRTF report, and asked for proposed courses of action. Mr. Novak made a motion that the EC accepts the PPRTF and send it to the BOD. The motion was seconded by Mr. Caldwell. Mr. Buccigross clarified the suggestion that the EC have this report posted and any interested party be allowed to submit comments prior to the board meeting and they will go to the board with the understanding that said comments do not preclude any substantive action. After discussion, the motion was made by Mr. Novak and seconded by Mr. Caldwell that "The WGQ EC accepts the PPRTF report and submits it to the Board of Directors at its June 28th, 2002 meeting for whatever action it deems appropriate. Interested industry participants are invited to submit comments to the Board of Directors on the report." The motion passed unanimously.

6. 2002 WGQ Annual Plan Review

Mr. Buccigross reviewed the changes made to the annual plan which are attached to these minutes. No date changes were made. The status on the FTAA (item no. 9) was modified to show that it was in progress rather than completed. Item 5, to explore additional possibilities for partnership with the Department of Energy was left open. Mr. Brooks has had several discussions with the DOE regarding homeland security and additional work may come out of those discussions. Item 6 is considered completed as enhancing security standards relates to the recommendations from the Sandia report (which is item 4). It is still considered an "in progress" item though because additional work may come from the discussions with the DOE (item 5). Item no. 8, regarding Order No. 637 is complete with the exception of the development of X12 data sets for transactional reporting. Item no. 10, Partial Day Recalls, is underway.

7. Wholesale Gas Quadrant Procedures Task Force

Mr. Scheel reported that the group has met once to organize. They will prepare a strawman of WGQ procedures which follow the other quadrant procedures, and expect the strawman to be complete by the end of the month. Once completed, they will forward the procedures to the WGQ membership for comments. After the comments are reviewed, the procedures will be forwarded to the Board, possibly in time for the September Board meeting. The strawman procedures and comments would also be forwarded to the EC at the August meeting.



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8. Update on REQ Membership

Ms. McQuade gave the update of REQ membership. 47 letters of intent were reported when the meeting materials were posted, but since then an additional company has indicated its intent to join. Most of the companies forwarding letters of intent have already submitted applications for membership and all have said they intend to join. Mr. Minneman stated Quadrant procedure identifies that the Quadrant elects members to the EC but also allows alternates. He inquired as to who were the alternates for the REQ. Later in the meeting, Ms. McQuade noted that the alternate for the REQ EC were: for the distributors: Gwen Beadles, John Russom and Keith Hock; and for the suppliers: Bill Barkas, Gwen Mizzel and Theresa Hess.

9. Election of Executive Committee REQ Vice Chairman

Mr. Buccigross requested nominations from the floor for the position of the EC Vice Chairman representing the REQ, and REQ Quadrant Chairman. Mr. Anthony nominated Mr. Minneman for the position. Mr. LaFond moved to elect Mr. Minneman. The motion was seconded by Mr. Newbold. Mr. Minneman was elected unanimously. Mr. Minneman stated the REQ needs to elect a vice chairman of REQ who would become the chairman next year. Ms. Kiselewich suggested this wait until the next meeting. It was decided at the next meeting this issue would be listed as an item on the agenda.

10. Proposed 2002/2003 REQ Annual Plan

Mr. Minneman opened discussion of the REQ annual plan. He summarized the progress of the development of the annual plan by noting that there was good consensus on the items belonging on the plan and most of the discussion focused on prioritization. A draft has been put together and sent out for review. The REQ will be providing the plan to the Board for approval at its June 28, 2002 meeting. He further noted that discussions with the RGQ on its annual plan regarding coordination of activities would be productive.

In comments, Ms. Davis asked if the plan included a review of the WGQ standards. The plan addresses a review of the WGQ EDM standards. It is expected that the subcommittee addressing item 12 will be provided with an instruction that it is to review the EDM standards to determine if they are to be adopted as REQ standards as well. Ms. Alexander then outlined the position of the residential end-users concerning the issue of coordination with the RGQ. She explained because of limited resources, especially in the end-user segment, the two active subcommittees are addressing workload priorities and the establishment of realistic goals with the involvement of as many end users as possible. There will also be coordination with the WEQ for applicable development efforts.

Mr. Brooks suggested the REQ include in item no. 3, "Customer Enrollment and Switching", some consideration for RTOs (in particular the model ERCOT has employed). And in item no. 12, "Electronic Delivery Mechanisms", the subcommittee to which this activity is assigned should make reference to the development efforts of other Quadrants and may result in liaison roles. Ms. Hess responded that the REQ will be looking at GISB EDM standards as well as other manuals/protocols, such as other standards developed by groups such as the UBP group, OASIS and FREDI under item 12. Ms. Khan referred the EC to the attachment to the plan that lists some of the organizations that may be contacted, in addition to coordination with the RGQ and WEQ. It was also noted that the need for coordination is embedded in the



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UBP document, which will be used as the starting point for REQ standards development. Mr. Brooks noted that the REQ should consider the data transport standards developed in Ontario, as no group will be excluded from consideration, which will be passed on to the subcommittee addressing this annual plan item.

Mr. Brooks asked that item 3 be reworded to ensure that all parties are reflected in the customer enrollment and switching. Mr. Moran agreed and offered wording to specify market participants instead of distributors and suppliers. Ms. Kiselewich moved to adopt the REQ annual plan as modified at this meeting. The motion was seconded by Mr. LaFond. The motion passed unanimously.

11. Establishment of REQ Task Forces and Subcommittees

Mr. Minneman reviewed the procedure for establishing taskforces and subcommittees within the REQ, which is outlined in section 10.9 of the REQ procedures. The steps are: (1) the EC prepares a written statement of purpose for the task force or subcommittee, (2) names it (3) and appoints a temporary chair (member of REQ EC who performs start-up tasks and is willing to serve as chair if elected). He stated since the REQ is at a point where they have endorsed an annual plan, which calls forth three different subcommittees as follows: Technical Electronic Implementation Subcommittee, Supplier Utility Interface Subcommittee, and Customer Procedures Subcommittee. Mr. Anthony suggested the charter of the subcommittees should have some degree of consistency and commonality with the WGQ and he volunteered to draft a preliminary charter.

Ms. Van Pelt stated her concern in the event a request came in that crossed Quadrants there needed to be some kind of equivalent subcommittees to make sure an item had appropriate subcommittees working on it together. Ms. Chezar suggested if the REQ had not yet selected members to sit on the Triage Subcommittee it do so soon in order to deal with requests. Mr. Novak suggested the REQ should be free to do what it needs to do to get their Quadrant up and running and worry about any possible restructuring at the next EC meeting if it is necessary.

Mr. Minneman informed the EC the REQ is now at a point where it can establish the designated subcommittees as delineated in the annual plan. Ms. Kiselewich moved to establish these three subcommittees these to be the Technical Electronic Implementation Subcommittee, Supplier Utility Interface Subcommittee, and Customer Procedures Subcommittee. The motion was seconded by Mr. Brooks. The motion passed unanimously. Mr. Minneman asked for volunteers to lead of the three subcommittees. Mr. Brooks volunteered to act as interim chair for the Technical Electronic Implementation Subcommittee. As there were no further volunteers, Mr. Minneman will organize the first meetings for the other two subcommittees and solicit volunteer chairs for the subcommittees.

For the Triage Subcommittee, it was noted that Mr. Buccigross appointed members to the Triage Subcommittee. Mr. Buccigross stated he would respect the wishes of the REQ segments in selecting their triage representatives. For responsibility, the members of the Triage Subcommittee review incoming requests and recommend to the Executive Committee: (1) scope, (2) inclusion in the annual plan, (3) applicable quadrants, (4) assignments to subcommittees, and (5) relative priorities. Ms. Alexander asked for a description of the responsibilities of the Triage Subcommittee. Should the Triage Subcommittee recommend that the request is out of the scope of the organization and the EC concurs, the request is then forwarded to the Board of Directors as it is the final arbiter on scope. The triage process can assign a request to multiple quadrants for development, and the Reconsideration process acts as a check during the standards development effort if there is concern the standard may apply



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to quadrants other than those to which it was assigned. Two factors were identified which should be considered in the triage process: (1) recognize limited resources and (2) coordinate similar development efforts reflected in the quadrant annual plans to avoid duplication and conflicts in priority. Both items should be taken up by the Parliamentary Committee, once it convenes. Mr. Newbold stated that the issue at hand is really a timing difference. The fact that the annual plans are not coincident in time is causing most of the confusion.

Mr. Anthony stated the dates on the annual plan are completion dates and the intent was that the subcommittees would start working on these items ASAP. Mr. Buccigross stated the BOD is expecting an REQ plan, so that means there will eventually be four separate annual plans for 2003. Mr. Anthony added that the issue of cross-quadrant coordination will need to be addressed but should not hinder the group for beginning work on the items on the annual plan. Mr. Minneman summarized the discussion of this topic as follows. It is agreed there is an open issue how procedurally the annuals plans of the quadrants are coordinated. The REQ voted to endorse the annual plan and submit it to the Board of Directors.

Two areas of possible coordination between REQ and WGQ were identified as EDM and Billing and Payment. Mr. Minneman asked the WGQ participants to review the REQ to determine if there were any areas of potential conflict, and provide such information to him or to the Board at its June 28 meeting.

12. Other Business

Mr. Buccigross reviewed the schedule of upcoming meetings with their locations and dates as follows. He informed the EC their meetings will now be scheduled for two days (four half day meetings for the four quadrants). Those meetings are:

Aug 22nd and 23rd in Colorado Springs

Oct. 17th and 18th in Phoenix/Tempe Arizona

Dec. 12th and 13th with the location yet to be determined

The annual meeting dates are September 24 and 25 with the Board meeting on September 23, in Hunt Valley, Maryland – 20 minutes from the Baltimore airport.

Ms. Alexander suggested when choosing meeting locations, more attention should be paid to the available financial resources of the participants. Ms. McQuade noted that meetings at airport hotels with charges for attendance have been approved by the Board, and as the committee grows it may be the only option. It is expected that the EC meeting will run in four half day sections – one for each of the quadrants. The common part of the meetings for the EC as a whole to address triage recommendations on new requests can be handled through conference calling.

In discussion of the August meeting, it was noted that the WGQ meeting would need more than half-day to address partial day recalls. As an option, either the first day be devoted in total to WGQ, or it be devoted to the WGQ until 3:00 p.m., a joint session from 3:00 p.m. to 5:00 p.m. and then the WGQ can finish its business, if necessary, thereafter. As it was unclear whether the WEQ or the RGQ would be seated in August, there was some flexibility in the scheduling.

Ms. McQuade gave the following update for the formation activities of the WEQ. The WEQ is meeting in Columbus on the June 20 and 21, 2002. There is a detailed (21 pages) agenda posted on the NAESB web site. The WEQ has preliminarily identified five segments and



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descriptions for those segments. They have enough companies interested but have not yet determined the number of seats per segment on the Board and EC.

Mr. Novak gave the following update for the formation activities of the RGQ. RGQ is focused both on membership recruitment and on finalizing the annual plan. A survey on the annual plan is underway.

For the publication of version 1.6 of the NAESB WGQ standards, Ms. Van Pelt noted that several corrections are needed in the cross-reference. She will be submitting those to NAESB, and working with Ms. Garcia to have the corrections applied. For the two booklets, Ms. McQuade noted that a draft should be made available of June 14, where "GISB" is changed to "NAESB", where applicable. Several individuals volunteered to review the modifications. By June 29, all standards manual modifications for version 1.6 will be made available to the reviewers. By July 2 a second round of edits resulting from the first review will be available to the reviewers, and by July 12 the final version should be available.

Mr. Young was welcomed to the EC as the newly elected WGQ pipeline segment member, and Ms. King was welcomed to the EC as the newly elected WGQ pipeline segment alternate. Ms. Alexander introduced Mr. Winkler who is representing the Ohio Office of Consumer Council and will be representing the end-users in the RGQ EC when seated.

13. Adjourn

Ms. Van Pelt made the motion, seconded by Mr. Young to adjourn the meeting. The meeting adjourned on June 13, 2002 at 4:15 p.m. PST.



14. Executive Committee Attendance

Present

WGQ

End Users:

Tina Burnett	Y
Bill Hebenstreit	Y
Diane McVicker	N
Kelly Daly	N
Dona Gussow	By Phone

LDCs:

Dolores Chezar	Y
Mike Novak	Y
Chris Maturo	Ballot
Rodger Schwecke	Y
Steve Sullivan	N

Pipelines:

Bill Griffith	By Phone
Dale Davis	Y
Randy Young	Y
Kim Van Pelt	Y
Iris King	Y

Producers:

Paul Keeler	N
Lauren Kaestner	Ballot
Richard Smith	By Phone
Sheri Heslington	Y
Vacancy	

Services:

Jim Buccigross	Y
Carl Caldwell	Y
Keith Sappenfield	By Phone
Mark Scheel	Y
Leigh Spangler	By Phone

REQ

Distributors:

Ruth Kiselewich	Y
Terry Moran	By Phone
William Newbold	Y
Jeff Anthony	By Phone

End Users:

Dr. John Anderson	N
Steve LaFond	Y
Barbara Alexander	Y



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Vacancy

Services:

Jim Minneman	Y
Dick Brooks	Y
Rob Connell	N
Vacancy	

Suppliers:

Felicia Lokey	N
Jonathan Kubler	By Phone
Heidi Schrab	N
Theresa Hess for Vacancy	Y

15. Other Participation

Administrative:	Rae McQuade	- Executive Director
	Veronica Thomason	- NAESB Staff
	JoAnn Garcia	- NAESB Staff
	Jay Costan	- General Counsel
	Meghan McMillan	- NAESB Staff

Observers to the Meeting:

Name	Company	In Person/Phone	GISB Member
Anthony, Jeff	Wisconsin Electric Power Co.	On the phone	Y
Bianchi, Rita	Northern Natural Gas Co.	On the phone	Y
Bragg, Audrey	Washington Gas	In Person	Y
Bray, Mike	Bray & Associates	In Person	Y
Burden, Christopher	Williams Gas Pipeline	In Person	Y
Camp, Yvette	Southern Company	On the phone	Y
Goodman, Craig	National Energy Marketers Association	On the phone	Y
Gwilliam, Tom	Iroquois Gas Transmission Sys.	In Person	Y
Johnson, Will	Visage	On the phone	Y
Jones, Veronica	Defense Energy Center	In Person	Y
Kardas, Joe	National Fuel Gas Supply	In Person	Y
Khan, Misty	Telrx	On the Phone	Y
McDougal, Prince	Southern Natural Gas	On the phone	Y
Schubert, Ken	TransCanada Pipeline	In Person	Y
Smith, Richard	ExxonMobil Gas Marketing Co.	On the phone	Y
Whatley, Pete	Dynegy	In Person	Y
Zavodnick, Steve	Baltimore Gas and Electric	On the phone	Y