



**North American Energy Standards Board
MCTF (Meeting Coordination Task Force)
Conference Call
Friday, May 24, 2002
Final Minutes**

1. Welcome

>Meeting convened by Mr. Buccigross at 9:09 a.m. CST Friday, May 24, 2002. Mr. Buccigross stated that the goal of the committee is to be a short-lived committee meeting via conference calls to discuss the coordination of meetings within NAESB committees and subcommittees.

>Antitrust guidelines were reviewed and participants were cautioned against anti-competitive behaviors.

>Mr. Buccigross asked if anyone would like to propose changes to the agenda. Ms. Hess asked for clarification about whether the agenda under consideration was the e-mailed version or the posted version. Participants agreed that it was the posted version. A motion to adopt was voiced by Ms. Alexander and seconded by Mr. Novak. The agenda was adopted unanimously.

2. Acknowledgement and acceptance of proposed Chair – Steve Zavodnick of Baltimore Gas & Electric

Mr. Buccigross informed participants that Mr. Zavodnick had been nominated as chair of the committee. A motion to adopt Mr. Zavodnick as chair was voiced by Ms. Khan and seconded by Ms. Alexander. Mr. Zavodnick was elected unanimously as chair of the Meeting Coordination Task Force committee (MCTF).

3. Task Force Goals and Scope

Mr. Zavodnick reviewed Mr. Buccigross' opening remarks about the goals and scope of the committee. He reiterated that the MCTF is envisioned as a short-lived task force charged with developing guidelines and protocols to coordinate meeting schedules across quadrants so as to minimize simultaneous meetings.

4. Review Current GISB Procedures

Mr. Zavodnick invited Mr. Buccigross to review standard GISB practices regarding the scheduling and coordination of meetings.

Mr. Buccigross referred to NAESBOPS relating to:

- The powers and duties of the chair
- Advance notice of meetings
- Standards about the timely promulgation of agendas
- Posting meeting information on the website and how votes should be taken.

However, Mr. Buccigross stated that for the most part, members follow 'historical' procedures when scheduling and coordinating meetings. According to Mr. Buccigross, these procedures include the following:

- 1) a chair scheduling a meeting checks the NAESB schedule and attempts to avoid scheduling over something else
- 2) the chair may also call the NAESB office to see if there is anything on the calendar for the proposed meeting time
- 3) when there is a conflict, one chair may call the other chair to ask if there is any specific objections to holding the meeting on that date and time.

Ms. Hess added that it was tradition that meetings not be held in two different cities in the same week.



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Mr. Sappenfield noted that historical practice includes not holding meetings on Mondays and Fridays so that participants need not travel on a non-work day.

Other issues relating to the above historical meeting procedures were discussed including:

Multiple day meetings should begin no earlier than 10a on the first day and end no later than 3p on the last day to accommodate travel arrangements.

Single day meetings should have a full agenda in order to make maximum use of the time available.

Mr. Buccigross informed the participants that there are now May, June and July meeting calendars on the NAESB website. Ms. Garcia then informed participants that as the website is split into quadrants, each quadrant site will have the same calendar. Ms. Garcia later amended her statement, informing participants that the calendars will be located on the navigation bar, not on each quadrant's site. In the same format that NAESB uses now.

5. Brainstorming New Ideas

A discussion followed regarding the logistics of face to face meetings. Concerns were expressed about the convenience and expense of meeting locations (specifically car rentals). In light of these issues it was suggested that new criteria be included for meeting coordination which focuses on expense. Ms. Garcia noted that the information on the discount offered by Continental Airlines is out on the website still. (If ten people are traveling to a meeting from one city then you get the discount.)

Ms. Khan suggested that committees look at implementing web casting technology into their meetings so that people who are not physically present at meetings are able to see the same materials that the people in the room are looking at.

Ms. Hess urged participants to bear in mind the large turnouts at some of these meetings, and consider the fact that meeting facilities must be able to accommodate these turnouts.

It was noted that it would be helpful if all meetings had an agenda that included time allotments for each agenda item and a set ending time. It was suggested that each meeting should have a facilitator to keep things on schedule and also that this person should be a different individual from the leader of the meeting.

At this point Mr. Zavodnick summarized the topics discussed thus far including: size of meetings, making valuable use of meeting time, agenda times, web casting and expense, and asked if there were any other ideas. To which Mr. Sappenfield suggested that there ought to be communication between chairs who schedule at the same time to maintain flexibility.

There was an inquiry about whether members are currently following the NAESBOPS concerning coordination and scheduling of meetings. There was a general consensus that several variables make it hard to strictly follow those guidelines however, the scheduling is done on a mutually agreeable basis. Standing committees do not emphasize these standards as much, but the committees that deal with a wide range of things need to get their agendas out in order to facilitate travel arrangements. A suggestion was made that in order to coordinate meetings more effectively, every other month a conference call of committee chairs should be held.

By general consensus it was agreed that the meeting coordination 'customs and traditions' contain a general statement pertaining to meeting location and that this should be sensitive to the location of the majority of the participants.

Then followed a discussion about video conferencing where Mr. Buccigross informed the participants that this service generally costs around two hundred dollars plus a nominal per-member charge. There was a suggestion that companies look into getting contracts with video conferencing services. Ms. Garcia informed participants that NAESB would not be able to pay for this service.

A suggestion was made to have a link on the website that allows members to have direct access to these new 'customs and traditions' along with the e-mail address where meeting announcements should be sent.



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After some discussion, it was agreed that the NAESB meeting calendar would not include events of other organizations such as AGA or EEI, due to the large number of meetings that would need to be tracked.

6. Develop Workplan for Task Force

Mr. Buccigross suggested that the committee generate a report that would be accepted by the EC and/or committee chairs concerning new 'customs and traditions.'

It was agreed that NAESB should send an attachment with these minutes to ask for further comments or suggestions.

It was agreed that the minutes would be posted for comment, and that the committee would have another conference call and send out a report to the membership concerning the tentative 'customs and traditions' and that the committee would approach NAESB about adding the above mentioned features to the website. A motion to adopt this proposal was voiced by Ms. Khan and seconded by Ms. Hess. The meeting proposal was adopted with no further changes or additions.

The date for the next meeting was set for Tuesday, June 18, 2002 at 1:00p.m. CCT. And it was agreed that the committee would schedule any further meetings according to CCT due to the fact that NAESB uses CCT.

The motion to adjourn was voiced by Ms. Hess and seconded by Ms. Khan. The meeting adjourned at 10:20a.m. Friday, May 24, 2002.



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Proposed Customs and Traditions for Meeting Coordination

Meetings and conference calls should be scheduled so as not to overlap with other meetings or conference calls, unless the two meetings are unrelated and the two groups have no members in common

Chairs planning meetings and conference calls should check the NAESB calendar on the website and contact the NAESB office to determine if another meeting or conference call is planned for the same time

Face to face meetings:

- Should not be scheduled on Monday or Friday so as to avoid the necessity of travel on non-work days

- Should not be planned in two different cities in the same week

- Should be located close to public transportation or convenient to taxi

- Should have teleconference capability

- Should be hosted by a member so as to avoid the expense of a conference room at a hotel or other facility

- Should have an agenda available several days prior to the meeting so that potential participants can evaluate the value of personal attendance and make travel arrangements

Multiple day meetings should begin no earlier than 10a on the first day and end no later than 3p on the last day.

In determining the locations for face-to-face meetings, the locations of the participants should be a significant consideration

Meeting times should be stated as Houston clock time



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Potential Items for Future Consideration

Video Conferencing or Webcasting

Using a facilitator to keep meetings running on time

Monthly conference call of all chairs to coordinate timing of upcoming meetings

Attendees

Eric Ackerman
Suzanne Calcagno
Barb Alexander
Jeff Anthony
Bill Boswell
Jim Buccigross
JoAnn Garcia
Theresa Hess
Misty Khan
Iris King
Meghan McMillan
Mike Novak
Keith Sappenfield
Randy Young
Steve Zavodnick

EEI
UBS Warburg Energy
Agent, Main Office of Public Advocate
Wisconsin Electric – Wisconsin Gas
Dominion
8760 Inc.
NAESB
Reliant Energy Retail Services
Telerx
Dominion Transmission, Inc.
NAESB
National Fuel Gas Distribution
EnCana Energy
Gulf South Pipeline Company, LP
Baltimore Gas & Electric