



North American Energy Standards Board

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TO: NAESB Meeting Coordination Task Force, Posting for Interested Industry Participants
FROM: Meghan McMillan, NAESB Staff
RE: Final Minutes from the NAESB Meeting Coordination Task Force – July 11, 2002
DATE: July 22, 2002

**North American Energy Standards Board
Meeting Coordination Task Force
Conference Call
July 11, 2002
Final Minutes**

1. Administrative

> Mr. Zavodnick opened the meeting and welcomed participants. Mr. Novak gave antitrust guidelines. Roll Call was taken by Ms. McMillan.

> The agenda for the Tuesday, July 11 meeting was adopted as is.

> Mr. Zavodnick then asked if there were any changes to be made to the revised draft minutes from the June 18, 2002 meeting. Mr. Novak was concerned about the way the document was posted (tagging issue with pdf files). Ms. Davis informed him that this is a result of how this version of the software works. Ms. Davis volunteered to e-mail a correct pdf version to the NAESB office. Ms. Hess motions to adopt the revised draft minutes and Mr. Whatley seconds. The revised draft minutes were adopted with no further changes.

2. Discussion of the Proposal for Customs and Traditions for Meeting Coordination

The proposed meeting coordination guidelines were discussed as follows.

Item A.1

Mr. Zavodnick opened the discussion on item A.1 by asking Ms. Alexander to discuss her comment on item B.2 in relation to this item as she added language similar in B.2 as is used in A.1. Ms. Alexander stated that A.1 allows scheduling conflicts under certain conditions and she wanted to add the same exception under the B section talking about face to face meetings. There may be face to face meetings that occur at the same time in two different cities as long as the parties don't overlap. Mr. Zavodnick then asked if there is a difference in the intent implied by Ms. Alexander's comment. Ms. Alexander answered that there was not. Ms. Davis voiced her concern with this language is that you will not know until after the agenda is posted who is interested. She suggested that the language in A.1 be used in B.2. Ms. Alexander stated that this was fine with her. It was decided to change language in B.2 to be consistent with the language in A.1.

Mr. Young then asked how the chairs know who the members are for any particular group. Mr. Zavodnick answered that it is his understanding that a membership list is set up for each group and is maintained by the NAESB office. He added that he did get an email from Delores Chezar and she suggested that A.1 say not just "members in common" but substantial overlap of active participants. Mr. Whatley stated that he believes there are two separate kinds of meetings, standing subcommittees and open meetings. He suggested that since there is not really a standing list of those who would want to attend the first meeting of a group that it might be better to talk about quadrant participation or interest. Mr. Zavodnick then suggested that the group should consider whether the guidelines that are being developed now should be different for one time or initial meetings than for meetings that are ongoing or standing committees. Mr. Whatley



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suggested that these guidelines might only need to be adhered to within a quadrant thus allowing different quadrants to have meetings at the same time as long as there is no significant overlap in interest. Ms. Davis stated that there should be enough leniency in rules to allow standing committees to do what they need to do. Ms. Alexander then requested that someone with more experience relate this to what's going on in the REQ. Because there are three different subcommittees being developed, which have certain tasks; it is certainly likely that there will be people who are involved with more than one or all three. From her perspective, the key point is making sure these subcommittees establish meetings in a way that does not conflict with other subcommittees. Ms. Davis responded that this is just putting on paper what they have been attempting to do for the last five or six years. She stated that initially there will be many participants but as things settle down those will decrease to a core group of people. For those core people we want to make sure we do not have too many conflicts. As we get more people we will go through the same growing pains. Initially, the whole point is to avoid any overlap. Mr. Whatley added that one's first consideration should be whether they are stepping on toes within their quadrant and the second consideration should be whether any other quadrants will be interested in that particular meeting. Ms. Alexander suggested that that approach be reflected in the guidelines, and that initially there should be a high level of no overlap and then after a while coordination issues can be moved to the quadrant level. It was decided that there would be one set of guidelines regardless of what type of meeting is being scheduled. Mr. Anthony suggested that if the phrase "two groups have no member in common" is taken out then that gives too much flexibility, and suggested saying that first consideration be given to the meetings being unrelated and second to having no members in common. Mr. Whatley stated that the guideline works just as well without that final phrase. Ms. Alexander stated that she does not disagree that the first objective is that meetings don't overlap. She suggested that they might want to give guidance to subcommittee chairs as to what they should do if they see that a conflict might occur. Mr. Novak agreed with this statement. Mr. Whatley suggested that primary consideration should be given within the quadrant and then consideration should be given to other quadrants. Ms. Hess suggested that they add that every effort should be made not to overlap.

Item A.2

Mr. Whatley suggested that it might eventually be necessary to have a separate calendar for outside events. It was decided that based on past response to this idea it would not be feasible to pursue. Mr. Zavodnick suggested they discuss how to maintain the updating of the calendars. Mr. Anthony suggested that chairs should keep up with this and inform the NAESB office of scheduled meetings. Ms. Alexander suggested that they could delete the "accessible to the public" phrase if it is not relevant, but reiterated that the calendar does need to go out further in advance as indicated by the three-month time frame part of her comment. Ms. Hess wants to make sure that the calendars posted cover at least a three-month time frame into the future. Mr. Zavodnick added that there should be a calendar showing all scheduled meetings regardless of how far in the future they occur.

Item A.3

Suzanne Calcagno sent an email saying that conference calls for chairs and subcommittee chairs provide information that is helpful for future planning concerning coordination. She recommended that this practice continue. Mr. Anthony stated that it seemed rather onerous to have a monthly call just for coordination. He suggested that they could rely on the calendar. Mr. Whatley suggested if the subcommittee chairs are giving updates at the EC meeting then they can use this time to coordinate with the other chairs as well. Mr. Zavodnick asked if they should leave this as an "as necessary" item. Ms. Alexander suggested they reference the coordination role the EC is expected to play in supervising the committees and subcommittees. Ms. Hess stated that in the past it's been the EC chairs that let each other know what's going on. She suggested they drop the formal meetings all together. Mr. Novak stated he has no objection to removing it. Ms. Alexander stated she has no objection to holding a monthly call, but it is necessary to inform the new EC chairs that they may wish to organize a meeting to coordinate. It was decided that A. 3 would be left in to be modified later.

Item A.4



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It was decided to leave "Houston" in. Ms. Davis stated it would be nice if all meetings were posted in the same time zone. Mr. Novak stated that he tries to post both times, but for coordination purposes it needs to be posted in central time. Ms. Davis suggested they have central clock time on everything but add the local time as additional information. Ms. Hess asked if the agenda would show local time. It was decided that agendas would show both central and local time, and that the scheduled times for all meetings and conference calls will be central time on the calendar but face to faces will be listed with central and local time.

Item A.5

Mr. Young suggested the chair be responsible for facilitating meetings as in the past. Ms. Van Pelt stated many meetings that run over are in fact productive meetings where participants choose to let the meeting run long because they are making good progress. It was decided to remove A.5 in its entirety.

Item A.6

There was no discussion on A.6. The item remains on the proposal as is.

Item B.7

Mr. Zavodnick suggested they discuss item B.7 next in the hopes that by resolving this issue the others would be less contentious. Ms. Alexander proposed that in order to avoid locating meetings inconveniently, that efforts be made to schedule meetings at places easily accessible by public transit. Mr. Zavodnick received two sets of comments from Suzanne Calcagno and Delores Chezar to the effect that they should have meetings near major airport hubs and the membership should be reviewed annually and meetings should be established based on regional density of NAESB membership. Mr. Whatley stated that Ms. Alexander's intention is reasonable but that if meeting location is restricted in this manner then they look at having NAESB charge each person to attend. Ms. Hess suggested it might be better to evaluate this particular issue on a case by case basis instead of making it an absolute rule. Mr. Novak added that, for him, it is cheaper to rent a car than it is to pay 150 dollars a day for meetings. Ms. Hess suggested if they are talking about quadrant specific meetings then the quadrant should decide what works best for them. Mr. Zavodnick summarized what he was hearing as a general wish to lower the total overall cost of having meetings. Mr. Novak stated these things are considerations but urged participants to keep in mind there is never going to be someplace that is convenient to everyone. Mr. Whatley suggested special attention be paid to end user groups that do not necessarily have the means to support all this. Ms. Alexander stated the issue under consideration here is where, geographically, should meetings be held. She reiterated her concern that once you have decided on a location (city) there should be sensitivity to the location (within the city) of the meeting itself. Mr. Zavodnick questioned whether guidelines for the coordination of meetings encompass the debate about choosing a location for meetings. It was agreed that this topic was within the scope of the task force. Mr. Zavodnick suggested that due to time constraints they suspend discussion on this topic in order to work through the other items in the proposal and then return to B.7 if time allows. It was agreed to postpone further discussion on item B.7.

Item B.1

Mr. Zavodnick informed participants that Ms. Chezar did make the comment to him that these meetings would be acceptable if meetings were held at a major hub city where one could get to or home from the meeting by traveling the same day. Mr. Whatley suggested that as long as meetings are scheduled in order to avoid, as much as possible, travel on non-workdays, then the wording of B.1 is fine as long as participants of those meetings have no problem with it.

Item B.2

There was no further discussion on item B.2.

Item B.3



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Ms. Hess stated the existing NAESBOPS mention the notice for meetings should be announced two weeks ahead of time. Ms. Alexander added that the NAESBOPS also state all teleconference calls should be noticed at least two days in advance. The only addition she suggested they could add would be that agendas should be available at least a week in advance to allow for low airfares. Ms Hess stated it is up to the chairs to get this taken care of and she suggested leaving this language as it is, and if the subcommittee starts having problems the members need to take it up with the chair. Mr. Whatley suggested they allow this guideline to be more general since there is already a NAESBOP that deals with these issues. Ms. Hess suggested they reference the NAESBOP. Mr. Whatley questioned whether this issue had anything to do with coordinating meetings. It was agreed that it did. Ms. Alexander suggested this item be removed since it is already addressed in the NAESBOPS. It was decided to remove B.3 in its entirety.

Item B.4

Mr. Zavodnick informed participants that Delores Chezar opposes altogether any videoconferencing or web-casting whatsoever. He would support keeping something in to consider it as technology evolves. Ms Hess added that the word consider is really important and also recalled that they had these things split out into two lists and then they asked that the two lists be combined and that is why they are on here together. Mr. Whatley stated he thinks these are viable alternatives and he did not see any reason to take this guideline out. He suggested perhaps using language to the effect of: attendance in person is appropriate to the subject matter of the meeting. It was decided to stay with "important" in this section, instead of "critical".

Items B.6, B.5 & B.7

There was no discussion on B.6.

Mr. Novak stated he agreed with striking the added language at the end of B.5. Ms. Alexander responded by saying the guidelines, without the changes, B.5 and B.7 give entirely different messages which end up providing no guidance at all. She suggested there should be priority given to access to the meeting site. Ms. Van Pelt asked who this guidance was for. Ms. Alexander answered that it was for the chairs and the NAESB office. Ms. Van Pelt stated she did not see a lot of relevance for the NAESB office. Mr. Whatley agreed with Ms. Alexander and suggested maybe putting these guidelines together to come up with the least expense for the most number of people. Mr. Zavodnick stated there is a general consensus to combine B.5 and B.7. There are a number of factors to consider in determining the location of face to face meetings. Some are geographic and others involve meeting location itself in relation to an airport and other public transportation. Mr. Whatley suggested that Ms. Alexander help with the wording of this as well.

3. Other Business

No other business was discussed.

4. Next Steps

The next MCTF meeting was scheduled for July 22, 2002 (1:30-2:30 CST).

5. Adjourned

The meeting adjourned on July 11, 2002 at 12:14pm CST.



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Attendees

Barbara Alexander
Jeff Anthony
Kathryn Burch
Dale Davis
Theresa Hess
Iris King
Meghan McMillan
Mike Novak
Kim Van Pelt
Pete Whatley
Randy Young
Steve Zavodnick

Maine OPA
Wisconsin Electric – Wisconsin Gas
Duke Energy
Williams Gas Pipeline
Reliant Energy Retail Services
Dominion Transmission, Inc.
NAESB
National Fuel Gas Distribution
CMS Panhandle Pipeline Companies
Dynergy Marketing and Trade
Gulf South Pipeline Company, LP
Baltimore Gas & Electric