

## Comments on the Proposed Guidelines of KeySpan Energy

- > From: DOLORES CHEZAR
- > Sent: Monday, July 08, 2002 10:11 AM
- > To: Zavodnick, Steven M.
- > Subject: Proposed Meeting Coordination Guidelines
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- > I will be unable to participate in the conference call on July 11, but
- > would like to give you the following comments. I have participated in
- > GISB ( NAESB) meetings since its inception and have had concerns over
- > the years over the location of meetings. Meeting locations should
- > encourage participation and minimize time out of the office as well as
- > travel expenses. Meetings in the West have always raised concerns at my
- > Company because they most often involve three days out of the office for
- > a one day meeting, this is especially troublesome given the fact that
- > probably well over 80% of GISB's members are in Houston or east of
- > Houston.
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- > Travel expenses (if you make reservations early and take connecting
- > flights) generally are the same whether you are going 250 miles or 2500
- > miles. The major travel expenses (and time) related to meetings is when
- > they are not located at major airline hubs and in locations where there
- > are few members, and everyone has to travel long distances. I was
- > amazed that a recent WEQ meeting was scheduled for Delaware at a hotel
- > and participants were charged \$100+ for meeting expenses, with the
- > nearest airport in Philadelphia. Since a hotel was being paid for, why
- > wasn't the meeting in Philadelphia to avoid time and expenses to get to
- > Delaware? This makes no sense.
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- > Some specific comments on the proposed guidelines:
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- > 1. Once all four quadrants are working on standards it will be necessary
- > to schedule more than one meeting on a day, to do otherwise will
- > substantially slow down the process. A case in point was the scheduling
- > of WGQ BPS meetings in May and June which were numerous and done on
- > short notice. A year from now (given the proposed guideline) I don't
- > think we could have scheduled the meetings. I also doubt if there will
- > be many meetings that would involve, for example, WGQ and WEQ that could
- > not be scheduled at the same time. The same is probably also true of WGQ
- > and either of the retail quadrants. The guideline should be to avoid
- > scheduling meetings at the same time when there is a substantial over
- > lap in active participants. "Active" is an important consideration
- > since many people sign up for committees, but a much smaller number
- > attend. I would leave it up to the co-chairs of the committee to
- > determine what substantial and active mean.
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- > 2. Facilitators often do more harm than good and should be avoided.
- > Based on experience, committee chairs can handle keeping the meeting on
- > schedule if it is important.
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- > 3. If meetings are located based on membership and in cities that are
- > major airline hubs we should be able to schedule meetings on Monday
- > afternoon and Friday mornings. Completely eliminating Monday and Friday
- > for face-to-face meetings may also slow down the NAESB processing of

> standards.

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> 4. Video conferencing stinks, and should be banned unless it involves

> only two locations.

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> 5. The costs savings involved with a member hosting a meeting should be

> considered along with the costs associated with the location of the

> meeting in regards to member location and major airport. My Company

> would much prefer to pay a \$100 hotel fee to avoid a day out of the

> office and the cost of renting a car or taking an additional computer

> flight.

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> Recommendation: Once a year, the NAESB office should look at the

> location of its members and set a guideline as to the number of meetings

> that should be scheduled in various regions and recommend cities in

> those regions with major airline hubs. If 30 % of the members are in the

> south central region, then 30 % of the meetings should be scheduled for

> say Houston or New Orleans. If a member can host that would be great,

> if not a hotel should be found for the meeting. This process should be

> done initially for EC meetings.

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> Alternatively, the country should be divided into six regions, major

> airline hubs identified, and an equal number of meetings scheduled in

> each region. This might be a good idea for EC meetings.