



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 Conference Call – July 22, 2002
DATE: July 23, 2002

**North American Energy Standards Board
Meeting Coordination Task Force
Conference Call
Monday, July 22, 2002 (1:30p.m. – 2:30p.m. CST)
Final Minutes**

1. Administrative

Mr. Novak announced he would be filling in for Mr. Zavodnick as chair for this meeting. Participants were welcomed and antitrust guidelines were given by Mr. Novak. The agenda was adopted as written. It was decided to defer adoption of the July 11, 2002 draft minutes to give more people a chance to join the call.

2. Discussion of Revised Proposal

Mr. Novak read each item number on the list, asking for any comments on the Proposed Meeting Coordination Guidelines.

In A.4, the reference to local time, as it pertains to face to face meetings, is the local time at the meeting location.

Mr. Young read comments sent to him by Ms. Dale Davis. Her comments stated the phrase “unless the members agree otherwise” in item B.1 is too restrictive. She suggested striking this phrase. The general consensus was agreement that the phrase “unless the members agree otherwise” would be stricken from item B.1 of the proposal.

Mr. Young read comments from Ms. Davis regarding B.5. Her comments stated she is concerned about the phrase “economical to all participants” and suggested the item include something like ‘keeping in mind the overall cost to all participants attending the meeting.’ Mr. Novak suggested that they keep the word “economics” but soften it a bit. Mr. Sappenfield suggested the words “taking into account the cost of attending the proposed meetings by the participants.” Mr. Young suggested striking the last phrase and inserting something about the cost to participants in the first part of the item. Mr. Novak suggested that they insert “the participants’ cost of attendance at the proposed meeting location” after “...meeting will be held,” and strike the last phrase of the item. Mr. Sappenfield suggested striking “the” in front of “access to the meeting city...”

Mr. Novak suggested altering C.1 so that it is phrased as a statement rather than a question. The item could say something like: ‘Consider having the calendar on the NAESB website made interactive to allow Chairs to schedule meetings directly on the website.’

Mr. Novak recapped B.1 and B.5 for Ms. Alexander and Ms. Davis who joined late. Both approved of the changes.

Discussion returned to A.2. Ms. Davis stated that Ms. Theresa Hess wants to make sure the calendar covers a three month time frame into the future; Ms. Hess suggested adding this language to A.2. Mr. Novak suggested adding an A.6 which would say something like ‘Meeting calendars posted on the NAESB website should include, at a minimum, the current month plus three future months.’ Mr. Young suggested that the current month plus two would be adequate, but what is really needed is a list of meetings scheduled further on in the year. He suggested either requiring every month be posted



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or just a certain number of months and a list of additional meetings. Mr. Novak stated the first sentence was changed to read “the current month plus two future months” and suggested adding: “To the extent that additional meeting dates are known, a list of additional meetings should be posted.”

Regarding item B.5: Ms. Van Pelt suggested removing the word “public” in front of transportation in B.5. Mr. Novak suggested inserting “and/or shuttles” after “public transportation.” It was decided to use Mr. Novak’s suggestion.

The Task Force returned to the adoption of the draft minutes from July 11, 2002.

The following changes were made to the draft minutes:

Insert the phrase “into the future” at the end of the second to last sentence in the item A.2 paragraph. In the A.3 paragraph, the fifth line down, the second to the last word, a close quote was added after “necessary.” The phrase “but at things” on page two, the third line down, was changed to read “but as things.” On page three, the third line from the bottom, “airfares” is misspelled and was corrected. “Maine” is misspelled on page five and was corrected.

The amended draft minutes were adopted as final minutes.

3. Other business

No other business was discussed.

4. Next Steps

Mr. Novak suggested that the MCTF report be given both days at the EC meeting; once to the WGQ and again to the REQ. Mr. Zavodnick will be giving the report on both days. There will be no joint session for this EC meeting. Mr. Novak proposed that they send out a note telling people to contact Mr. Zavodnick by a certain date if they feel another MCTF meeting is necessary. It was decided that the Task Force would consider their business completed unless Mr. Zavodnick receives a request to reconvene. Mr. Novak stated the EC will probably make procedural motions to accept the reports. They could then go to the parliamentary committee possibly to be included as NAESBOPS or they might be posted to the website to be made publicly available. Mr. Zavodnick added that Mr. Jeff Anthony suggested they be NAESBOPS so that they will have an official home. Mr. Zavodnick thanked Mr. Novak for taking over as chair for the call.

5. Adjourn

The meeting adjourned on Monday, July 22, 2002 at 2:29p.m. (CST).



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Attendees

Barbara Alexander
Dale Davis
Meghan McMillan
Mike Novak
Keith Sappenfield
Kim Van Pelt
Randy Young
Steve Zavodnick

Maine OPA
Williams Gas Pipeline
NAESB
National Fuel Gas Distribution
PanCanadian Energy Services
CMS Panhandle Pipeline Companies
Gulf South Pipeline Company, LP
Baltimore Gas & Electric