

North American Energy Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002

Phone: (713) 356-0060, Fax: (713) 356-0067, E-mail: naesb@aol.com

Home Page: www.naesb.org

November 15, 2002

TO: **Parliamentary Committee Named Members:** Bill Boswell, Jim Templeton, Lyn Maddox, Terry McGill, Cade Burks, Leonard Haynes, John Williams, Scott Brown, Dave McMillan, Joe Hartsoe

FROM: Rae McQuade, NAESB Executive Director

RE: **Parliamentary Committee Conference Call**

Dear NAESB Parliamentary Committee Named Members,

A meeting has been scheduled for November 21 in San Diego directly following the Board meeting. The specifics of the meeting are:

Where: Hyatt Regency Islandia
1441 Quivira Road
San Diego, CA 92109
Reservations Phone: 619-224-1234

When: Thursday, November 21
12:30 p.m. to 5:00 p.m. Pacific time

Lunch will be served during the meeting. The evening before, on Wednesday, November 20, a reception will be held in the hotel from 6:00 p.m. to 9:00 p.m. and we hope you can join us. We look forward to seeing you at the meeting. Conference calling will be available should you be unable to attend in person. The draft agenda is attached and meeting materials should be prepared for you shortly, including the package of NAESBOps.

Best Regards,
Rae

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NAESB Parliamentary Committee Conference Call

Draft Agenda

Thursday, November 21, 2002 - 12:30 to 5:00 p.m. Pacific Time

- 12:30 p.m.
1. Welcome and Introductions
 2. Antitrust Guidance
 3. Adoption of Agenda
 4. Adoption of Draft October 16, 2002 Meeting Minutes
 5. Review of NAESB Ops for Changes
 - Redlined Certificate and Bylaws for reference
 - NAESB Committee and Subcommittee Procedures
 - NAESB Resolutions
 - NAESB Standards Related Procedures
 6. Next Steps and Other Business
- 5:00 p.m.
7. Adjourn
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