

**REQ Conference Call  
March 22, 2002**

**Roll call**

Minneman, Busto, Sappenfield, Newbold, Koogler, Beadles, Bourbonnais, Kahn, Camp, Moran, Roberts, Zavodnick, Burks, Anthony, Ringenbach, Mason, Park, Tenorio, Mastin

**Anti-Trust**

Minneman went over the anti-trust guidelines.

**Additional items that are not on the agenda that need to be covered?**

No other items were listed

**Update on call to NAESB Office, discussion on email dated 3/15 - Bourbonnais**

- On the billing questions when sending in an application – you won't pay your money until after REQ is established. NAESB will bill after the REQ is operational. Therefore, there is no refund issue.
  - Koogler mentioned the credit card option for billing for dues on the application
- Can there be more than one official representative? Yes, you can have a number – e.g. for Board, EC, official voting member, for receiving invoices, etc. – anything you want to specify.
  - If you submit multiple people – do they have to be in one segment? No.
  - On recruitment questionnaire – do we really want to list the potential people for subcommittees? No, just check the box.
- Can one member have individuals on the Board & EC at same time? Yes, this is encouraged particularly in segments with just a few members. There is no prohibition from having more than one board member in two quadrants.
- In conversations with McQuade, she suggested that 30 days is a long time for a ballot and stated that 2 weeks (or 15 days) is typically the amount of time for a normal nomination period and 2 weeks (15 days) for the actual election. McQuade offered to handle the election for us.

**Update on Segment Procedures - Sappenfield / Newbold / Minneman**

- Should we change the 30-day requirement on elections in Segment Procedures? Yes, Kahn, Newbold & Sappenfield will modify the Segment procedures from 30 days to 15 days.
- Sappenfield - End User Segment procedures update: No significant comments have been received. He will do some clean-up and incorporate comments received on Supplier procedures and apply them to End User procedures.
- Newbold – Distributor Segment Procedures update: Comments – will be discussed this afternoon on the UDC call.

- Minneman - Service Segment Procedures update: Sent out this week for review – no comments received yet
- Comment period ends 3/28 – we will have a conference call first week of April. If conflicts come up, they will be cleared up on that call. If not, will submit Segment Procedures to the Board as finalized on the conference call

### **Recruitment Status -- Bourbonnais**

- Questionnaire Form went out yesterday to Rae McQuade and others. Eric Ackerman will send form to UDC group.
- REQ as of yesterday had 36 LOI's – with minimum numbers in all segments.
  - Park will call Calpine & Entergy to see which segments they want to join.
- RGQ has 26 LOI so far
- Anything else we should do to encourage recruitment?
  - May be preferable to focus on segments with lower numbers of prospective members – supplier, service provide & end user categories
  - Park has calls into several end user groups
  - Busto will send out questionnaire via DVP's supplier listserver
  - Jim Minneman will contact FREDI to send out questionnaire on their listserver
  - Wayne Mastin will send out questionnaire over UIG listserver
  - Park will call NEMA
- Is there anything like a job description out for Board members and EC members?
  - Duties are listed in the certificate & By-laws
  - There is something on the NAESB website that goes into a little description of duties of Board & EC.
  - Sappenfield will get with McQuade to develop a better description of Board & EC duties
  - May be helpful to use for recruiting

### **Segment Elections - Nominations Committee status – Mason**

- Chip (?), Kiselewich & Bourbonnais have volunteered for the team
- Mission: make sure there are enough names on the ballot from each Segment for Board & EC positions
- On Designated Alternates
  - How are they determined?
  - What about limitations from various reliability regions?
  - This will be talked about in the afternoon UDC call
- Plan to use results from recruitment questionnaire & get LOI contacts from McQuade
- Deadline: a few days before May 1 --- around April 25<sup>th</sup> or so.

## **REQ Annual Plan - Annual Plan Subcommittee – Kahn /Anthony**

- Plan to take the document that Distributor segment created a month ago and turn it over to this new subcommittee
- First conference call is April 2<sup>nd</sup>
- Will bring annual plan back to full quadrant by late April, early May
- All four segments are represented on subcommittee
- Bill Boswell is willing to look at what we come up with and provide guidance for us

### **Dates, time and arrangements for future meetings.**

- No call next week
- Reconvene on April 3<sup>rd</sup>...at 1:00 pm Calls will be on Wednesdays from then on.
- Do we want to move time to a later time so that west coast folks can participate? Yes.
  - Group agreed to 1:00 pm Eastern time on Wednesdays
- Bourbonnais will advise group of call-in number & passcodes

### **Other Items**

- There is an EC meeting on 4/18 & 4/19 in Washington DC, but there are not enough agenda items for a 2 day meeting. They offered us the meeting facilities at AGA for 4/19 if we need them.
  - Group agreed it was probably too early for us to meet

**Respectfully submitted,  
Carol Busto  
Dominion Virginia Power**