



# North American Energy Standards Board

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via email and posting  
April 3, 2002

**TO: NAESB REQ Quadrant Industry Participants**

**FROM:** Jeff Anthony, WEPCO

**RE: Notes from April 3 Planning Session of the REQ Quadrant of NAESB**

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**NORTH AMERICAN ENERGY STANDARDS BOARD  
NAESB REQ PLANNING SESSION – CONFERENCE CALL  
April 3, 2002  
NOTES**

Notes from REQ Planning conference call on April 3, 2002. Action items flagged with double-asterisks (\*\*).

\* Roll Call

- Participating in the call (may not be a complete listing): Barkas,Anthony, Cody, Ackerman, Khan, Busto, Minneman, Beadles, Alexander,Ringenbach, Zavodnick, Moran, Unruh, W.Camp, Kiselewich, Koogler, Roberts,Koogler, Boswell, Tenorio

\* Anti-Trust / Review of Agenda

- Jim reminded the group of Anti-Trust guidelines/guidance. - Additions/changes to agenda: none.

\* Segment Procedures

- Sappenfield update (via Minneman) - have revised both REQ and RGQ segment procedure for Supplier Segment, expect to issue by April 8th

- Sappenfield update (via Minneman) - have revised both REQ and RGQ segment procedure for End-User Segment, including clarification on "promotional dues", no other comments received to date, expect to issue by April 8th

- Kiselewich updated on REQ Distributor segment procedures – recent revisions have been sent out; no further comments received. Discussed one concern that had been expressed about ensuring geographic diversity within the Distributor Segment; hope to have final document within a week

- Khan provided update on Services Segment; no comments received so current version is the one that will be used - also discussed some language in the REQ Distributor Segment procedure that covers "regulatory authorities / trade associations" that the Distributor Segment will be removing as it does not apply to the Distributor Segment -- discussions centered on whether other segments needed to consider similar changes



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- Final versions of all REQ segment procedures will be ready next week; Bill Boswell will do a review; then will submit to NAESB Office for formal review and approval by NAESB Board. ( \*\* Jim Minneman will take the lead on getting segment procedures approved by NAESB Board)

### \* Recruitment

- NAESB website shows REQ has 36 total members with at least five members in all segments -- need four more members (RGQ has 29 members, they are low in Services and Supplier segment)

- Bourbonnais update (via Minneman) has received about half-a-dozen recruitment forms -- ( \*\* Everyone: please send these forms in ASAP)

- Park update (via Minneman) - NEM is willing to include something in their weekly newsletter; has also talked to E-Source; also attempted to clarify segment participation by two companies

- also discussed other means to promote REQ membership ( \*\* Ackerman volunteered to have EEI promote REQ membership recruitment)

- some concerns were raised related to representation by utilities and suppliers in the Northeast; discussed some possible reasons for this

### \* Elections

- Sappenfield update (via Minneman) - NAESB will post a "job description" for Board positions by the end of this week - Mason update (via Kiselewich) - the Candidate Recruitment Committee is awaiting the recruitment forms to be submitted; next step will be to have bios posted on the NAESB webpage; the committee is looking for suggestions - question about whether the questionnaires really needed to be filled out; Kiselewich encouraged this, but as a minimum send lists of candidates to Bill Bourbonnais at WPS (fax number: (920) 433-5734) ( \*\* Everyone: please send these forms in ASAP)

- question about where "bios" need to be sent once completed - will be determined soon

### \* Annual Plan

- Khan provided an update on the REQ Annual Plan subcommittee - had first conference call yesterday; reviewed document from both Sappenfield/Driggs and from the REQ Distributor Segment; found common ground between the two documents

- draft is being reviewed by the subcommittee, then will share with the entire REQ membership (in April); will then also share with the RGQ as well as State PUCs and other stakeholders (in May)

- discussed coordination of Annual Plan development next week with the RGQ

### \* Other Items of Discussion

- also discussed how segment procedures would be approved by NAESB Board; Boswell described the need for the NAESB General Counsel will screen the procedures prior to formal consideration



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Next call: Wednesday, April 10, 2002, 1pm EST