



North American Energy Standards Board

1100 Louisiana, Suite 3625, Houston, Texas 77002

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Home Page: www.naesb.org

TO: Retail Electric Quadrant Interested Parties
Posting for Interested Industry Participants

FROM: Jeff Anthony, Wisconsin Electric

RE: Meeting Notes for Retail Electric Quadrant Planning Conference Call - May 1, 2002

DATE: May 1, 2002

**NORTH AMERICAN ENERGY STANDARDS BOARD
RETAIL ELECTRIC QUADRANT
CONFERENCE CALL**

**Wednesday, May 1, 2002 12:00 p.m. - 1:00 p.m.
DRAFT MEETING MINUTES**

1. Welcome

➤ **Antitrust Guidelines**

Antitrust guidelines were reviewed and attendees were cautioned to avoid anti-competitive behaviors.

➤ **Welcome to members and attendees**

Call participants were welcomed to the meeting.

➤ **Adoption of Agenda**

No agenda items were added to the agenda sent out prior to the call.

➤ **Adoption of Draft Minutes of April 24, 2002 meeting**

No changes were identified to the draft meeting minutes and the minutes were accepted.

2. Annual Plan

➤ **General Issues**

The REQ Annual Plan subcommittee has not met, the process of reviewing comments was cut short during the April 24th conference call and so continued today. One comment on the transmittal letter focused on whether the subcommittee / working committee structure would work, based on experience during the UBP effort. Consensus was that this approach was the right way to go, but it was requested that we not have more than 2 subcommittees active at any time and to try and not overlap meetings so that an individual could attend meetings for more than one subcommittee. Discussions focus on the three subcommittees proposed and the group generally supported this division of work. Some confusion may exist on the names of the subcommittees, this will need further consideration.



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➤ **Specific Comments on the draft Annual Plan**

Comments received on the draft REQ Annual Plan were discussed. The "Priority" column will be eliminated, as decided at last week's meeting. Comments on the proposed "Completion Dates" for several line items listed on the draft Annual Plan were discussed. The discussion centered on whether to initially target easier "low-hanging fruit" activities or to instead target higher-value items that would result in items that would be most beneficial to existing markets the soonest. "Billing and Payments" was an example that might be moved to the front of the list based on the value that could be gained by working this issue earlier rather than later. Several considerations were voiced by many participants. The general sense of the group (although not unanimous) was that higher value activities should be addressed first. Results of this discussion will be taken back to the Subcommittee for further resolution

➤ **Retail Gas Quadrant (RGQ) Efforts on RGQ Annual Plan**

The Retail Gas Quadrant has reviewed the REQ Annual Plan and is currently preparing a survey to ask potential quadrant participants their views on priorities and issues to be addressed initially. The survey includes all items in the REQ draft Annual Plan that are identified as joint REQ/RGQ activities. The survey is expected to be completed this week and sent out to a wider distribution (including regulators) than just RGQ participants, results to be considered in mid- to late-May.

Discussions covered whether REQ and RGQ Annual Plan efforts should be coordinated at this point, rather than at a later date as had been discussed previously in the REQ Annual Plan subcommittee. General opinion was to try and coordinate with both AGA and the NAESB Office in the next few days.

➤ **Provisional Items in Annual Plan**

Discussion focused on whether to include the items in the Provisional section. Question was whether these items should be included or not in the Annual Plan provided to the NAESB Board. Recommendation was to keep the Annual Plan as simple and straightforward as possible.

3. Segment Procedures

REQ Segment Procedures were submitted to the NAESB Office earlier this week. NAESB Office will review procedures and make needed formatting changes to then get procedures reviewed and approved by NAESB Board.



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4. Recruitment Status

The Recruitment subcommittee is proceeding with plans to contact additional companies to inform them about NAESB and to solicit their participation. A document has been prepared to "pitch" NAESB and the REQ to potential members, the intent is to develop a "script" to work from to highlight key points to discuss when contacting potential recruits, focusing on the value proposition of NAESB and the REQ. Some comments were discussed on the "script", all other comments were requested by the end of the day, May 1st. Calls are going to be placed by May 7th, focusing on the segments most in need of additional members.

5. Segment Elections

The subcommittee has revised the Candidate Information form, the NAESB Office will be sending this form out with an e-mail listing the candidates identified to date and soliciting any additional candidates. Voting will be available to companies/individuals who have submitted Membership Applications. Draft set of announcements have been prepared, candidates will be identified in first half of May and elections will be conducted in the second half of May, and should be completed in time to have EC members and Board members seated for the respective June meetings. Emails will be sent out soon to solicit Membership Applications from companies/individuals that submitted Letters of Intent previously, but have not submitted Membership Applications to date. Additional companies/individuals will be targeted as well.

6. Communications

NAESB Office has provided some guidance on several subjects, including Confidentiality. Consensus was to pursue creation of a listserver that would include REQ members, but it would include any other interested individuals as well.

7. Adjourn

The meeting adjourned at 2:18 PM EDT.



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8. Attendance

Eric Ackerman
Barbara Alexander
Jeff Anthony
Bill Barkas
Bill Bourbonnais
Jim Buccigross
Cade Burks
Carol Busto
Yvette Camp
Ron Carrier
Eric Cody
Joann Garcia
Theresa Hess
Gail Higashi
Misty Khan
Burle Kilmer
Ruth Kiselewich
David Koogler
Jean Mason
Wayne Mastin
Terry Moran
Jim Minneman
Stacey Park
Bob Rosenthal
Keith Sappenfield
Chip Tenorio
Marc Yacker
Steve Zavodnick