



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

Retail Electric Quadrant Teleconference Wednesday, June 19, 2002 Final Minutes

1. Welcome

> Welcome and Roll Call at 12:05 pm CST.

> Mr. Minneman gave the antitrust guidelines and participants were cautioned against anti-competitive behaviors.

> Adoption of Agenda

Mr. Koogler suggested they discuss the annual plan. Mr. Minneman responded that this topic will most likely come up in discussion during other agenda items. Mr. Koogler asked if a final version was distributed or posted. Mr. Minneman suggested that the final version be posted on the REQ site and included in Board materials, NAESB office will handle this. It was decided that the updated version of the plan with the comment contributed at the EC meeting would be posted on the REQ site and sent out to the distribution list.

It was suggested that an additional item be placed on the agenda to discuss possible issues to bring before the board (this was added as item 6 on the agenda).

Agenda was adopted as modified.

> Adoption of draft minutes from June 5. The draft minutes were adopted as written.

2. Executive Committee Meeting

Mr. Minneman gave an overview of issues covered at the EC meeting. Including: Update on REQ membership (48 members who have applied and or paid their membership fee). The designated alternates on the EC are those that got the most number of votes but did not get elected are the alternates as follows:

Distributor Segment

Gwen Beatles
John Russom
Keith Hock

Supplier Segment

Bill Barkas
Gwen Mizzle
Theresa Hess.

Election of REQ EC chairman and vice-chair of EC (Mr. Minneman). Proposed 2002-2003 annual plan: went through and made one minor change in number three (changed distributors to market participants). There was discussion about the REQ looking at the existing NAESB standards and deciding what the group wants to adopt (specifically concerning EDM standards). Establishing taskforces and subcommittees: three committees (Customer Processes, Supplier Utilities, Technical Electronic Implementation) were established. Dick Brooks volunteered to be the interim chair for the TEI subcommittee. Jeff Anthony volunteered to draft preliminary charters. The EC also talked about the Triage committee and getting that staffed. The REQ still needs to elect a vice chair to become the chair next year, we agreed to hold this election at the next EC meeting.

There will be a face to face in Washington for RGQ's annual plan on the 24th. The REQ as well as the other segments have been encouraged to submit comments. WEQ update: FERC is putting on a lot of pressure to get this quadrant formed. The WEQ is hoping to be up and running in the next few months.



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Mr. Newbold then added that there was discussion about how much the different quadrants need to be in the same room during the EC meetings. The tentative plan is to have two-day EC meetings with half a day for each quadrant.

Ms. Kiselewich then congratulated Mr. Minneman on his election as REQ EC Chair and his excellent handling of the meeting.

3. Opportunities to Participate

Mr. Minneman opened discussion of the three established subcommittees. He stated that he would like people to take a look at the subcommittees and consider volunteering or participating in them. He also informed participants that the REQ needs an EC member to be an interim chair for the other two subcommittees (Customer Processes and Supplier Utilities). In addition, the REQ needs EC members from each segment to represent REQ on the Triage subcommittee. Mr. Minneman informed participants that they have distributor and end-user segment volunteers so they still need volunteers for the other two segments.

Mr. Cody suggested that to get as much participation as possible it would be nice to go beyond encouragement and into expectation. Those who are not on the board or EC should volunteer for one or more of the subcommittees.

Mr. Minneman agreed and stated that his expectation is that most everyone will be interested and participate. He instructed participants that until we have the chairman names they can send their indication of interest to him and he will keep track of who's interested in what and get the information out on the different subcommittees.

Mr. Anthony suggested some preliminary work to create a consistent foundation or basis for subcommittees to work on (infrastructure, common glossary/terminology, how will we deal with single retailer model). He suggested that the REQ discuss these before the committees start working.

Mr. Minneman agreed with Mr. Anthony.

Mr. Mastin suggested looking in the NAESBOPS for subcommittee operating procedure.

Mr. Minneman stated that he is more concerned with the issues in the UBP document. As an example the single retail model (how do you address these, separate parallel standards or incorporate the single model into the standards?) He suggested that the REQ will need to set guidelines for these.

Mr. Mastin stated that it sounds like the REQ needs something in the charter to specify what subcommittees can and can't do.

Ms. Hess agreed with Mr. Mastin and suggested that they look at the GISBOPS, which are not NAESBOPS yet. (The issue of changing the GISBOPS to NAESBOPS is on the agenda for the board meeting.)

Mr. Cody stated that on the single retailer model, we sometimes fell into the trap of describing roles and responsibilities rather than the process that's being performed and its function.

Mr. Minneman then gave a summary of things to be done concerning the subcommittees including the following:

- looking at obtaining guidance from the GISBOPS
- issues not covered in the GISBOPS such as ground rules for what each subcommittee is working on
- common glossary
- deal with single retailer model; possibly focusing more on what needs to be done as opposed to who does what

Mr. Moran suggested that they also might want to consider how to inventory existing best practices.

Mr. Minneman agreed with Mr. Moran (he reiterated that the REQ has a specific item on their annual plan to go out and look at what practices are in place so they can develop a list of best practices). It was assumed in our annual plan that our subcommittees would investigate best practices ~~one of the expectations is that the subcommittees would do this~~. He then



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stated that his sense is that we think it would be better to focus on a specific area and review practices in that area. This is an issue that will probably be discussed with the RGQ when we start to coordinate. The main message here is that the REQ created these subcommittees and we now need volunteers. Mr. Minneman stated that he likes the idea of having an expectation of participation, and informed participants that they can send e-mails expressing interest in those committees to himself or to the NAESB office.

Mr. Koogler then asked if the subcommittee meetings will be conducted via conference call, email or face to face.

Mr. Moran responded that he doesn't know how they would be able to accomplish consensus by talking over the phone. He suggested that at the outset they will need to meet face to face.

Ms. Hess agreed. She stated that when the subcommittees get into detail work and discussion it's a lot easier and more productive to sit in a room together and work on these issues. Later on they may be able to go to some or all conference calls.

Ms. Camp asked if there was a date in mind for the committee chairs being named.

Mr. Minneman responded that he expected that within a week or two the chairs will be named and in another week they should know dates for the first meetings. By mid July they should have it pretty well under control.

Mr. Anthony reiterated his opinion that this is a good starting point but that there are things the subcommittees need to establish at a foundational point. The REQ needs to fully explore how we will deal with the RGQ in various scenarios.

Ms. Hess then stated that she believes the alternate EC members are also able to be interim chairs.

4. Election of End-User Board Members

Mr. Minneman informed participants that the REQ has members for the other segments but we still need additional end users, and that they can hold off-cycle elections to seat these positions. The REQ only needs two more who are interested.

5. Future REQ Coordination

Mr. Minneman opened the discussion with a question concerning how the REQ will coordinate itself as a quadrant.

Ms. Hess suggested that if someone wants to see what's happening with a subcommittee they can look at the posted minutes.

Mr. Minneman asked if they should continue this kind of quadrant meeting.

Mr. Barkas suggested that it would be good until committees are up and running.

Ms. Hess stated that any work in the subcommittees needs to go through the EC; either from annual plan or from requests. She then asked what the group would be discussing in quadrant meetings.

Mr. Barkas asked if the REQ should be having weekly or bi-weekly EC calls.

Mr. Minneman suggested the benefit to having these calls would be to help get things done promptly and efficiently (the preparation for the meetings helps to keep things organized).

Ms. Camp asked how the group would ensure participation.

Mr. Mastin suggested that it ought to be the prerogative as the chair of the EC to call quadrant meetings and that the group would get a sense of how many meetings it needs to have by how much participation is garnered.



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Mr. Minneman then suggested that the REQ go into an every other week format at least for the next few weeks. (Every other Wed. next one being July 3)

RGQ Coordination

Mr. Minneman gave an update on the status of coordinating with the RGQ. The RGQ is working on their annual plan (comments due June 20, 2002). Several people voiced the concern that they didn't have anything firm enough to coordinate. Overall everyone thought that it was something we would have to do. He said that the REQ was willing to coordinate in any form the RGQ wanted to coordinate. Mr. Zavodnick was named chairman of annual plan coordination committee, which was supposed to be a joint committee with the REQ, but he was told to keep this committee on hold until they see what kind of progress they make on their annual plan. The REQ will continue with its annual plan and they are welcome to participate in our subcommittee meetings but we will not stop work to coordinate with another quadrant. He encouraged other participants to let him know if anyone has any guidance on where to go from there.

Mr. Moran suggested that knowing there will be a delay the REQ may entertain in the near future whether or not to look at things that are electric only. They might want to consider this to avoid the problems with coordinating with RGQ after the fact. His concern is that there might be things we can start on right away and not have to worry about coordination.

Mr. Mastin suggested that it might be good to have a fall-back plan of working with the electric only items.

Mr. Minneman suggested to Mr. Koogler that he might want to consider this issue at the board meeting. The only purely electric item is load profiling, which we will probably have to coordinate with the WEQ. Mr. Minneman then reminded participants that the REQ still needs to elect segment officers (chair and vice chair) in case the segment needs to meet. His preference would be for the individual segments to conduct their own elections.

Ms. Hess stated that there's also a secretary. These officers don't have to be EC or board members.

Mr. Minneman responded that he thought that the chairman would appoint a secretary if the NAESB office cannot take minutes.

6. Any Issues for the Board

Mr. Minneman reiterated that need to bring up the issue of coordination with the RGQ.

Ms. Kiselewich gave the following suggestions:

- we need to be concerned about what happens with the NAESBOPS and make sure retail electric perspective is considered
- related to that is coordination amongst the quadrants, will the board want to approve a single annual plan or four quadrant annual plans?
- these things really fall into the establishment of the parliamentary committee that the board will hopefully establish
- if a standard is assigned to two quadrants, then all people participating need to reach consensus, if one works on it then in reconsideration it might end up being in different perspectives. (You may end up with different standards this way)

Mr. Minneman asked for any comments on these things. He agreed with the issue of the NAESBOPS.

Ms. Hess suggested that everyone read through the NAESBOPS. Some of them have been around a long time and this is our opportunity to clean them up where necessary. I don't mind the board adopting them as NAESBOPS but we might want to take a closer look at what will be adopted.

7. Other Business

None was discussed.

8. Adjourn



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The meeting adjourned on Wednesday, June 19, 2002 at 1:28pm CST.



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Attendees

Jeff Anthony	Wisconsin Electric – Wisconsin Gas
Ward Camp	US Power Solutions
Yvette Camp	Southern Company
Ron Carrier	Consumers
Eric Cody	National Grid USA
Dorman Davis	Mississippi Power
Richard Dodd	Mississippi Power
Mary Edwards	Georgia Power Co.
Michael Garret	Georgia Power Co.
Theresa Hess	Reliant Energy Retail Services
Burrell Kilmer	Accenture
Ruth Kiselewich	BG & E
David Koogler	Dominion Virginia Power
John Kubler	Georgia Power
Wayne Mastin	SCT Global Energy and Utility Solutions
Meghan McMillan	NAESB
Jim Minneman	PPLSolutions
Terry Moran	Public Service Electric & Gas
Bill Newbold	Detroit Edison
Judy Ray	Alabama Power Co.
Lisa Robert	Defense Energy Support Center
John Russom	Alabama Power Co.
Chip Tenorio	Exelon Corp.
Rick Olston	Old Dominion Electric Cooperative
Mark Yacker	ELCON