



North American Energy Standards Board

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TO: NAESB Retail Electric Quadrant, Posting for Interested Industry Participants
FROM: Meghan McMillan, NAESB Staff
RE: Revised Draft Minutes from the NAESB Retail Electric Quadrant Subcommittee Kick-off Planning Conference Call – August 5, 2002
DATE: August 7, 2002

**North American Energy Standards Board
Retail Electric Quadrant Subcommittee Kickoff Planning
Conference Call
August 5, 2002
Revised Draft Minutes**

1. Administrative

Mr. Minneman welcomed participants. Roll call was taken. He reviewed the current status of the subcommittees. There are interim chairs for each subcommittee and the REQ is currently planning a kickoff meeting for those subcommittees. He explained the purpose of today's call was to arrange the logistics of this meeting and discuss content and agenda.

2. Discussion of REQ Subcommittee Kickoff Meeting

Ms. Garcia informed the group that NAESB would be able to help with the setup for the meeting. She noted that if they choose to use a hotel, NAESB would have to charge participants in order to cover the cost of the meeting.

It was agreed that there would be one plenary session where all the subcommittees would meet jointly and three consecutive break-out meetings for the individual subcommittees. Ms. Hess suggested it would be a good idea to try and hold the subcommittee meetings in conjunction whenever possible to avoid extensive travel. It was also noted that the REQ might try to schedule them around EC meetings. Ms. Kiselewich suggested that they not limit themselves to tying the subcommittee meetings to EC meetings because to get started they will have to have subcommittee meetings more frequently. Ms. Hess noted that for years the WGQ subcommittees have met in conjunction with the EC meeting and that the REQ chairs may want to work with the WGQ chairs to avoid scheduling conflicts. She suggested the three REQ subcommittees hold their meetings during a single week, in a particular city. Mr. Anthony stated at least in the beginning he does not think there will be much overlap across quadrants, but that they would keep this in mind for the future. Ms. Hess reminded the group that the NAESB Meeting Coordination Task Force is addressing the scheduling of meetings across NAESB and that we should avoid overlapping meetings.

It was agreed to hold four half-day meetings for the subcommittees, and to schedule these meetings to begin right after the annual meeting on September 25. It was suggested that they use the same hotel facilities for convenience sake. Ms. Garcia volunteered to check on room rates and to determine how much each participant would have to pay to cover to cost of the meetings. Ms. Kiselewich suggested the need for microphones for the first plenary meeting as well as teleconferencing capabilities. Ms. Hess stated the bylaws indicate that teleconferencing should be made available, and they should plan on having those capabilities.

Ms. Garcia informed the group that the participant fee would cover all three days. Mr. Minneman suggested that the fee stay within the 150 dollar range, but if it exceeds this range they may have to consider not holding the meetings at the hotel. He asked if anyone had suggestions for the order of the break-out meetings. Mr. Brooks suggested that the Technical Electronic Implementation Subcommittee (TEIS) meeting be held last. It was agreed that the TEIS meeting would be held on Friday morning (September 27), and the Supplier-Utility Interface Subcommittee meeting would be held on Thursday morning, followed by the Customer Processes Subcommittee meeting on Thursday afternoon (September 26). Ms. Lokey suggested that the plenary session start at 2:00 p.m. Wednesday, September 25. On Thursday



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the morning session would go from 9:00 a.m. to noon and the afternoon session would go from 2:00 p.m. to 5:00 p.m. On the last day the meeting would go from 9:00 a.m. to noon. Mr. Minneman reviewed the meeting arrangements as follows: the meeting will be held in Hunt Valley, they should plan on about 100 people attending the plenary session, the dates will be September 25, 26 and 27 with the meetings occurring in the above mentioned order. The NAESB office will be handling the official notifications regarding these meetings. For the initial plenary session Mr. Minneman will work from Mr. Anthony's document. Ms. Lokey suggested that the ground rules be addressed during the plenary session as well as a review of the annual plan. Mr. Minneman added the EC also needs to draft a charter for these subcommittees, and suggested this be presented during the plenary session. Ms. Kiselewich suggested they may want to look at NAESB principles to familiarize ourselves with what should be communicated to the participants for those who have not participated before. It was agreed that this would be another part of the plenary session. Mr. Minneman volunteered to start putting together a presentation for the plenary session. Ms. McMillan will be taking minutes over the phone for the plenary session. Ms. Garcia informed the group that NAESB can provide registration sheets, and volunteered to talk to the hotel about reserving rooms.

Mr. Cody suggested that in order to control the cost they might charge non-members a higher price; maybe \$100 for members or \$200 – 250 for non-members. Ms. Garcia asked if they expected enough non-members to cover the difference. Mr. Cody suggested charging \$150 for members and \$250 – 300 for non-members, putting any profit into a fund to help lower the cost of future meetings. Ms. Hess noted that the Board passed a resolution saying that NAESB could charge for attendance at subcommittee meetings. She doesn't believe it addressed charging different amounts for members and non-members. She also noted that it would be good if they could keep the cost for members at around \$100. Ms. Hess also pointed out that the GISB (NAESB) WGQ subcommittee meetings have always been hosted and no meeting fee was needed to pay for facilities.

Mr. Cody suggested they ask where people would like the meetings to be held in order to facilitate future meetings. He suggested putting this item on the plenary meeting agenda. Ms. Garcia suggested that people who are interested in hosting meetings send an email to the NAESB office so they can keep track of these volunteers and help locate places that would be convenient for future meetings. Ms. Hess suggested those interested in hosting should also send their information to the chairs and then let the chairs decide where the meetings will be held.

Mr. Minneman asked that the interim subcommittee chairs have their agendas ready by the EC meeting in Colorado. It was decided to discuss any information on fees on the Wednesday (August 7) conference call.

3. Adjourn

The meeting adjourned on Monday, August 5, 2002 at 1:15pm. CST.



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Attendees

Jeff Anthony	Wisconsin Electric Power
Dick Brooks	Systrends
Eric Cody	Mississippi Power
Walt Fenolio	TXU Energy Retail
JoAnn Garcia	NAESB
Theresa Hess	Reliant Energy Retail Services
Ruth Kiselewich	Baltimore Gas & Electric Co.
Felicia Lokey	TXU Energy Retail
Meghan McMillan	NAESB
Jim Minneman	PPL Solutions