##### January 17, 2018

**TO:** NAESB Wholesale Electric, Wholesale Gas and Retail Markets Quadrant Executive Committee Members, Alternates and Interested Industry Participants

**FROM:** Jonathan Booe, NAESB Executive Vice President & CAO

**RE:** Cancellation Notice of the Retail Markets Quadrantand Wholesale Gas Quadrant Executive Committee Meetings & Announcement of the Wholesale Electric Quadrant Executive Committee Conference Call

**NORTH AMERICAN ENERGY STANDARDS BOARD EXECUTIVE COMMITTEE**

Due to the limited number of voting items to be considered by the Retail Markets Quadrant (RMQ) and Wholesale Gas Quadrant (WGQ) Executive Committees (EC), the Chairs and Vice Chairs have determined to cancel the meetings scheduled for February 21, 2018 and February 22, 2018, respectively. The WGQ Chair and Vice Chair have requested that a notational ballot be distributed on the current recommendations and any minor corrections that are received for consideration by the EC in the coming weeks. Additionally, the Chair and Vice Chair of the Wholesale Electric Quadrant have elected to hold a two-hour conference call on February 20, 2018 from 2:30 pm to 4:30 pm Central rather than hold a face-to-face meeting. Thanks to the hospitality of the Salt River Project, all other scheduled subcommittee meetings will take place at the PERA Club facility in Phoenix, AZ. Their generosity to NAESB is invaluable for maintaining strong participation in NAESB activities, and we are very grateful for their commitment to the organization.

If you plan to participate in the WEQ EC conference call or any of the subcommittee meetings, please RSVP to our office at your earliest convenience (naesb@naesb.org) so that proper meeting arrangements can be made by NAESB and our host. If you are a WEQ EC member and not participating on the February 20, 2018 conference call, please review the process for the selection of designated alternates that may represent you during the EC conference call and notify the NAESB office if you wish to have an alternate participate when you RSVP that you are unable to attend. As always, the WEQ EC conference call and web cast is open to any interested party, and information for participating can be found below:

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| --- | --- | --- |
| WEQ EC Conference Call | February 20, 2018 from 2:30 pm to 4:30 pm Central | Conference Call Number: 866-740-1260Access Code: 7133562Security Code: 3825Web Cast: <http://www.readytalk.com> (please use same codes) |

The materials for the conference call will be emailed to the participants and posted on the web site prior to the meeting. As always, the WEQ EC Chair reserves the right to extend the time of the meeting to ensure that agenda items are addressed. The times indicated on the agenda will be followed to ensure that agenda items are allotted an appropriate amount of time. Should an agenda item conclude earlier than its announced time slot, the remaining time could be allotted to other agenda items at the discretion of the chair.

Best Regards,

*Jonathan Booe*

**Conference Calling and Web Conferencing Instructions**

**For The WEQ Executive Committee**

**February 20-22, 2018**

This conference call is open to any interested party, as are all NAESB meetings and conference calls.

To join the conference call:

* Dial the 11-digit toll free phone number (provided in the preceding chart – specific to the meeting and date)
* An automated attendant will ask you to enter a seven-digit access code (provided in the preceding chart – specific to the meeting and date)
* The automated attendant will ask you to record your name.
* Please note, if the conference leader has not yet initiated the conference call, you will be placed on hold until the conference leader starts the conference.
* The automated attendant will then ask you for a four-digit security code (provided in the preceding chart – specific to the meeting and date)

Please place your phone on mute unless you are speaking. For those participants that do not have a mute feature on your phone, please press (\*6) to mute your phone and (\*7) to un-mute your phone. Putting the conference call on hold may cause music to be played over the discussion and if so, the NAESB office will contact the conference call administrator to have the line disconnected.

To join the web conference, go to [www.readytalk.com](http://www.readytalk.com) and enter the same access code and security code. Please note that if the conference leader has not yet initiated the web conference, you will view a screen that states, “The Chairperson has not yet arrived. Please standby for your web conference to begin.”

ReadyTalk recommends that you test your browser and network connections for compatibility prior to participating in a web conference. To do so, go to <http://test.callinfo.com>. If you have problems joining a conference call or need technical assistance, please contact ReadyTalk Customer Care, 1-800-843-9166. Please contact the NAESB Office (713-356-0060 or naesb@naesb.org) should you need any additional information or have questions or comments.