##### September 15, 2017

**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:** QuadrantExecutive Committee Meeting Announcements

**NORTH AMERICAN ENERGY STANDARDS BOARD EXECUTIVE COMMITTEE MEETINGS**

**Hosted by Dominion in Richmond, VA**

It is my pleasure to announce the October 2017 NAESB Executive Committee (EC) meetings in Richmond, VA, and let me thank Dominion, Rachel Hogge, Lou Oberski and Ron Tomlinson for their generosity and commitment to NAESB by hosting these meetings. Dominion, and other member companies that offer to host, ensure that there is strong participation in NAESB activities by providing various meeting locations around the country that make attend in-person attendance convenient for participants. Please find the meeting arrangements below:

Where: Dominion Downtown Offices, 120 Tredegar Street, Richmond, VA

Contact: Veronica Thomason, 713-356-0060

When: Tuesday, October 24, 2017 -- 10:00 a.m. to 4:00 p.m. Eastern – Wholesale Electric Quadrant

Wednesday, October 25, 2017 -- 11:00 a.m. to 4:00 p.m. Eastern – Retail Markets Quadrant

Thursday, October 26, 2017 -- 10:00 a.m. to 4:00 p.m. Eastern – Wholesale Gas Quadrant

If you plan to attend any of the EC meetings, please RSVP to our office at your earliest convenience ([naesb@naesb.org](mailto:naesb@naesb.org)) so that proper meeting arrangements can be made by NAESB and our host. If you are an EC member and are not attending, please review the process for the selection of designated alternates that may represent you at the EC meetings and notify the NAESB office if you wish to have an alternate participate when you RSVP that you are unable to attend. Travel information is posted on the NAESB web site on the EC pages and can be directly accessed from the following link: <https://www.naesb.org/pdf4/ec102417ma.doc>. If you plan to participate by conference call and web cast, the information to do so has been posted on the NAESB website and is available in this document. The meetings, conference calls and web casts are open to any interested party.

The materials for the meeting will be emailed to the participants and posted on the web site shortly. In an effort to control costs and be more environmentally aware, we are not printing Executive Committee books any longer; however, they will be posted in an assembled pdf document for each quadrant meeting and the links to the native formatted documents will be provided in the agendas.

As always, the 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 In conjunction with the EC meetings, a number of other NAESB subcommittee meetings are being hosted by Dominion. The details are provided in the following table. As more room locations are known the table will be updated and reposted.

| Date | Time | Meeting/Location |
| --- | --- | --- |
| Tuesday, October 24th | 9 am to 3 pm Eastern | Retail BPS Meeting  Room: TBD  Conference Call and Web Cast Available |
|  | 9 am to 4 pm Eastern | Day 1 of WGQ IR/Technical Meeting  Room: TBD  Conference Call and Web Cast Available |
|  | 10 am to 4 pm Eastern | WEQ EC Meeting  Room: TBD  Conference Call Number: 866-740-1260 Access Code: 7133562 Security Code: 8251 Web Cast: <http://www.readytalk.com> (please use same codes) |
| Wednesday, October 25th | 9 am to 4 pm Eastern | Day 2 of WGQ IR/Technical Meeting  Room: TBD  Conference Call and Web Cast Available |
|  | 9:30 am to 11 am Eastern | Retail IR/TEIS Meeting  Room: TBD  Conference Call and Web Cast Available |
|  | 10 am to 5 pm Eastern | Day 1 of WEQ OASIS Meeting  Room: TBD  Conference Call and Web Cast Available |
|  | 11 am to 4 pm Eastern | Retail EC Meeting by phone/web cast – for in person attendance, please join NAESB staff at following location  Room: TBD  Conference Call Number: 866-740-1260 Access Code: 7133562  Security Code: 6425 Web Cast: <http://www.readytalk.com> (please use same codes) |
| Thursday, October 26th | 10 am to 1 pm Eastern | Day 2 of WEQ OASIS Meeting  Room: TBD  Conference Call and Web Cast Available |
|  | 10 am to 4 pm Eastern | WGQ EC Meeting  Conference Call Number: 866-740-1260 Access Code: 7133562 Security Code: 3825 Web Cast: <http://www.readytalk.com> (please use same codes) |

You can access the materials for this meeting from the NAESB web site, at the page specific for the subcommittee noted (WEQ: <http://www.naesb.org/weq/default.asp>, WGQ: <http://www.naesb.org/wgq/default.asp>, and Retail: <http://www.naesb.org/RGQ/default.asp>).

Please feel free to call the NAESB office should you have any questions or comments. Instructions for dialing in or participating on the web casts follow.

**Conference Calling and Web Conferencing Instructions**

**For The Executive Committee and Related Subcommittee Meetings**

**October 24-26, 2017**

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](mailto:naesb@naesb.org)) should you need any additional information or have questions or comments.