**via posting**

**TO:** Retail Markets Quadrant (RMQ) Business Practices Subcommittee (BPS) Participants and Interested Industry Parties

**FROM:** Elizabeth Mallett, NAESB Deputy Director

**RE:** Retail BPS Face-to-Face Meeting Draft Agenda–October 24, 2017

**DATE:** October 24, 2017

Dear Retail BPS Participants,

A Retail BPS face-to-face meeting with webcasting has been scheduled for Tuesday, October 24, 2017 from 9:00 AM to 3:00 PM Eastern hosted by Dominion in Richmond, VA. During the meeting the participants will:

* Discuss a Work Plan Regarding the 2017 RMQ Annual Plan Items
* Discuss 2018 Meeting Schedule

All participants are encouraged to read the NAESB Antitrust Statement prior to the start of the meeting. The statement can be viewed on Page 5 of this agenda or at the following link: <http://www.naesb.org/misc/antitrust_guidance.doc>.

**RETAIL MARKETS QUADRANT**

**Business Practices Subcommittee (BPS)**

**Face-to-Face Meeting**

**Hosted by Dominion in Richmond, VA**

**Tuesday, October 24, 2017 from 9:00 AM to 3:00 PM Eastern**

**DRAFT agenda**

 **1.** **Administrative**

* Welcome to members and attendees
* Antitrust Guidelines
* Introductions
* Adoption of Agenda
* Adoption of Available Draft Minutes

**2. Discuss Work Plan to Address 2017 RMQ Annual Plan Items**

**3.** **Discuss 2018 Meeting Schedule**

**4.** **Next Steps**

 **5.** **Adjourn**

Antitrust and Other Meeting Policies

Antitrust guidelines direct meeting participants to avoid discussion of topics or behavior that would result in anticompetitive behavior including: restraint of trade and conspiracies to monopolize, unfair or deceptive business acts or practices, price discriminations, division of markets, allocation of production, imposition of boycotts, and exclusive dealing arrangements.

Any views, opinions or positions presented or discussed by meeting participants are the views of the individual meeting participants and their organizations. Any such views, opinions or positions are not the views, positions or opinions of NAESB, the NAESB Board of Directors, or any NAESB Committee or Subcommittee, unless specifically noted otherwise.

As it is not the purpose of the meeting to discuss any antitrust topics, if anyone believes we are straying into improper areas, please let us know and we will redirect the conversation.

Participants recording any portion of a NAESB meeting or conference call are reminded that federal and state statutes mandate various disclosure and consent requirements. It is NAESB’s policy that participants comply with all applicable state and federal statutes related to the recording of conversations. As a courtesy to the meeting attendees, anyone taping a meeting should announce that they are doing so in the meeting before beginning the recording.

Participants should understand that NAESB meetings are open to any interested party, who may or may not declare themselves present when attending by phone/web cast.

Participants are advised to review the NAESB Intellectual Property Rights Policy Concerning Contributions and Comments.