Via email and posting

August 16, 2019

**TO:** NAESB Board of Directors, Executive Committee (EC) Members, EC Alternates, NAESB Members, NAESB Advisory Council, and Invited Guests

**FROM:** Rae McQuade, NAESB President

**RE:** Agenda and Meeting Materials for NAESB Board Meeting, Strategic Session and Meeting of the Members – September 4-5, 2019 Highlighted with Additional Materials

Dear Board Members, EC Members, EC Alternates, NAESB Members, NAESB Advisory Council and invited guests,

As noted in other communications, we are pleased to announce the NAESB Board of Directors meeting to be held September 5 in Houston, Texas at the **Four Seasons Hotel**[[1]](#footnote-1) in downtown Houston***. Please note that we have changed hotels***. I hope you are able to travel to Houston for our upcoming board meeting, related leadership meeting and our board cocktail reception. This board meeting serves as our annual Meeting of the Members, our Strategic Session, and as a foundation from which the 2020 annual plans will be developed.

The specifics of the board meeting and related meetings are:

Events: Board of Directors Meeting, and related NAESB meetings

Where: **Four Seasons Hotel** Houston, 1300 Lamar Street, Houston, Texas 77010, phone: 713-650-1300

When: September 4 Leadership Meeting from 4:00 pm to 5:30 pm C (snacks served)

September 4 Board Cocktail Reception - 5:30 pm to 6:30 pm C - *please note that NAESB will host only one dinner annually, in conjunction with the December Board of Directors meeting.*

 September 5 Board of Directors Meeting from 9:00 am to 1:00 pm C, (a buffet lunch will be served during the meeting)

As this board meeting is focused on the strategic direction of NAESB, we are very fortunate that Deputy Assistant Secretary of Oil and Natural Gas for the Department of Energy, Shawn Bennett, has agreed to participate as the speaker for our board meeting. His observations concerning the current status of the energy industry as well as his perspectives regarding the future direction of the markets will be tremendously helpful as we review the progress of our 2019 projects and discuss the development of the organization’s 2020 annual plans.

We hope that you are able to attend and we ask that you please RSVP your intention to participate in the Board of Directors meeting, the leadership meeting, and/or cocktail reception at your earliest convenience (vthomason@naesb.org, naesb@naesb.org, 713-356-0060). Also, please let us know if you intend to bring a guest or colleague to the cocktail reception.

As with all our meetings, these events are open to any interested party. For the meetings, conference calling will be available should you be unable to attend in person. Board materials and agenda should be available shortly. Please contact Veronica Thomason (vthomason@naesb.org, 713-356-0060) should you need additional information.

Best Regards,

**Conference Calling and Web Conferencing Details**

**for the September 4-5, 2019 Set of Board and Related Meetings**

The meetings are open to all interested parties, who may participate by phone if unable to attend in person. The Board meeting is also web cast.

|  |  |  |
| --- | --- | --- |
| September 4 | 4:00 pm to 5:30 pm C | Leadership Meeting (In person and Conference Call) |
|  | Four Seasons Hotel Houston, 1300 Lamar Street, Houston, Texas | * Call in number
* Access Code
* Security Code
 | 866-740-126035600635812 |
| September 5 | 9:00 am to 1:00 pm C | Board Meeting (In person and Conference Call/Web Cast) |
|  | Four Seasons Hotel Houston, 1300 Lamar Street, Houston, Texas | * Call in number
* Access Code
* Security Code
 | 866-740-126071335606515 |

To join a conference call:

• Dial the 11-digit toll free call-in phone number shown above for the specific meetings

• An automated attendant will ask you to enter a seven-digit access code (shown in the table above)

• The automated attendant will ask you to record your name.

• Please note that if the conference leader has not yet initiated the conference call, you will be placed on music hold until the conference leader starts the conference.

•The automated attendant will then ask you for a four-digit security code (shown in the table above)

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 on-hold line to have it disconnected.

If the meeting has the web conferencing feature enabled, to join the web conference, go to www.readytalk.com and enter the same access code and **s**ecurity 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.

**Speaker Biography**

**Shawn Bennett**

**Deputy Assistant Secretary for Oil and Natural Gas, Department of Energy**

Shawn Bennett currently serves as the Deputy Assistant Secretary for Oil and Natural Gas. He administers oil and gas programs, including research and development, analysis, and natural gas regulation.

Mr. Bennett has more than a decade of experience in public affairs and government relations in the coal and the oil and gas industries. Most recently, he served as the Executive Vice President for the Ohio Oil and Gas Association (OOGA), a non-profit trade association that is dedicated to representing Ohio oil and gas producers. The organization represents over 2,000 members in all aspects of the exploration, production, and development of crude oil and natural gas resources in Ohio. His role at OOGA included overseeing all federal and state legislative and regulatory activities in Columbus, OH and Washington D.C.

Prior to joining OOGA, Mr. Bennett was the Director of Strategic Communications for FTI Consulting from 2011 to 2014. He worked with business leaders, elected officials, and residents in eastern Ohio and Pennsylvania regarding the safety and economic benefits of oil and gas exploration. From 2005 to 2011, he was the Government Affairs Manager for the Ohio Coal Association.

Mr. Bennett holds a B.S. from Ohio University.

| **NAESB BOARD OF DIRECTORS MEETING** **Four Seasons Hotel, 1300 Lamar Street, Houston, Texas – Thursday, September 5, 2019 – 9:00 am to 1:00 pm Central****DRAFT AGENDA** |
| --- |
|  | # | Agenda Item |
| 8:30 A |  | **Continental Breakfast** |
| 9:00 A | 1. | **Welcome** |
|  |  | a) | Welcome to Board members, guests and convene the September 5, 2019 Board meeting |
|  |  | b) | Antitrust Guidelines: <http://www.naesb.org/misc/antitrust_guidance.doc> (Guidance) |
|  |  | c) | Establish quorum: <http://www.naesb.org/pdf4/bod_terms.pdf> (Board Roster) |
|  | 2. | **Consent Agenda** |
|  |  | a) | Agenda Adoption: <https://www.naesb.org/pdf4/bd090519a.docx> **(Agenda)** |
|  |  | b) | Adoption of Draft Minutes: <https://www.naesb.org/pdf4/bd041119dm.docx> (4-11-19 Draft Minutes) |
|  |  | c) | Adoption of Revised 2019 WGQ Annual Plan: <https://www.naesb.org/pdf4/bd090519w2.docx> (8-15-19 Redlined) |
|  |  | d) | Adoption of Revised 2019 Retail Annual Plan: <https://www.naesb.org/pdf4/bd090519w3.docx> (8-15-19 Redlined) |
|  |  | e) | Adoption of Revised 2019 WEQ Annual Plan: <https://www.naesb.org/pdf4/bd090519w1.docx> (8-15-19 Redlined) |
| **Meeting of the Members & Strategic Session** |
|  | 3. | **Meeting of the Members & Strategic Session** |
|  |  | a) | Opening Remarks from the Chairman |
|  |  | b) | Remarks of Shawn Bennett |
|  |  | c) | Discussion |
|  |  | d) | Identification of action items |
|  |  | e) | Additional Comments |
|  |  | f) | Close of the Meeting of the Members and Strategic Session |
| **General Business of the Board of Director** |
|  | 4. | **Membership and Financial Reports** |
|  |  | a) | Review of the 2019 Membership Report: <https://www.naesb.org/misc/membership_report_073119.docx> (7-31-19 Membership Report); <https://www.naesb.org/misc/membership_changes_073119.docx> (7-31-19 Membership Changes Report); <https://www.naesb.org/pdf4/weq_jurisdictional_entities_without_recorded_access.pdf> (WEQ Entities Without Recorded Access); <https://www.naesb.org/pdf4/wgq_jurisdictional_entities_without_recorded_access.pdf> (WGQ Entities Without Recorded Access) |
|  |  | b) | Review of the 2019 Financial Report YTD as of June: <https://www.naesb.org/misc/finance_membership_report_jun2019.docx> **(6-30-19 Membership Report);** <https://www.naesb.org/misc/membership_changes_063019.docx> (**6-30-19** Membership Changes Report) |
|  | 5. | **Reports from Board Committees and Board votes where noted in meeting materials** |
|  |  | a) | Managing Committee Update |
|  |  | b) | Parliamentary Committee Update: <https://www.naesb.org/pdf4/parliamentary061119fm.docx> (6-11-19 Final Meeting Minutes); <https://www.naesb.org/pdf4/parliamentary082019dm.docx> (8-20-19 Draft Meeting Minutes) |
|  |  | c) | Revenue Committee Update: <https://www.naesb.org/pdf4/bd_revenue061119notes.docx> (6-11-19 Meeting Notes); <https://www.naesb.org/pdf4/bd_revenue082019notes.docx> (8-20-19 Meeting Notes) |
|  |  | d) | Board Digital Committee Update: <https://www.naesb.org/pdf4/bd_digital051419notes.docx> (5-14-19 Meeting Notes); <https://www.naesb.org/pdf4/bd_digital062619notes.docx> (6-26-19 Meeting Notes); <https://www.naesb.org/pdf4/bd_digital072319notes.docx> (7-23-19 Meeting Notes); <https://www.naesb.org/pdf4/bd_digital080819notes.docx> (8-8-19 Meeting Notes) |
|  |  | e) | Board Strategy Committee Update |
|  |  | f) | Critical Infrastructure Committee Update (Sandia National Laboratory Surety Assessment): <https://www.naesb.org/pdf4/bd_cic062019notes.docx> (6-20-19 Meeting Notes); <https://www.naesb.org/pdf4/bd_cic071119notes.docx> (7-11-19 Meeting Notes); <https://www.naesb.org/pdf4/bd_cic080719notes.docx> (8-7-19 Meeting Notes); <https://www.naesb.org/pdf4/bd_cic081419notes.docx> (8-14-19 Meeting Notes) |
|  | 6. | **Project Discussions and Leadership Session Reviews** |
|  |  | a) | Leadership Session Recap: <http://www.naesb.org/misc/wgq_publication_schedule_ver3_2.doc> (WGQ Publication Schedule Version 3.2), <http://www.naesb.org/misc/weq_publication_schedule_ver3_3.doc> (WEQ Publication Schedule Version 003.3), <http://www.naesb.org/misc/retail_publication_schedule_ver3_3.doc> (RMQ Publication Schedule Version 3.3) |
|  |  | b) | Standards Development Efforts: |
|  |  |  | * **WGQ/WEQ/RMQ Distributed Ledger Technology Activities:** <https://www.naesb.org/misc/dlt_activities_082919.docx>
* **WGQ/WEQ/RMQ Surety Assessment Updates:** <https://www.naesb.org/misc/surety_assessment_update_082819.docx>
* **WEQ Coordination:** <https://www.naesb.org/misc/board_coordination_update_082719.docx>
* **WEQ Parallel Flow Visualization Effort:** <https://www.naesb.org/misc/pfv_update_082719.docx>
* **WEQ OASIS – Order No. 890 Effort:** <https://www.naesb.org/misc/weq_oasis_order_no890_effort_082819.docx>
* **RMQ Green Button and OpenFMB:** <https://www.naesb.org/misc/green_button_openfmb_update_082919.docx>
* **Certification Programs & EIR:** <https://www.naesb.org/misc/certification_eir_update_082819.docx>
 |
|  | 7. | **Old and New Business** |
|  |  | a) | Regulatory Filings and Related Actions, Liaisons with external groups: * May 16, 2019 - FERC NOPR (WEQ Version 003.2) Standards for Business Practices and Communication Protocols for Public Utilities (Docket No. RM05-5-027): <https://www.naesb.org/pdf4/ferc051619_nopr_naesb_weq_v003.2_rm05-5-027.pdf>
* June 5, 2019 - NAESB Comments Submitted to FERC on NOPR issued May 16, 2019 for (WEQ Version 003.2) Standards for Business Practices and Communication Protocols for Public Utilities (Docket No. RM05-5-027): <https://www.naesb.org/pdf4/naesb060519_comments_ferc_nopr051619_weqv003.2.pdf>
* June 5, 2019 - FERC Errata to the 5/6/2019 NOPR (WEQ Version 003.2) Standards for Business Practices and Communication Protocols for Public Utilities (Docket No. RM05-5-027): <https://www.naesb.org/pdf4/ferc060519_errata_ferc051619_nopr_naesb_weq_v003.2_rm05-5-027.pdf>
* June 20, 2019 - FERC Final Rule (Order No. 859) Revisions to the Filing Process for Commission Forms (Docket No. RM19-12-000): <https://www.naesb.org/pdf4/ferc062019_filing_process_commission_forms_final_rule_ferc_order_no_859.pdf>
* July 23, 2019 - NAESB Submittal to the Commission on the Parallel Flow Visualization Project Status (Docket No. EL14-82-000): <https://www.naesb.org/pdf4/ferc072319_naesb_pfv_status_report.pdf>
* July 23, 2019 - NAESB Wholesale Electric Quadrant Version 003.2 Errata Filing - Standards for Business Practices and Communication Protocols for Public Utilities Notice of Proposed Rulemaking (Docket No. RM05-5-027): <https://www.naesb.org/pdf4/ferc072319_weq_errata_mc19011.pdf>
 |
|  |  | b) | Comments from Board Members, Invited Guests and Speakers, and Attendees |
|  |  | c) | Board Meeting Schedule 2019: <https://www.naesb.org/misc/2019_schedule.pdf> |
|  |  | d) | NAESB Bulletin, March – July 2019: <http://naesb.org/pdf4/naesb_bulletin_vol12_issue1.pdf>  |
| 1:00 P | 8. | **Adjourn** |
| 12:30 P |  | Buffet Lunch available to meeting attendees beginning at noon to 1:00 pm C, at the conclusion of the meeting |
| 1:00 P |  | Buses depart for airports – Buses will be available to attendees of the Board meeting, for transportation from the Four Seasons Hotel to Hobby and Bush Intercontinental Airports beginning at 12:30 pm C for those attendees needing transportation to the airports. |
| *Attire – Business Casual*  |

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| **NAESB QUADRANTS LEADERSHIP MEETING****Four Seasons Hotel, 1300 Lamar Street, Houston, Texas – Wednesday, September 4, 2019 – 4:00 pm to 5:30 pm Central****DRAFT agenda** |
|  | # | Agenda Item |
|  |  |  |
| 4:00 pm | 1. | Welcome |
|  |  | a) | Antitrust Guidelines <http://www.naesb.org/misc/antitrust_guidance.doc> (Guidance) |
|  |  | b) | Welcome to participants |
|  | 2. | Agenda adoption: <https://www.naesb.org/pdf4/bd090519a.docx> **(Agenda)** |
|  | 3. | **Review of membership levels:** <https://www.naesb.org/misc/membership_report_073119.docx> (7-31-19 Membership Report); <https://www.naesb.org/misc/membership_changes_073119.docx> (7-31-19 Membership Changes Report) |
|  | 4. | Update on publication activities: <http://www.naesb.org/misc/retail_publication_schedule_ver3_3.doc> (Retail Version 3.3 Publication Schedule); <http://www.naesb.org/misc/wgq_publication_schedule_ver3_2.doc> (WGQ Version 3.2 Publication Schedule); <http://www.naesb.org/misc/weq_publication_schedule_ver3_3.doc> (WEQ Version 003.3 Publication Schedule) |
|  | 5. | Review of 2019 Annual Plans: <https://www.naesb.org/pdf4/bd090519w3.docx> (Retail - 8-15-19 Redlined); <https://www.naesb.org/pdf4/bd090519w1.docx> (WEQ - 8-15-19 Redlined); <https://www.naesb.org/pdf4/bd090519w2.docx> (WGQ - 8-15-19 Redlined) |
|  | 6. | **Update on Coordination with External Organizations:** <https://www.naesb.org/misc/naesb_coordination_external_entities082919.docx>  |
|  | 7. | Update on Sandia National Laboratory Surety Assessment: <https://www.naesb.org/misc/surety_assessment_update_082819.docx> (from Board Material) |
|  | 8. | Committee Updates |
|  |  | a) | Managing Committee Update |
|  |  | b) | Parliamentary Committee Update: <https://www.naesb.org/pdf4/parliamentary061119fm.docx> (6-11-19 Final Meeting Minutes); <https://www.naesb.org/pdf4/parliamentary082019dm.docx> (8-20-19 Draft Meeting Minutes) |
|  |  | c) | Revenue Committee Update: <https://www.naesb.org/pdf4/bd_revenue061119notes.docx> (6-11-19 Meeting Notes); <https://www.naesb.org/pdf4/bd_revenue082019notes.docx> (8-20-19 Meeting Notes) |
|  |  | d) | Board Digital Committee Update: <https://www.naesb.org/pdf4/bd_digital051419notes.docx> (5-14-19 Meeting Notes); <https://www.naesb.org/pdf4/bd_digital062619notes.docx> (6-26-19 Meeting Notes); <https://www.naesb.org/pdf4/bd_digital072319notes.docx> (7-23-19 Meeting Notes); <https://www.naesb.org/pdf4/bd_digital080819notes.docx> (8-8-19 Meeting Notes) |
|  |  | e) | Board Strategy Committee Update |
|  |  | f) | Critical Infrastructure Committee Update (Sandia National Laboratory Surety Assessment): <https://www.naesb.org/pdf4/bd_cic062019notes.docx> (6-20-19 Meeting Notes); <https://www.naesb.org/pdf4/bd_cic071119notes.docx> (7-11-19 Meeting Notes); <https://www.naesb.org/pdf4/bd_cic080719notes.docx> (8-7-19 Meeting Notes); <https://www.naesb.org/pdf4/bd_cic081419notes.docx> (8-14-19 Meeting Notes) |
|  | 9. | **Review and Discussion on Any Quadrant Specific Issues** |
|  | 10. | **Review of Other Board or Leadership Issues Including any Other Committee Reports** |
|  | 11. | Old and New Business |
| 5:30 pm  |  | Adjourn |
| *Attire – Business Casual – Refreshments served in the room* |

1. Please note that this is a change in hotels from our previous board meeting. Information on the Four Seasons Hotel, reservations and the room block availability, please access <https://www.naesb.org/pdf4/bd090519hotel.docx>.   [↑](#footnote-ref-1)