Via email and posting

March 28, 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 of Directors Meeting – April 10-11, 2019

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 April 11 in Houston, Texas at the Marriott Marquis Hotel[[1]](#footnote-1) in downtown Houston. I hope you are able to travel to Houston for our upcoming board meeting, related committee meetings and our board dinner.

The specifics of the board meeting and related meetings are:

Events: Board of Directors Meeting, and related NAESB meetings

Where: Marriott Marquis Downtown Hotel, 1777 Walker Street, Houston, Texas 77010, phone: 713-654-1777

When: April 10 Leadership Meeting from 4:00 pm to 5:30 pm C – *please note that at the suggestion of several participants, Michael Desselle collapsed the three leadership meetings into one meeting to avoid duplications for those that attend each one* (snacks served)

April 10 Board Reception and Dinner - 5:30 pm reception and 6:30 pm dinner seating (held at the Marriott Marquis)

 April 11 Board of Directors Meeting from 9:00 am to 1:00 pm C, (a buffet lunch will be served during the meeting)

This board meeting serves as the first scheduled board meeting of 2019, during which we will review the 2018 year-end financials, the year-to-date 2019 financials, along with the progress made towards the 2019 plans, and updates from our committees. We will also hear updates in key areas that are already a focus of NAESB, or may impact our work - including block chain standards development and the Sandia National Laboratories surety assessment.

For our speakers, we are fortunate to have Annie McIntyre as or dinner speaker. She will discuss cybersecurity – a topic that continues to remain not only relevant but crucial to the health of our markets. Jim Kavicky and Bob Schaht from Argonne National Labs will speak at the board meeting regarding Argonne projects relevant to NAESB, particularly as they relate to natural gas and electric market interdependencies. I hope you will be able to attend -- to enjoy and learn from the remarks of the speakers, to reconnect with other board members, and to participate in the activities that are in front of our board.

Please RSVP your intention to attend the board dinner or Board of Directors meeting or any of the related meetings, and your intention to bring a guest or colleague to the dinner at your earliest convenience (vthomason@naesb.org, naesb@naesb.org, 713-356-0060).

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. We look forward to your attendance at the leadership meeting and the dinner on April 10 followed by the board meeting on April 11. 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 April 10-11, 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.

|  |  |  |
| --- | --- | --- |
| April 10 | 4:00 pm to 5:30 pm C | Leadership Meeting (In person and Conference Call) |
|  | Marriott Marquis Hotel, 1777 Walker Street, Houston, Texas | * Call in number
* Access Code
* Security Code
 | 866-740-126035600635812 |
| April 11 | 9:00 am to 1:00 pm C | Board Meeting (In person and Conference Call/Web Cast) |
|  | Marriott Marquis Hotel, 1777 Walker 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 Biographies**

**Annie McIntyre**

**President & CEO, Ardua Strategies, Inc.**

Annie McIntyre is the President and Chief Executive Officer of Ardua Strategies, Inc., a Texas Corporation, providing solutions for the cyber and operational security issues of energy and infrastructure. Prior to founding Ardua Strategies, Ms. McIntyre was a Principal Member of Technical Staff and Program Manager at Sandia National Laboratories in Albuquerque, New Mexico. Her research areas at Sandia included threats, vulnerabilities, and protection of critical infrastructure systems, and cyber security for fossil and renewable energy systems. She managed the Sandia-Forest City Strategic Partnership program for sustainability, and participated in programs such as the Institute for Infrastructure Information Protection (I3P), and National SCADA Test Bed. Ms. McIntyre conducted the first cyber analysis of a renewable system in 2007 for the Department of Energy.

Prior to work in critical infrastructure, Ms. McIntyre worked extensively in the defense sector on information warfare and survivability, serving as IO Laboratory Chief and Information Warfare Lead for Future Combat Systems Assessments at the U.S. Army Research Laboratory. She previously served as New Mexico Regional Manager for Concurrent Technologies Corporation, a defense and energy contractor, and performed systems analysis and engineering in the bioinformatics field for Molecular Informatics, Inc. Throughout her career, she has worked closely with the U.S. Departments of Energy, Homeland Security, and Defense.

Ms. McIntyre conducts extensive work on security policies as they relate to energy and infrastructure. She served as an author for the American Petroleum Institute’s SCADA Security Standard (1164), serves on the Advisory Council at the North American Energy Standards Board, and has served as a Senior Fellow at the University of Minnesota’s Technology Leadership Institute.

She holds a Bachelor of Science from New Mexico Tech, a Master of Science from Troy State University, and has been a lifelong member of the American Association of Petroleum Geologists.

**Jim Kavicky**

**Energy Systems Engineer, Argonne National Laboratory**

Dr. Jim Kavicky is an Energy Systems Engineer in Argonne National Laboratory’s Infrastructure Systems Modeling Group and has experience in electric power and in natural gas modeling, simulation, and applications. Projects include the characterization and modeling of the interdependencies between the electric power and natural gas infrastructure systems and other dependent infrastructure like communications, water, wastewater, and transportation. Resilience objectives focus on infrastructure protection and assurance measures that range from the identification of potential threats, mitigation of possible impacts, and specification of recommendations to enhance the response and recovery following disruptive events. Jim is the author of numerous publications, including journal articles, reports, and conference papers and collaborates closely with NERC’s GridEx Working Group, NERC’s E-ISAC, NERC’s Critical Infrastructure Protection Committee, and ISOs/RTOs on electric-gas coordination activities and initiatives.

**Bob Schacht**

**Senior Engineer, Argonne National Laboratory**

Bob Schacht is a Senior Engineer in the Decision and Infrastructure Sciences Group at the Argonne National Laboratory in Lemont, Il. Bob spent 30 years working for Northern Indiana Public Service Company, a large natural gas and electric utility company that is now a part of Nisource (NI) ending his career there as the Executive VP and COO of the Company. He then worked for ComEd (an Exelon Company) managing operational and human performance improvement projects for several years. For the last 12 years Bob has worked as an officer of Meade, a very large natural gas pipeline and electric utility specialty construction contractor based in Chicago. Meade has built, maintained and repaired natural gas and liquids pipelines throughout the US.

| **NAESB BOARD OF DIRECTORS MEETING** **Marriott Marquis, 1777 Walker Street, Houston, TX – Thursday, April 11, 2019 – 9:00 am to 1:00 pm Central****DRAFT AGENDA** |
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|  | # | Agenda Item |
| 8:30 A |  | **Continental Breakfast** |
| 9:00 A | 1. | **Welcome** |
|  |  | a) | Welcome to Board members, guests and convene the April 11, 2019 Board meeting |
|  |  | b) | Antitrust Guidelines: <http://www.naesb.org/misc/antitrust_guidance.doc> (Guidance) |
|  |  | c) | Establish quorum: <https://www.naesb.org/pdf4/bod_terms.pdf> (Board Roster) |
|  | 2. | **Consent Agenda** |
|  |  | a) | Agenda Adoption: <https://www.naesb.org/pdf4/bd041119a.docx> (Agenda) |
|  |  | b) | Adoption of Draft Minutes: <https://www.naesb.org/pdf4/bd121318dm.docx> (12-13-18 Draft Minutes) |
|  |  | c) | Adoption of Revised 2019 WGQ Annual Plan: <https://www.naesb.org/pdf4/wgq_ec032819a1.docx> (3-28-19 Redline Approved by the WGQ EC) |
|  |  | d) | Adoption of Revised 2019 Retail Annual Plan: <https://www.naesb.org/pdf4/retail_ec032719a1.docx> (3-27-19 Redline Approved by the RMQ EC) |
|  |  | e) | Adoption of Revised 2019 WEQ Annual Plan: <https://www.naesb.org//pdf4/weq_ec032619a1.docx> (3-26-19 Redline Approved by the WEQ EC) |
|  | 3. | **Discussion with Argonne National Labs**  |
|  | 4. | **Membership and Financial Reports** |
|  |  | a) | Review of the 2018 YE Financial and Membership Report: <https://www.naesb.org/misc/finance_membership_report_dec2018.docx> |
|  |  | b) | Review of the 2019 YTD Financial and Membership Report: <https://www.naesb.org/misc/finance_membership_report_jan2019.docx> **(1-31-19 Membership Report);** <https://www.naesb.org/misc/membership_changes_013119.docx> (**1-31-19** Membership Changes Report) |
|  | 5. | **Advisory Council Update:** <https://www.naesb.org/pdf4/advisory020919notes.docx>(2-9-19 Notes) |
|  | 6. | **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/parliamentary031219dm.docx> (3-12-19 Draft Meeting Minutes) |
|  |  | c) | Revenue Committee Update: <https://www.naesb.org/pdf4/bd_revenue031219notes.docx> (3-12-19 Meeting Notes) |
|  |  | d) | Board Strategy Committee Update |
|  |  | e) | Board Retail Structure Review Committee Update: <https://www.naesb.org/pdf4/rsrc112718mn.docx> (11-27-18 Meeting Notes) |
|  |  | f) | Board Critical Infrastructure Committee Update: <https://www.naesb.org/pdf4/bd_cic020619notes.docx> (2-6-19 Meeting Notes) |
|  | 7. | **Project Discussions and Leadership Session Reviews** |
|  |  | a) | Leadership Session Recap: <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) |
|  |  | b) | Project Discussions: <https://www.naesb.org/misc/update_summary_of_projects_032519.docx>  |
|  | 8. | **Old and New Business** |
|  |  | a) | Regulatory Filings and Related Actions, Liaisons with external groups  |
|  |  |  | * January 17, 2019 - FERC Notice of Proposed Rulemaking, Revisions to the Filing Process for Commission Forms (Docket No. RM19-12-000): <https://naesb.org/pdf4/ferc011719_nopr_filing_process_Commission_forms.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: <http://naesb.org/pdf4/naesb_bulletin_vol11_issue3.pdf> |
|  |  | e) | Recently Published Articles |
| 1:00 P | 9. | **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****Marriott Marquis, 1777 Walker Street, Houston, TX – Wednesday, April 11, 2019 – 4:00 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/bd041119a.docx> (Agenda) |
|  | 3. | **Review of membership levels** |
|  |  | a) | YE 2018: <https://www.naesb.org/misc/membership_report123118.docx>  |
|  |  | b) | **YTD 2019:** <https://www.naesb.org/misc/membership_report013119.docx> **(1-31-19 Membership Report);** <https://www.naesb.org/misc/membership_changes_013119.docx> (**1-31-19** 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/retail_ec032719a1.docx> (Retail); <https://www.naesb.org//pdf4/weq_ec032619a1.docx> (WEQ); <https://www.naesb.org/pdf4/wgq_ec032819a1.docx> (WGQ) |
|  | 6. | **Update on Coordination with External Organizations** |
|  | 7. | Update on Sandia National Laboratory Surety Assessment  |
|  | 8. | Board Committee Updates: |
|  |  | a) | Board Strategy Committee |
|  |  | b) | Board Retail Structure Review Committee: <https://www.naesb.org/pdf4/rsrc112718mn.docx> (11-27-18 Meeting Notes) |
|  |  | c) | Board Revenue Committee: <https://www.naesb.org/pdf4/bd_revenue031219notes.docx> (3/12/19 Meeting Notes) |
|  |  | d) | Parliamentary Committee: <https://www.naesb.org/pdf4/parliamentary031219dm.docx> (3-12-19 Draft Meeting Minutes) |
|  |  | e) | Board Critical Infrastructure Committee: <https://www.naesb.org/pdf4/bd_cic020619notes.docx> (2-6-19 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 |
|  |  | a) | Discussion on format of the meeting |
| 5:30 pm  |  | Adjourn |
|  |  |  |
| *Attire – Business Casual – Refreshments served in the room* |

1. Information on the Marriott Marquis Hotel, reservations and the room block availability, please access <https://www.naesb.org/pdf4/bd041119hotel.docx>.  [↑](#footnote-ref-1)