**via posting**

**TO:** NAESB Board Strategic Plan Task Force Members and Interested Industry Parties

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

**RE:** Meeting Notes from theNAESB Board Strategy Committee Conference Call – November 21, 2019

**DATE:** November 26, 2019

Dear Board Strategy Committee Members,

A Board Strategy Committee conference call was held on Thursday, November 21, 2019. The meeting was called to order at 1:30 PM Central. Mr. Desselle presided over the meeting. The notes and attachments below serve as a record for the meeting.

| **Notes from November 21, 2019 NAESB Board Strategy Committee Conference Call** |
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| **Administrative:** | Mr. Desselle welcomed the participants and opened the meeting. Ms. Mallett read the NAESB Antitrust and Other Meeting Policies, called the roll, and established quorum. Ms. Crockett moved to adopt the agenda. Mr. Burks seconded the motion and the motion passed without opposition. Mr. Burks moved to adopt the draft meeting notes from the October 25, 2018 conference call. Ms. Crockett seconded the motion and the motion passed without opposition. |
| **Review 2020 NAESB Annual Plans adopted by the Executive Committees** | The committee reviewed each of the 2020 Annual Plans adopted by the Executive Committees to ensure consistency with the [2019-2021 NAESB Strategic Plan](https://www.naesb.org/pdf4/naesb_strategic_plan_2019_2021.pdf). Mr. Desselle asked the participants whether any additions or modifications should be made to the annual plans for consistency purposes. No revisions were proposed.Mr. Lauby moved, seconded by Mr. Burks, that the Board Strategy Committee endorse the proposed 2020 Annual Plans for the adoption by the full Board of Directors during its December meeting. The motion passed without opposition. |
| **Discuss the Development of the 2020 NAESB Standards Development Survey** | Mr. Booe reviewed the process of the development of the [2018 NAESB Standards Development Survey](https://www.naesb.org/pdf4/bd_strategic_081718a1.docx). The survey was posted in June and distributed to nonmembers and members. The survey identified specific areas of potential standards development and four areas for potential standards-related activities – tools, education, certification, and coordination with external entities. Mr. Booe explained that the responses received from the 2020 survey will feed into the discussions on the direction of the organization. The participants agreed that the topics discussed in the Board Digital Committee should be included in the survey. Mr. Thorn emphasized that the markets and technology will always evolve, but NAESB should pinpoint a few areas of core standards that could be considered most important. |
| **Review the Recommendation Resulting from the 2019 Sandia Surety Assessment 2019 Sandia Surety Assessment**  | Mr. Desselle stated that he drafted a [letter](https://www.naesb.org/pdf4/bd_strategic_112119w1.docx) to the Board Strategy Committee summarizing the recommendations that Sandia provided to NAESB and highlighting the items that could not be assigned to a subcommittee. Mr. Booe stated that one concept mentioned in the letter concerned the standards development process for cybersecurity standards. He stated that, through discussions with the Department of Energy and Sandia, an informal recommendation was made for NAESB to consider a new process for the adoption of cybersecurity standards. Mr. Booe stated that the current process, including the rulemaking process and implementation, can sometimes take a significant amount of time, sometimes years. He stated that Sandia indicated that that timeline may no longer be sufficient to support market needs. Mr. Booe asked whether a review of the NAESB process and procedures may be needed, as they relate to cybersecurity activities and suggested that any necessary modifications should be provided to the Board of Directors for consideration.Mr. Burks stated that several recommendations in the surety assessment span areas that the NAESB Business Practice Standards and Model Business Practices have not historically addressed. A table of those recommendations is included in the letter from Mr. Desselle. Mr. Burks stated that the Board of Directors should determine how it would like to move forward , and that the Strategy Committee should identify some potential options for the board in response to the recommendations.The committee discussed each of the recommendations. Mr. Burks stated that several of the recommendations suggest that NAESB collect and analyze metrics around the standards and the Public Key Infrastructure (PKI) Certification Program. He noted that a security issue was identified concerning the removal of sensitive information from the OASIS, and that the item could not be initially addressed in the subcommittee, as the Board Critical Infrastructure Committee determined that it would need to go to the Board of Directors for discussion. Mr. Thorn stated that the availability of resources available to NAESB should be discussed when considering these items. Mr. Desselle agreed and stated that the Board of Directors should be asked where the resources will come from as well as how to fund the effort. He suggested that the Board of Directors be provided with precise questions to consider. Ms. Crockett stated that, earlier in the day, the Federal Energy Regulatory Commission (FERC) announced the creation of a new security-focused group. Mr. Booe stated that NAESB will reach out to the office and inform them of the Sandia efforts that were sponsored by the Department of Energy.The committee briefly discussed the reporting of data analysis and collection. Mr. Lauby stated that some of the information is already available. He noted that NERC continues to investigate the methods used in information and system security and offered to consult with his team for more information on the organizations that collect and provide information. Mr. Cade noted that the recommendations suggest that NAESB work with TSA and NERC to develop more-detailed guidance on cyber security plans. Mr. Booe and Mr. Desselle took an action item to put together information for the Board of Directors to consider. |
| **Other Business and Action Items** | There was no other business discussed. |
| **Adjourn:** | Ms. Crockett moved to adjourn the meeting at 2:21 PM Central. Mr. Thorn seconded the motion which passed without opposition. |
| **Work Papers Provided for the Meeting:** | * **Agenda Item 1:** Antitrust Guidance: <http://www.naesb.org/misc/antitrust_guidance.doc> (antitrust), <https://naesb.org/pdf4/board_strategic_plan_taskforce_members.pdf> (roster), <http://www.naesb.org/pdf4/bd_strategic_112119a.docx> (agenda), <https://naesb.org/pdf4/bd_strategic_102518mn.docx> (notes)
* **Agenda Item 2**: Proposed 2020 WEQ Annual Plan: <https://www.naesb.org//pdf4/weq_ec101519a3.docx>; Proposed 2020 RMQ Annual Plan: <https://www.naesb.org//pdf4/retail_ec101619a3.docx>; Proposed 2020 WGQ Annual Plan: <https://www.naesb.org//pdf4/wgq_ec101719a3.docx>
* **Agenda Item 3**: Draft 2018 NAESB Standards Development Survey Report: <https://naesb.org/pdf4/bd_strategic_081718a1.docx>
* **Agenda Item 4**: Recommendations Resulting from the 2019 Sandia Surety Assessment: <https://www.naesb.org/pdf4/bd_strategic_112119w1.docx>
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| **November 21, 2019 NAESB Board Strategic Committee Conference Call****BOARD STRATEGY COMMITTEE MEMBERS** |
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| **Name** | **Organization**  | **Attendance** |
| J. Cade Burks | Big Data Energy Services | Present |
| Valerie Crockett | Tennessee Valley Authority | Present |
| Lorraine Cross | Cross & Company, P.L.L.C. |  |
| David Darnell | Systrends, USA |  |
| Michael Desselle (Chairman) | Southwest Power Pool | Present |
| Mark G. Lauby | North American Electric Reliability Corporation | Present |
| Debbie McKeever | Oncor Electric Delivery Company LLC | Present |
| Randy Parker | Exxon Mobil Corporation | Present |
| Timothy Alan Simon | TAS Strategies |  |
| Terence (Terry) Thorn | KEMA Gas Consulting | Present |
| Sue Tierney | Analysis Group, Inc. |  |
| **OTHER ATTENDEES** |
| **Name** | **Organization**  |
| Jonathan Booe | North American Energy Standards Board |
| David Crabtree | Tampa Electric Company |
| Bruce Ellsworth | New York State Reliability Council |
| Sheila Hollis | Duane Morris |
| Elizabeth Mallett | North American Energy Standards Board |
| Marcy McCain | Enbridge (U.S.) Inc. |
| Steve McCord | TransCanada Pipelines Limited |

\*Please note that attendees that did not provide their company affiliation are not included in the attendance list above. If you did attend this meeting and are not listed, please alert the NAESB office and we will update this record.