Via email and posting

July 31, 2015

**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:** Announcement of Board Meeting, Strategic Session and Meeting of the Members – September 3, 2015

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 upcoming board meeting to be held September 3 in Houston, Texas at the Four Seasons Hotel in downtown Houston. I hope you are able to travel to Houston for our upcoming board meeting, related committee meetings and our board dinner. This board meeting serves as our annual meeting of the members, our strategic session, and tactically provides a foundation from which the 2016 annual plans are developed. We are now celebrating our twenty-first year as an organization.

The specifics of the board meeting and related meetings are:

Events: Board of Directors Meeting, and related NAESB meetings

Where: Four Seasons Hotel, 1300 Lamar, Houston, Texas 77010, phone: 713-650-1300 (excepting Board Reception and Dinner)

When: September 2 Retail Markets Quadrant Leadership Meeting from 11:00 am to 1:00 pm C (lunch served in the meeting)

September 2 Wholesale Electric Quadrant Leadership Meeting from 1:00 pm to 3:00 pm C

September 2 Wholesale Gas Quadrant Leadership Meeting from 3:00 pm to 5:00 pm C

September 2 Board Reception and Dinner - 6:00 pm reception and 7:00 pm dinner seating (held at the Petroleum Club with bus transportation provided to/from the Four Seasons Hotel)

 September 3 Board of Directors Meeting from 9:00 am to 1:00 pm C, (a buffet lunch will be served during the meeting)

As this is the board meeting focused on strategic directions for NAESB, we are very lucky to have a stellar group of industry thought leaders to provide us with their predictions, insights and analysis. Their remarks on the direction for our organization and our efforts to support policy and market needs through standards development should provide a strong basis from which we can begin to develop our 2016 annual plans. Many of the speakers have dedicated their time and resources to us through their participation in the NAESB Advisory Council.

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). For those staying in the Four Seasons Hotel, transportation is provided for attending the board dinner.

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 meetings and the dinner on September 2, followed by the board meeting September 3. 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 2-3, 2015 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.

|  |  |  |
| --- | --- | --- |
| Sep 2 | 11:00 am to 1:00 pm C | Retail Markets Quadrant Leadership Meeting (In person and Conference Call) |
|  | Highland Room, Four Seasons Hotel, 1300 Lamar, Houston, Texas | * Call in number
* Access Code
* Security Code
 | 866-740-126035600635812 |
| Sep 2 | 1:00 pm to 3:00 pm C | Wholesale Electric Quadrant Leadership Meeting (In person and Conference Call) |
|  | Highland Room, Four Seasons Hotel, 1300 Lamar, Houston, Texas | * Call in number
* Access Code
* Security Code
 | 866-740-126035600648724 |
| Sep 2 | 3:00 pm to 5:00 pm C | Wholesale Gas Quadrant Leadership Meeting (In person and Conference Call)  |
|  | Highland Room, Four Seasons Hotel, 1300 Lamar, Houston, Texas | * Call in number
* Access Code
* Security Code
 | 866-740-126035600637318 |
| Sep 3 | 9:00 am to 1:00 pm C | Board Meeting (In person and Conference Call/Web Cast) |
|  | Austin Room, Four Seasons Hotel, 1300 Lamar, 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.