**TO:** NAESB WGQ Information Requirements Subcommittee Participants

 NAESB WGQ Technical Subcommittee Participants

 Interested Industry Participants

**FROM:** Rachel Hogge, Chair, NAESB WGQ Information Requirements Subcommittee

 Kim Van Pelt, Chair, NAESB WGQ Technical Subcommittee

**RE: Draft Minutes -** NAESB WGQ Joint Information Requirements / Technical Subcommittees Meeting – March 20, 2020

**DATE:** March 20, 2020

**NAESB WGQ Joint Information Requirements / Technical Subcommittees Meeting**

 **Date: March 20, 2020**

 **Conference Call and Web Cast Only**

**1. Administrative:**

**Welcome and Introductions** – Ms. Hogge welcomed everyone to the meeting. The participants on the phone introduced themselves.

 **Anti-trust Guidelines -** Ms. Hogge reminded participants of the policy that in lieu of reading the anti-trust guidelines, they are posted as a link on the agenda. Participants should review and be familiar with the guidelines, which can be found at [**http://www.naesb.org/misc/antitrust\_guidance.doc**](http://www.naesb.org/misc/antitrust_guidance.doc)

**Adoption of Agenda** – The agenda, as posted, was adopted without objection.

**Approval of Prior Meeting Minutes** **–** The draft minutes and attachments for the February 19, 2020 NAESB WGQ Joint Information Requirements / Technical Subcommittees meeting, as posted, were modified and adopted as Final without objection.

**2. Minor Corrections / Errata**

Time provided to address any requests for minor corrections / errata that may have been submitted prior to March 19, 2020.

**MC20003 Boardwalk Pipelines**

**Request:** Add new code value(s) for the data element ‘Charge Type’ in the following data set(s):

NAESB WGQ Standard No. 3.4.1 Transportation/Sales Invoice

**Discussion:** Ms. Hogge reminded participants of the work that was done previously on this request, and that a decision had been made during the previous discussion to postpone the vote since the request was not on the posted agenda. Results of the discussion, including the proposed modifications, can be found in Attachment 1 to these meeting minutes.

**MC20004 Boardwalk Pipelines**

**Request:** Add new code value(s) for the data element ‘Release Type’ in the following data set(s):

NAESB WGQ Standard No. 5.4.24 Offer

**Discussion:** Ms. Hogge reminded participants of the work that was done previously on this request, and that a decision had been made during the previous discussion to postpone the vote since the request was not on the posted agenda. Results of the discussion, including the proposed modifications, can be found in Attachment 2 to these meeting minutes.

**3. Address Current Requests, Annual Plan Items and items transferred from other NAESB subcommittees – for discussion and possible vote**

**4. Other Business**

**Discussion:** Ms. Hogge reminded participants that going forward, to make the most efficient use of participants’ time, the Joint Information Requirements and Technical Subcommittees (IR/Technical) would vote on items as they were worked on. This would apply to all items, including items that may have been added to the agenda after it was originally posted. All participants agreed with this process.

1. **Next Meeting Dates and Location**

**Discussion:** Ms. Hogge reminded participants that WGQ Joint IR/Technical Subcommittees meetings will be scheduled on an as-needed basis, and will try to coincide with NAESB Board of Directors and Executive Committee meetings, as shown below.

Dates / Locations for IR/Technical

Dates / Locations for EC or BOD Confirmed

| **Dates** | **Location** | **Host** | **Meeting** | **Time** |
| --- | --- | --- | --- | --- |
| Apr 22, 2020(Tentative) | Houston, TX | TBD | IR/Tech | 9:00am – 3:00pm Central |
| Apr 22, 2020 | Houston, TX | NAESB | Leadership Mtg | 4:00pm – 5:30pm Central |
| Apr 23, 2020 | Houston, TX | NAESB | Board Mtg | 9:00am – 1:00pm Central |
| Sept 2, 2020(Tentative) | Houston, TX | TBD | IR/Tech | 9:00am – 3:00pm Central |
| Sept 2, 2020 | Houston, TX | NAESB | Leadership Mtg | 4:00pm – 5:30pm Central |
| Sept 3, 2020 | Houston, TX | NAESB | Board Mtg | 9:00am – 1:00pm Central |
| Oct 27-28, 2020(Tentative) | Richmond, VA | Dominion Energy | IR/Tech | 9:00am – 4:00pm Eastern |
| Oct 29, 2020 | Richmond, VA | Dominion Energy | EC | 10:00am – 4:00pm Eastern |
| Dec 16, 2020(Tentative) | Houston, TX | TBD | IR/Tech | 9:00am – 3:00p, Central |
| Dec 16, 2020 | Houston, TX | NAESB | Leadership Mtg | 4:00pm – 5:30pm Central |
| Dec 17, 2020 | Houston, TX | NAESB | Board Mtg | 9:00am – 1:00pm Central |

1. **Adjourn**
2. **Meeting Attendees: (bold indicates Subcommittee Chair)**

| **Attendee** | **Organization** | **3/20/2020** |
| --- | --- | --- |
| **Pipelines:** |  |  |
| Christopher Burden | Enbridge (U.S.) Inc. | ✓ |
| Charles Couch | DCP Midstream | ✓ |
| Micki Hoffee | Northern Natural Gas | ✓ |
| **Rachel Hogge**  | **Dominion Energy Transmission Inc.** | ✓ |
| Nichole Lopez | Kinder Morgan Inc. | ✓ |
| Marcy McCain | Enbridge (U.S.) Inc. | ✓NV |
| Steve McCord | TC Energy Corporation | ✓ |
| **Kim Van Pelt** | **Boardwalk Pipelines** | ✓ |
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| **Services:** |  |  |
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| **Producers:** |  |  |
|  |  |  |
| **End Users:** |  |  |
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| **LDCs:** |  |  |
|  |  |  |
| **Associations:** |  |  |
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NV – no vote