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

 NAESB WGQ Technical Subcommittee Participants

 Interested Industry Participants

**FROM:** Rachel Hogge & Nichole Lopez, Co-chairs, WGQ Information Requirements Subcommittee

 Kim Van Pelt & Steve McCord, Co-chairs, WGQ Technical Subcommittee

**RE: Draft Minutes**

WGQ Joint Information Requirements / Technical Subcommittees Meeting – Sept 21, 2021

**DATE:** Sept 21, 2021

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

 **Date: Sept 21, 2021**

 **Conference Call and Web Cast Only**

**1. Administrative:**

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

 **Anti-trust Guidelines -** Ms. Hogge reminded participants of the practice 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 Aug 18, 2021 WGQ Joint Information Requirements / Technical Subcommittees meeting, as posted, were 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 Sept 17, 2021.

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

* **WGQ Annual Plan Item 2 – Update Standards Matrix Tool for Ease of Use**

**Request:**  Update the reference tool developed for Version 3.1 to reflect modifications applicable to Version 3.2.

**Discussion:**  Participants continued to review the Standards Matrix, and will continue in the next scheduled IR/Technical Subcommittee meeting. The work to-date can be found in Attachment 1 (member version) and Attachment 2 (non-member version).

1. **Other Business**
2. **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** |
| --- | --- | --- | --- | --- |
| Oct 7, 2021 | Conf Call / Webcast | NAESB | EC | 10:00am – 4:00pm Central |
| Dec 9, 2021 | Conf Call / Webcast | NAESB | Board Mtg | 9:00am – 1:00pm Central |

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

NV – no vote

| **Attendee** | **Organization** | **9/21/2021** |
| --- | --- | --- |
| **Pipelines:** |  |  |
| Christopher Burden | Enbridge (U.S.) Inc. | ü |
| Brandon Hajek | Northern Natural Gas | NV |
| Micki Hoffee | Northern Natural Gas | ü |
| **Rachel Hogge**  | Eastern Gas Transmission and Storage Inc. | ü |
| **Nichole Lopez** | Kinder Morgan Inc. | ü |
| **Steve McCord** | TC Energy Corporation | ü |
| **Kim Van Pelt** | Boardwalk Pipelines | ü |
|  |  |  |
| **Services:** |  |  |
|  |  |  |
| **Producers:** |  |  |
|  |  |  |
| **End Users:** |  |  |
|  |  |  |
| **LDCs:** |  |  |
|  |  |  |