

**Friends of the Family  
(FoF) Program**  
*August 13, 2013 Meeting  
Minutes*



## FoF Program Meeting *Introductions*

### Meeting Attendees:

- Carla McLaughlin – Diamondback Energy
- Nikki Cramer – Highmount
- Tish Hope – Apache Corp
- Ana Olivas – Clayton Williams
- Brandy Lyon – Clayton Williams
- Lynette Stewart – Anadarko
- Jana Couch – Endeavor Energy Resources
- Carolyn Stevenson – Endeavor Energy Resources
- Scott Mims – UL
- Latisha Williams – UL
- Vicki Cain – UL
- Julia Scott – UL
- Ann Quaid – UL
- LJ Moody – Opportune
- Lynell Rogeri – Opportune

**HELLO**  
my name is



## FoF Program Meeting *Agenda*

TOPIC	PRESENTER(S)	TIMING
Welcome and Introductions <ul style="list-style-type: none"> <li>• <i>Any NEW Participants Introduce Self</i></li> </ul>	Scott Mims	5 minutes
Review Meeting Agenda and Outcomes	Scott Mims	5 minutes
Review Meeting Rules of the Road	LJ Moody	5 minutes
Navigation of Compass Website	Ann Quaid	10 minutes
FAQ Tracking Tool <ul style="list-style-type: none"> <li>• <i>Overview</i></li> <li>• <i>Walk-Thru</i></li> </ul>	Latisha Williams	10 minutes
<b>Top UT1, UT2, and UT3 Changes</b>	Scott Mims	15 minutes
Next Steps and Wrap-Up: <ul style="list-style-type: none"> <li>• <i>Suggestions for Bi-Weekly Meetings</i> <ul style="list-style-type: none"> <li>• <i>Topics</i></li> </ul> </li> <li>• <i>Review Any Action Items</i> <ul style="list-style-type: none"> <li>• <i>Parking Lot</i></li> <li>• <i>Confirm Who, What, and By When</i></li> </ul> </li> </ul>	LJ Moody	10 minutes

## FoF Program Meeting *Outcomes*

*Scott Mims reviewed the meeting's planned outcomes:*

### Review Compass Portal Project Website

- ***A Compass specific website is coming soon!***
- **Navigation to website**
- **Website contents**

### Review Compass Portal Project FAQ Tracking Tool

- **Overview**
  - ***Purpose***
  - ***Process***
- **Walk-Thru**

### Review Top UT1, UT2, and UT3 Changes

- **What is *NOT* changing?**
- **What is changing?**



## FoF Program Meeting

*Ann Quaid walked the group through the Compass Portal Project Website.*

**The website provides a centralized location for all project updates.**

**All Customers will receive an e-mail announcing the launch of a Compass Portal Project exclusive site. The launch is planned for late August.**



# FoF Program Meeting *Compass Portal Project Website*

Portal project related updates will be posted on the Compass section of the University Land's website [www.utlands.utsystem.edu](http://www.utlands.utsystem.edu):

A screenshot of the University Lands website. The navigation menu is highlighted with a red circle, and a red arrow points to the "Resources" link. The page content includes sections for "About University Lands", "Information for Current Lessees", and "For Prospective Lessees".

UNIVERSITY LANDS  
THE UNIVERSITY OF TEXAS SYSTEM

Search  
---University Lands Intranet

About Us | Minerals | Surface | Accounting | Well Library | **Resources**

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**About University Lands**  
University Lands, under the direction of the Office of Business Affairs, The University of Texas System, is responsible for managing the Permanent University Fund lands and the Trust Minerals.  
▶ More about University Lands

**Information for Current Lessees**  
Resources

- Forms and Procedures
- Additional Resources
- GIS Data

Drilling and Development

- Operating & Reporting Procedures
- Rate & Damage Schedule
- Rate & Damage Appeal Procedures
- Field Manual of Required Operating Procedures
- Surface Commingle Requirements

**For Prospective Lessees**  
Oil and Gas Lease Map

- Interactive Map **New**

Oil & Gas Leases

- Benefits of Operating on University Lands
- Well & Production Data Collection
  - Oil & Gas Wells
  - Oil & Gas Production
- Oil & Gas Lease Sales

Surface Leases

Click on **Resources** drop-down and select **Compass Project**.



# FoF Program Meeting *Compass Portal Project Website*

To access Compass Portal Project specific information:

From the *Resources* landing page, click on the *COMPASS Project* link.

A screenshot of the University Lands Intranet website. The page title is "UNIVERSITY LANDS THE UNIVERSITY of TEXAS SYSTEM". The navigation menu includes "About Us", "Minerals", "Surface", "Accounting", "Well Library", and "Resources". The "Resources" page is displayed, showing a list of links on the left: "Forms", "Board For Lease", "UT Institutions", "Sites of Interests", "University Lands Maps", "GIS Data", "COMPASS Project", "COMPASS Registration", and "Friends of the Family". The "COMPASS Project" link is circled in red. The main content area features the "compass" logo and the text: "UNIVERSITY LANDS THE UNIVERSITY of TEXAS SYSTEM". Below this, the "COMPASS PROJECT" section is titled, followed by a paragraph: "University Lands is excited to announce a major software project aimed at redesigning our customer portal and streamlining the royalty reporting process, as well as providing our customers with additional tools for managing their University Lands' assets. This project has been branded **COMPASS**. Just as a compass can point in any direction, we envision this new portal, when fully developed, will provide our customers with any tools needed to transact business with University Lands." Another paragraph follows: "Over the next few months, we will provide more details through a newsletter format. If you are interested in this project and have not already registered to receive the newsletter, you may do so by clicking here: **COMPASS Registration page**. Registration is not limited to our customers; anyone interested in following the progress of this project may register. Links to previous newsletters can be found below:" A bulleted list contains one item: "University Lands - ARIS - Newsletter V1.pdf (05/16/2013)".



# FoF Program Meeting *Compass Portal Project Website*

To access Compass Portal Project specific information:

From the Compass Project landing page, access the *Compass Registration* or *Friends of the Family* pages.

A screenshot of the University Lands Compass Project website. The page features a navigation menu with links for "About Us", "Minerals", "Surface", "Accounting", "Well Library", and "Resources". A search bar is located in the top right corner. The main content area is titled "COMPASS PROJECT" and includes a paragraph of introductory text and a list of links. A red circle highlights the "COMPASS Project" and "Registration" links in the left sidebar, with a red arrow pointing from the text box on the left to this circle.

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Home > Resources > COMPASS Project

RESOURCES

- Forms
- Board For Lease
- UT Institutions
- Sites of Interests
- University Lands Maps
- GIS Data
- COMPASS Project**
- COMPASS Registration
- Friends of the Family

### COMPASS PROJECT

University Lands is excited to announce a major software project aimed at redesigning our customer portal and streamlining the royalty reporting process, as well as providing our customers with additional tools for managing their University Lands' assets. This project has been branded **COMPASS**. Just as a compass can point in any direction, we envision this new portal, when fully developed, will provide our customers with any tools needed to transact business with University Lands.

Over the next few months, we will provide more details through a newsletter format. If you are interested in this project and have not already registered to receive the newsletter, you may do so by clicking here: **COMPASS Registration page**. Registration is not limited to our customers; anyone interested in following the progress of this project may register. Links to previous newsletters can be found below:

- University Lands - ARIS - Newsletter V1.pdf (05/16/2013)





# FoF Program Meeting

## Compass Portal Project Website

Individuals can register to receive Compass related communications in two ways. The 1<sup>st</sup> way:

Click on the **Compass Registration** link to receive newsletters and updates.

A screenshot of the University Lands Compass website. The page title is "COMPASS NEWSLETTER REGISTRATION". The left sidebar contains a "RESOURCES" menu with "COMPASS Registration" circled in red. The main content area contains an introduction to the project and a list of key personnel to include in communications.

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Home > Resources > COMPASS Project > COMPASS Registration

**RESOURCES**

- Forms
- Board For Lease
- UT Institutions
- Sites of Interests
- University Lands Maps
- GIS Data
- COMPASS Project
  - COMPASS Registration**
  - Friends of the Family

**COMPASS NEWSLETTER REGISTRATION**

University Lands is excited to announce the implementation of a major software project that will streamline your royalty reporting and provide you with additional tools for managing your University Lands' assets. Over the next few months we will be providing more details through a newsletter format. We want to ensure that we communicate with the right people within your organization as various aspects of this project will be important to different groups and some of the changes will require advanced notice, so we need to communicate with as many key personnel as possible. Key people include, but are not limited to, the following:

- UT1 (oil) and UT2 (gas) Reporter
- UT3 (royalty payment detail) Reporter
- UT6 Annual Electronic Reporting certification
- Royalty reporting supervisor
- Accounting supervisor
- IT Manager (Very important to include)



# FoF Program Meeting *Compass Portal Project Website*

The 2nd way to register to receive Compass Portal Project specific information:

A screenshot of the University Lands website showing the COMPASS Project page. The page includes a navigation menu, a search bar, and a main content area with a heading "COMPASS PROJECT" and a paragraph of text. A red circle highlights the text "COMPASS Registration page" in the paragraph, with a red arrow pointing to it from a separate box on the right.

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Home > Resources > COMPASS Project

**COMPASS PROJECT**

University Lands is excited to announce a major software project aimed at redesigning our customer portal and streamlining the royalty reporting process, as well as providing our customers with additional tools for managing their University Lands' assets. This project has been branded **COMPASS**. Just as a compass can point in any direction, we envision this new portal, when fully developed, will provide our customers with any tools needed to transact business with University Lands.

Over the next few months, we will provide more details through a newsletter format. If you are interested in this project and have not already registered to receive the newsletter, you may do so by clicking here: **COMPASS Registration page**. Registration is not limited to our customers, anyone interested in following the progress of this project may register. Links to previous newsletters can be found below:

- University Lands - ARIS - Newsletter V1.pdf (05/16/2013)

From the Compass Project landing page, click on the **COMPASS Registration page** link.

# FoF Program Meeting *Compass Portal Project Website*

## Compass Communications Distribution List Registration requires:

**To register, provide all the requested information.**

**Each customer may have multiple team members registered to receive communications.**

*Customers can select multiple Contact Types.*

Please complete the requested information below and click SUBMIT in order to be included on the newsletter distribution list.

Company Name *	<input type="text"/>	RRC Operator #	<input type="text"/>
Contact Name *	<input type="text"/>	Job Title	<input type="text"/>
Phone (10 digit)	<input type="text"/>	Email *	<input type="text"/>
Address *	<input type="text"/>	City *	<input type="text"/>
State *	Texas ▼	Zip Code *	<input type="text"/>
Contact Type *	<input type="checkbox"/> IT <input type="checkbox"/> UT1 Reporter <input type="checkbox"/> UT2 Reporter <input type="checkbox"/> UT3 Reporter <input type="checkbox"/> Security Master <input type="checkbox"/> Supervisor <input type="checkbox"/> Software Vendor <input type="checkbox"/> Other <input type="text"/>		

**Once all data is entered, click on *Submit*.**



# FoF Program Meeting *Compass Portal Project Website*

Friends of the Family Program materials are accessible by:

To access information shared through the Friends of the Family Program, click on the link.

A screenshot of the University Lands Compass website. The page title is "FRIENDS OF THE FAMILY". The breadcrumb trail is "Home &gt; Resources &gt; COMPASS Project &gt; Friends of the Family". The main content area contains the "COMPASS UNIVERSITY LANDS THE UNIVERSITY of TEXAS SYSTEM" logo and a "Program Goal" section. The goal text reads: "The goal of the Friends of the Family (FoF) Program is to engage a selected set of Operators and Payors in the Compass portal development and implementation efforts to ensure early adoption of the new tools and reporting process changes. Participants will serve as the representative 'voice of the customer' as we progress toward go-live." On the left sidebar, under the "COMPASS Project" section, the link "Friends of the Family" is circled in red. A red arrow points from the text box on the left to this link.

# FoF Program Meeting *Compass Portal Project Website*

To view Friends of the Family meeting presentations and playback:

This page will be updated after each bi-weekly meeting date.

*All customers are welcome to review the meeting materials and/or the meeting playback by clicking on the appropriate link.*

Each bi-weekly meeting will be recorded for playback.

- GIS Data
- COMPASS Project
- COMPASS Registration
- Friends of the Family

**Program Goal**

The goal of the Friends of the Family (FoF) Program is to engage a selected set of Operators and Payors in the *Compass* portal development and implementation efforts to ensure early adoption of the new tools and reporting process changes. Participants will serve as the representative "voice of the customer" as we progress toward go-live.

**The Role as a Program Participant**

- Initially, participants can expect 2-4 hours per month involvement
- FoF Program participants meet bi-weekly (via conference call) to address project status, communications and training needs, and to share feedback with each other on tools and process.
- Participants serve as the project Sponsor within their organization to:
  - Be an advocate for the new tools and process
  - Share project communications with team members
  - Solicit feedback and questions from team members
  - Help the project team identify and track FAQ's and issues/concerns
- Provide feedback on design concepts around reporting functionality
- Provide feedback on proposed project communications
- Review quality of their company's converted data
- Participate in testing of new tools, functionality and process

**Past Meetings**

July 2013	
<b>Title:</b> Compass - Friend of Family Kickoff	
<b>Date:</b> 7/23/2013	<b>Time:</b> 1:30 PM <b>Duration:</b> 1h 7m
<ul style="list-style-type: none"> <li>• <a href="#">Presentation Link</a></li> <li>• <a href="#">Presentation Slides (PDF)</a></li> <li>• <a href="#">Presentation Notes (PDF)</a></li> </ul>	



## FoF Program Meeting

*Latisha Williams walked the group through the Compass Project FAQ Tracking Tool.*

**The website allows users access to a database of project-related questions, as well as ask/submit questions to the UL Project Team.**

**All Customers will receive an e-mail announcing the availability of the FAQ Tracking Tool. The launch date is planned for late August.**

## FoF Program Meeting *Project FAQ Tracking Tool*

To access the Compass FAQ Tracking Tool:

1<sup>st</sup> - Enter  
*Login Name*

2<sup>nd</sup> - Enter  
*Password*

Access the Compass FAQ site at [www.xxxxxx.com](http://www.xxxxxx.com). Returning users can enter their *Login Name* and *Password*.

The screenshot shows the login interface for the Compass Q&A system. It features two input fields for login name and password, a 'Remember' checkbox, and 'Login' and 'Register' buttons. The page header includes the 'COMPASS Q&A' logo and the 'UNIVERSITY LANDS The University of Texas System' branding. Red circles highlight the input fields and the 'Login' button. Red arrows point from the '1st - Enter Login Name' and '2nd - Enter Password' boxes to the respective input fields, and from the '3rd - Click on Login' box to the 'Login' button. A red arrow also points from the 'Register' button to a yellow instruction box.

3<sup>rd</sup> - Click on  
*Login*

First-time users must register to create a Login Name and Password.

Click on *Registration* to proceed.

# FoF Program Meeting *Project FAQ Tracking Tool*

To register for a Login Name and Password:

The screenshot shows the registration page for COMPASS Q&A. At the top, there are search and navigation fields with a 'Remember' checkbox, 'Login', and 'Register' buttons. The page title is 'COMPASS Q&A' and the University of Texas System logo is in the top right. Below the title, there are links for 'Questions' and 'Ask a Question'. The main section is titled 'Register as a new user' and contains three input fields: 'Username:', 'Password:', and 'Email:'. A 'Register' button is at the bottom of the form. A privacy notice states: 'Privacy: Your email address will not be shared or sold to third parties.' On the right side, a light blue box contains a welcome message and a link to 'ULNews@utssystem.edu.', which is circled in red. A yellow box at the bottom right contains the text 'Users can always send questions to the ULNews mailbox.' with an arrow pointing to the email link. A blue box on the left contains instructions about registration, with a red bracket pointing to the form fields. Another blue box at the bottom right contains the instruction 'Click on Register to complete the process.' with an arrow pointing to the 'Register' button.

To register, provide all the requested information.

Each customer may have multiple team members registered to access the site.

Welcome to Compass Q&A, where you can review the answers to questions about the University Lands Compass system. If you have a question, you can ask it here, or send it to [ULNews@utssystem.edu](mailto:ULNews@utssystem.edu).

Users can always send questions to the ULNews mailbox.

Click on *Register* to complete the process.



# FoF Program Meeting *Project FAQ Tracking Tool*

To access all posted questions and answers:

To review all questions and answers, click on the **Questions** tab.

This opens the display of both published answered and unanswered questions.

Hello qadmin (0 points) | [My Account](#) | [My Updates](#) | [Logout](#)

## COMPASS Q&A

UNIVERSITY LANDS  
The University of Texas System

**Questions** Ask a Question Admin

Recent **Hot!** Most Votes Most Answers Most Views

### Recent questions

1 answer Will I be able to submit PPA's via an upload?  
asked 9 minutes ago by qadmin

1 answer When is the planned go-live date for the new Compass portal?  
asked 11 minutes ago by qadmin

Welcome to Compass Q&A, where you can review the answers to questions about the University Lands Compass system. If you have a question, you can ask it here, or send it to [ULNews@utsystem.edu](mailto:ULNews@utsystem.edu).

Help get things started by [asking a question](#).

[Send feedback](#) Powered by [Question2Answer](#) | Show Theme by [Q2A Market](#)

# FoF Program Meeting *Project FAQ Tracking Tool*

To submit a question to the project team:

Hello qadmin (0 points) | My Account | My Updates | Logout

## COMPASS Q&A

UNIVERSITY LANDS  
The University of Texas System

Questions **Ask a Question** Admin

Recent **Hot!** Most Votes Most Answers Most Views

### Recent questions

- 1** answer Will I be able to submit PPA's via an upload?  
asked 9 minutes ago by qadmin
- 1** answer When is the planned go-live date for the new Compass portal?  
asked 11 minutes ago by qadmin

Help get things started by **asking a question.**

Send feedback | Powered by [Question2Answer](#) | Show Theme by [Q2A Market](#)

To submit a question to the Compass Project Team, click on either link.

Either opens the Ask a Question entry screen.

## To enter a specific question:

Type your question in the space provided. There is a character limit of 120 for this field.

If you need additional space or want to provide more detailed information, use this field.

Click on *Ask the Question* to submit.

Questions [Ask a Question](#) Admin

### Ask a question

The question in one sentence:

More information for the question:

Email me (cmeans@utsystem.edu) if my question is answered or commented on

[Ask the Question](#)

Welcome to Compass Q&A, where you can review the answers to questions about the University Lands Compass system. If you have a question, you can ask it here, or send it to [ULNews@utsystem.edu](mailto:ULNews@utsystem.edu).

Users can elect to receive an e-mail when their question is answered.

# FoF Program Meeting *Project FAQ Tracking Tool*

To determine if your question was already submitted:

Before submitting a question for response, the user can check to see if another user already submitted the same question.

## Ask a question

The question in one sentence:

When will Operators be able to review technical specs for the new system?

Before proceeding, please check your question was not asked already:

When is the planned go-live date for the new Compass portal?  
Will I be able to submit PPA's via an upload?

More information for the question:

Our IT team needs to review technical specs as soon as possible to ensure we have time to make any programming changes on our end.

Email me (cmeans@utsystem.edu) if my question is answered or commented on

Ask the Question

Welcome to Compass Q&A, where you can review the answers to questions about the University Lands Compass system. If you have a question, you can ask it here, or send it to [ULNews@utsystem.edu](mailto:ULNews@utsystem.edu).

Sample of question submitted for response.

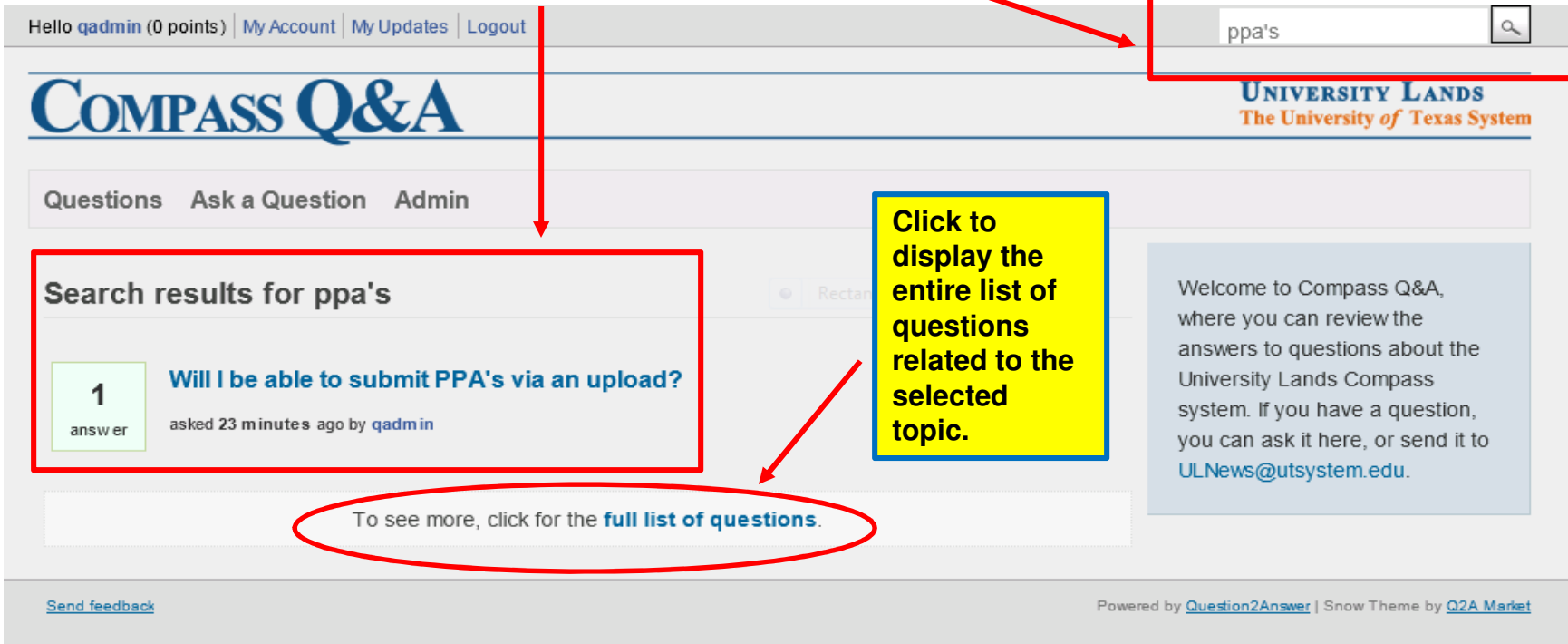
# FoF Program Meeting *Project FAQ Tracking Tool*

To search the database for specific topics:

A partial list of search results is displayed.

Users can search the FAQ database by entering the topic into the *Search* box.

The more general the search criteria, the more results that will be returned.



The screenshot shows the Compass Q&A interface. At the top, a navigation bar includes 'Hello qadmin (0 points)', 'My Account', 'My Updates', and 'Logout'. Below this is the 'COMPASS Q&A' logo and the University Lands logo. A search bar at the top right contains the text 'ppa's' and a search icon. Below the search bar, there are links for 'Questions', 'Ask a Question', and 'Admin'. The search results section is titled 'Search results for ppa's' and shows a single result: '1 answer Will I be able to submit PPA's via an upload? asked 23 minutes ago by qadmin'. A red box highlights this result. Below the result, a link says 'To see more, click for the full list of questions.' A red oval highlights this link. A yellow callout box points to the search bar with the text 'Click to display the entire list of questions related to the selected topic.' Another yellow callout box points to the search bar with the text 'The more general the search criteria, the more results that will be returned.' A red arrow points from the search bar to the search results section.



## FoF Program Meeting *Project FAQ Tracking Tool*

To logout of system:

Click *Logout* to  
exit the system.

Hello [qadmin](#) (0 points) | [My Account](#) | [My Updates](#) | [Logout](#)

COMPASS Q&A

UNIVERSITY LANDS  
The University of Texas System



## FoF Program Meeting

# Top Compass Portal and Process Changes

## FoF Program Meeting *What Is NOT Changing?*

***Scott Mims shared there are many data elements and functionality that are NOT changing with the launch of the UL Compass Portal:***

### ***Data Elements and Functionality Not Changing for:***

**UT1's (Oil Production Reporting)**

**UT2's (Gas Production Reporting)**

**UT3's (Royalty Payment Processing)**

- Monthly UT1 and UT2 reporting dates (5th and 15th) are not changing
- Core reporting data requirements are not changing, nor are the rules and regulatory requirements for reporting – UL is strengthening some of the data validations
- Royalty reporting will continue to be reported at the UT Lease and RRC Lease level. The lease numbers are not changing
- Penalty & Interest application remains the same
- Customers will retain the ability to report on-line or upload a CSV file
- Customers will retain the ability to have an agent report on their behalf
- Cash payments must still match the UT3 payment detail
- Customers will have access to historical data (converting past 10 years)



## FoF Program Meeting *What Is Changing?*

*Scott Mims shared there are many exciting changes coming with the launch of the UL Compass Portal (page 1):*

### *Planned Changes for:*

**UT1's (Oil Production Reporting)**

**UT2's (Gas Production Reporting)**

**UT3's (Royalty Payment Processing)**

- UL will provide an Excel template Customers can use for uploads
- Users will be able to view multiple UT1 and UT2 reports at the same time (e.g., ability to view all reports for a given Production Month or Lease/RRC# combination)
- Customers will be able to submit PPA's via uploads
- Paper reports will no longer be necessary for RRC permit reporting – customers will have the ability to report by Permit # - UL will automatically flip to RRC# once it is assigned. In fact, paper reports will NOT be allowed or supported – UL has a goal to be paperless
- If an Operator is in a multi-tract unit and only has interest in a few tracts, the Operator will not have to report "0" on tracts not belonging to them

## FoF Program Meeting *What Is Changing?*

*Scott Mims shared there are many exciting changes coming with the launch of the UL Compass Portal (page 2):*

### *Planned Changes for:*

**UT1's (Oil  
Production  
Reporting)**

**UT2's (Gas  
Production  
Reporting)**

**UT3's (Royalty  
Payment  
Processing)**

- Improved look and feel of on-line data entry (more like Excel) – instead of one screen per lease user will see a grid view with a row for each UT/RRC lease
  - Users will be able to sort on any column – even multi-value/ tiered sorts
  - Users will be able to filter data to view a sub-set of data
- Customers will be able to administer their account (e.g., add additional users, request/reset a password)
  - Customers will be able to have multiple user accounts (currently can only have one and must share)
  - There will not be a limit on the number of users each Customer can assign – will also be able to assign specific roles to each user
- Customers will have the ability to correct their own UT3 rather than having to submit a corrected report
- UT3 will be able to total/sum for both oil and gas
- Customers will have robust analysis tools for reconciling imbalances in their Operator accounts

## FoF Program Meeting *Communications*

*Participants were reminded how they can communicate with the Project Team:*

1. The preferred vehicle is to send an e-mail to the [ULNews@utsystem.edu](mailto:ULNews@utsystem.edu).
  - The Project Team will monitor this site and route questions/issues to the appropriate team member.
    - This allows us to provide coverage regardless of team member's individual schedules.*
2. Post a question in the FAQ database.
  - This option allows participants to enter questions/issues directly into a tracking tool.
  - Launching later in August.***
3. Contact assigned Oil & Gas Analyst directly.





## FoF Program Meeting *Wrap-Up*

### Wrap-Up

*The meeting closed with a request for FoF Program participants to submit ideas for future meeting topics via the [ULNews@utsystem.edu](mailto:ULNews@utsystem.edu).*