

Administrative Subcommittee Meeting

Lombard, Illinois

October 25, 2009

Administrative Subcommittee – J Ed Smith

The meeting took place at the Omni Hotel in Houston, TX on Sunday March 7, 2010. The meeting was called to order at 2:05 pm.

3.1 Introductions

The attendees were asked to introduce themselves. The chair asked each attendee to state his/her affiliation. If the attendee is a consultant, the attendee must state if he is representing a company other than his own consulting interest. Introductions were made by members and guests.

1. Attendance of Members & Guests

The following members of the Administrative Subcommittee were present:

Gregory Anderson	Thomas Lundquist	Steve Shull
Steve Antosz	Carl Niemann	J. Edward Smith (Ed)
William Bartley	Donald Platts	Jim Smith
Bill Chiu	Thomas Prevost	Bruce Forsyth
Richard Dudley	Susan McNelly	Fred Elliott
Charles Johnson	Jeewan Puri	

The following members were absent:

Donald Fallon

Loren Wagenaar

The following guests were present:

Jodi Haasz (IEEE Staff)	Jeremy Kriska - host
Thang Hochanh (for Loren Wagenaar)	Ross D McTagert (for Jim Smith)
Peter P Balma	
Jin Sim	

3.2 Approval of Lombard Admin SC Meeting Minutes

Review and approval of the unapproved minutes from the Lombard, IL meeting

The Chair asked for comments from the Lombard Administrative Subcommittee meeting minutes.

Hearing no comments or requests to change the draft minutes, the Chair Asked for a motion to approve.

Motion- Bartley, Second- Platts Vote Approved.

3.3 Additions to and/or Approval of the Agenda

The Chair reviewed the draft Agenda with the attendees. The Awards Subcom report was added as #10, and the original items 11 and 12 were renumbered. The Chair declared the agenda approved. The revised agenda is included below for reference.

IEEE/PES TRANSFORMERS COMMITTEE ADMINISTRATIVE SUBCOMMITTEE MEETING AGENDA

Sunday March 7, 2010 - Call to Order 2:00 pm

Administrative Subcommittee Meeting

Lombard, Illinois

October 25, 2009

- | | |
|--|----------------------------|
| 1. Introduction of Members and Guests (:05) | E. Smith |
| 2. Approval of Lombard, IL Admin SC Meeting Minutes | E. Smith |
| 3. Additions to and/or Approval of the Agenda | E. Smith |
| 4. Chair's Report (:15) | E. Smith |
| 5. Vice Chair's Report (:10) | B. Chiu |
| 6. Secretary's Report (:10) | D. Platts |
| 7. Treasurer's Report (:10) | G. Anderson |
| 8. Meeting Planning (:10) | G. Anderson |
| 8.1 - Houston arrangements & Host Report | |
| 8.2 - Future meetings | |
| 9. Standards Report (:20) | B. Bartley |
| 10. Awards Subcommittee Report | T. Prevost |
| 11. BREAK (:10) | Time Check - 3:30PM |
| 12. New Business, Committee Planning | |
| 12.1 - 2010 O&P Manual Revisions (:05) | P. P Balma |
| 12.2 - Working Group P&P Manual (:20) | P. P Balma |
| 12.3 - Transformers Committee History (:05) | P. P Balma |
| 12.4 - IEEE-SA Update (:05) | J. Haasz |
| 12.5 - Reaffirmation Process (:10) | B. Bartley |
| 12.6 - Discussion - WG and SC rosters/membership (:15) | Group |
| 12.7 - Discussion - Quorum Issue (:15) | Group |
| 12.8 - Consistent guidelines for approval of documents prior to ballot | S. Antosz |
| | Time Check - 4:45PM |
| 13. Subcommittee Reports - Roundtable (:30) | |
| 13.1 - Audible Sound and Vibration J. Puri | |
| 13.2 - Bushings F. Elliott | |
| 13.3 - Dielectric Test L. Wagenaar | |
| 13.4 - Distribution Transformers S. Shull | |
| 13.5 - Dry-Type Transformers C. Johnson | |
| 13.6 - HVDC R. Dudley | |
| 13.7 - Instrument Transformers J. Smith | |
| 13.8 - Insulating Fluids S. McNelly | |
| 13.9 - Insulation Life B. Forsyth | |
| 13.10 - Performance Characteristics S. Antosz | |
| 13.11 - Power Transformers T. Lundquist | |
| 13.12 - UTNP C. Niemann | |

14. Old Business

Adjourn

3.4 Chair's Report – E. Smith

Refer to Section 1.0 for a complete "Chair's Report." The Chair emphasized the revision to the O&P Manual will be the main focus of our discussion under old business.

Add his report.

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3.4.1 Future meetings where we will present papers

April 19-22 IEEE PES T&D Conference and Exposition 14-16 papers for T&D. Will host poster session.

July 25 - 30 PES General

Meeting Minneapolis 16 papers w/panel session

3.4.2 PES Technical Council Meeting Jan. 2010

Notes

PES President Al Rotz expressed an interest in attending one of our future meetings.

Rick Taylor chair Technical Council PES has been criticized for the time it takes to produce standards - complaints from Technical Council NEMA was cited as an example – They publish a standard in 90 days as a target.

Creating a new committee - Meetings and Marketing Committee The first chair is Damir Novosel, the present Vice Chair Tech Council. Their objective is coordinating meeting participation, Improving Marketing, and technical committee output.

3.4.3 PES is requesting that each of the Technical Committees pay more attention, get more involved, and dedicate more time and resources on “Smart Grid” Technology. The PES is pushing to expedite the standards process to better position us for “Smart Grid” Technology.

3.4.4 TCPC activities They are moving from Paper presentations to forums. Setup like paper session, author has 5 minutes for introduction of the paper. They will set up around room like a poster session. Transformer Committee has fewer papers than most, but better quality papers, so we aren’t getting forced into the forums yet. Some tech committees have over 100 papers so they are going to forums. We have been getting the time slots we need for paper sessions.

Concerns over no-shows; The author doesn’t show or have a representative there to present for him. This is also a problem when the rep doesn’t know the material and just reads it.

To resolve issues with Plagiarism, new Software will be implemented to look for 30% or more from previous papers.

Other important topics to be discussed in detail later in this meeting

3.4.5 WG P&P manual

O&P manual.

Quorums Group discussion on the problem for all of TC activities.

3.4.6 Ed Smith made special mentioned that Transformers Committee meeting has a great reputation among the IEEE/PES organizations and are frequently referred to as the role model for all the technical committees.

Roberts Rules of Order- They are not just in our committee, but are being used in all of the technical committees, and the same issues are being seen throughout. A few copies of the books are still available for our new leaders.

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3.5 Vice Chair's Report – Bill Chiu

Due to the large volume of the papers submitted at the PES general meetings, there is a push to move from the Paper Session to a Paper Forum, which is much like a poster session to squeeze in more papers. Some discussions followed about the need to maintain the quality of the papers accepted for the conference and not dilute value of the presentations.

April 19-22 IEEE PES T&D Conference and Exposition "Smart solutions for a changing world" 21 papers submitted 11 papers approved, 10 rejected. Papers are in full report

July 25-30 PES General Meeting Minneapolis 16 papers includes Hopkinson panel session –Title: 'Progress Report On Failure Of HV Bushing With Draw Lead'. It is really about breaker re-ignition transients and their effect on high voltage bushings.

Accepted 7- reject 1, 8 still outstanding. Many have recommendations for changes before approval. One author fighting rejection with a rebuttal. Will probably end up at 12 -14

Schedule now Mon PM Tues AM, Wed all day. Includes One panel session

Grading of papers to prioritize the time and session choices. Best to paper sessions, others to Poster category.

Roberts Rules of Order A few books are still available for new leaders. Contact Ed Smith or Greg Anderson

Refer to Section 4.0 - Vice Chair's Report for further details.

3.6 Secretary's Report – Don Platts

3.6.1 Membership Review

Voting Committee Members – Six new committee members were approved and added at the Lombard, IL Meeting as shown in the table below:

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Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
Carlo Arpino	ComEd-Excelon	Bill Henning C57.131 WG (4 yrs)	Jin Sim C57.135 WG (3 yrs)	Fred Elliott Bushong SC C57.19.100 WG (3 yrs)	User
Claude Beauchemin*	General Electric (Canada)	R. Ladroga C57.104 WG (20 yrs)	James Thompson C57.106 WG (3 yrs)	R. Ladroga Insulating Fluids SC (2 yrs)	Producer
Enrique Betancourt	Prolec GE	S. Synder PCS Revision to C57.12.00 WG (2 yrs)	R. S. Girgis Performance Characteristics SC (2 yrs)	Jeewan Puri Audible Sound & Vibration SC (6 yrs)	Producer
C. Clair Claiborne	ABB Inc. (Raleigh, NC)	P. McShane C57.147 (4 yrs)	D. Platts Insulation Life SC (5 yrs)	T. Lundquist Power Transf. SC (5 ½ yrs)	Producer
Said Hachichi	Hydro Quebec	Craig Colopy C57.15 WG (2 yrs)	Stephen Shull Distribution SC (2 yrs)	G. Termini C57.12.24 (WG) (2 yrs)	User
Ulf Radbrandt	ABB AB/HVDC (Ludvika, Sweden)	R. Dudley HVDC CT&SR SC (4 yrs)	R. Dudley C57.129 WG (4 yrs)	R. Dudley IEEE 1277 WG (4 yrs)	Producer

The Transformers Committee currently has three general categories of participation in our activities. These are: **Interested Individual**, **Active Participant**, and **Committee Member**. Anyone can join our AMS 123 system as the system is designed for self-registration. A new participant will automatically be assigned the role of Interested Individual when they first sign up. Based on the level of participation, the committee administrative staff will upgrade the participation status to "Active Participant" when appropriate. The Committee Member status however, can only be attained through a formal application with the sponsorship of minimum of three WG or SC chairmanships. Detail of the application requirement and approval process by the Administrative Subcommittee is outline in our O&P manual.

The participant's profiles in our AMS 123 system should reflect the correct status. Here is the link to our AMS 123 system.

(<http://www.123signup.com/servlet/com.signup.servlet.org.ALogin?Org=ieee-transformers&Restart=1>)

The following table showed the recent count of the participants grouped by these three general categories.

	October 2009	March 2010
Interested Individual	775	843
Interested Individual - IEEE Life Member *	2	6
Total Interested Individuals	777	845
Active Participant	206	206
Active Participant - IEEE Life Member *	6	6
Total Active Participants	212	212
Committee Member	204	209
Committee Member - Emeritus Member *	7	7
Committee Member - IEEE Life Member *	24	25
Committee Member - Corresponding Member	1	1
Total Committee Members	236	242
TOTAL IN AMS DATABASE	1225	1299

* - indicates this member type receives a discounted registration fee.

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3.6.2 New Member Applications

Six new applications for Committee Membership have been received since our previous meeting in Lombard, Illinois and will be submitted for approval at the Houston, Texas meeting. Details of the membership application and sponsors are listed in the following table.

Name	Affiliation	Sponsor #1	Sponsor #2	Sponsor #3	Membership Category
David L. Harris	Waukesha Electric System	Tom Jauch PC57.153 (3 yrs)	H. J. Sim C57.135 PST WG (2 yrs)	Tom Lundquist Power Transf SC (1 ½ yrs)	Producer
Martin Rave	ComEd	Alan Wilkes C57.12.20 WG (2 yrs)	Ron Stahara C57.12.34 WG (2 yrs)	Steve Schull Distribution Trnsf SC (2 yrs)	User
Saurabh Ghosh *	ABB	Gary Hoffman C57.12.10 WG (8 yrs)	Joe Watson PC57.148 WG (8 yrs)	Tom Lundquist Power Transf SC (2 yrs)	Producer
Michael D Faulkenberry	Georgia Power Co	Ron Stahara C57.12.34 WG (2 yrs)	Alan Wilkes C57.12.20 WG (3 yrs)	Steve Schull Distribution Trnsf SC (4 yrs)	User
Benjamin Lopez Luna	Prolec – GE	Joe Watson PC57.148 (3-4 yrs)	Jeewan Puri Aud Sound & Vib SC (3 yrs)	Jeewan Puri WG Sound Level Abatement (3 yrs)	Producer
Bipin Patel	Consultant				General interest Emeritus Member

* Note: application did not indicate PES member

These applications will be reviewed at the Administrative Subcommittee meeting. The Committee welcomes and encourages active participants to become Members of the Committee. Requirements and application forms can be found in the Organization and Procedures (O&P) Manual, accessible on the Committee website. Subcommittee Chairs are encouraged to recommend new members, and to communicate the process of attaining membership through **active participation** and **contribution** in Committee work at the WG and SC level. WG and SC Chairs are reminded also that signing an application sponsoring a new member signifies their sponsorship that the applicant has met the requirement of membership and active participation for at least one year in the WG or SC they Chair. New member applications could be submitted to the Committee Secretary's attention at any time. Application will be collected for review and approval in batches at each Administrative Subcommittee meeting. For an application to be included in the following meeting, the application will need to be received by the Committee Secretary at a minimum of one week prior to the start of the next meeting.

3.6.3 Committee, Subcommittees, and Working Group Rosters

In order to provide indemnification to working group and subcommittee members it is crucial that membership lists be maintained. Our AM system has these functions built-in to ease these administration tasks. It is important that each subcommittee and working group chair keep the rosters updated so that this information can be provided to the IEEE SA.

A similar main committee roster has also been developed to track attendance for the Main Committee meeting on Thursdays. The data will be used to update participant's membership profile.

3.6.4 Meeting Minutes

The minutes of the Lombard, Illinois Fall, 2010 Transformers Committee meeting were posted to the committee website on Tuesday March 2, 2010.

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Meeting minutes are now only available via electronic means. A collection of recent meeting minutes are available in pdf format from the committee's website.

Subcommittee Chairs are requested to submit their SC Minutes for the Houston meeting by June 15, 2010. Minutes should be submitted via e-mail to the Committee Secretary donplatts@ieee.org, with a copy to Susan McNelly sjmcnelly@ieee.org for posting on the Committee website. The submittal should be formatted in Word 2007 (or any earlier version) and should be formatted in the format as shown in the present assembled Minutes, with numbering as indicated in Main Committee Meeting Agenda. Please indicate total attendance count for each Subcommittee, Working Group, and Task Force meeting in your Minutes. Please do not send a copy of the attendance listing for this attendance count. If a SC Vice-Chair, Secretary, or other SC member is preparing the SC Minutes, please advise them of these details regarding Minutes submittals.

Please do all you can to get the minutes in as soon as possible. Collecting the minutes from each subcommittee is the most difficult and time consuming part of this job. Your full corporation and support in this matter is greatly appreciated.

3.6.5 Split of Participation in Committee membership

AMS reports show some interesting membership issues:

Committee members that are not IEEE members – 4 Not PES -? Not SA -?

Platts and Anderson will work to update these records over next year, and will issue an Email to members asking them to keep their email addresses, and memberships up to date.

Balance of Committee membership

Now, users are less than 60—about 25%, producers are 100-- >50%, general interest 80 -- >30%.

Suggestion from Anderson –Begin a participation incentive for users to ‘Bring a friend’ for free. Should we do this, or something similar?

Adcom members requested to think of this issue and provide suggestions to Don Platts.

3.6.6 New Members:

All 5 attendees requesting new membership were approved. Motion- Bartley, Second by Several. Mr. Ghosh's approval is contingent upon verification of his membership in PES. [Later confirmed, and approved.]

Motion: Change the membership status for Bipin Patel to emeritus status.

Motion by Bartley, Second by several – Approved

3.7 Treasurer Report – Greg Anderson

Greg Anderson passed around a recent account ledger showing the various funds deposited and expenses for the committee business, and stated that overall the committee funds are in good shape. Now have a balance of about \$56,000.

Greg requested input on prudent ideas to use up some of the excess funding. Proposed possible use of additional funds- “Go to Meeting” - AMS system enhancements. Need additional words to justify these plans and their costs. Greg will provide the ledger and the notes.

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3.8 Meeting Arrangements, Host Report– Greg Anderson

Gate crashers, those that are not registered and have no name badge. Some active WG leaders have been violators in the past. Now we have a Zero Tolerance policy. No registration-- you cannot attend.

Greg will hold an AMS system review at their offices. The Transformers Committee needs enhancements and different reports. He will be asking for the ability to produce intelligent name badges. They may soon offer Twitter accounts updates

3.8.1 Host Report - S'10 – Houston Attendance Stats

The meeting host Jeremy Kriska, Tulstar, welcomed the Transformers Committee to Houston, and gave a brief overview on the highlights of the activities planned for the week and also gave a status update on the meeting registration attendees:

Registered Attendees	469
Committee Members	128
Active Participants	144
Interested Individuals	197
Registered Companion & Guests	67
Main Events	
Sunday Reception	367
Monday Standards Luncheon	122
Tuesday Speaker Luncheon	185
Wednesday Dinner Social	200
NASA	106
Rodeo	92
One bus for each of 3 Tech tours Tuesday	About 50 each
Companions tours	45 Mon, 47 Tues

3.8.2 Future meeting time slots and locations

Fall, 2010 → (October 24 -28, 2010) – Toronto, Ontario, Canada at the Hilton Toronto Downtown hotel. Rate \$159 Canadian. The meeting will be hosted by Trench Limited and Richard Dudley. Technical tours to Trench Monday night and Thursday afternoon.

Spring, 2011 → (April 10-14, 2011) – San Diego, California at the Catamaran Hotel. Rate \$145. The meeting will be hosted by Rob Mayer San Diego Gas & Electric.

3.9 Standards Report – B. Bartley

Bill Bartley discussed the highlights of the report of standards activities since the October, 2009 Meeting in Lombard, IL.

Bill noted the list of projects that are set to expire at the end of 2010. Also the PARS that have not been initiated to start the balloting process and will be expiring. The responsible Subcommittee chairs are requested to coordinate with each of the Working Group Chair to take appropriate actions prior to the deadline of October 18, 2010. Bill Bartley also offered to work with the activity chair to take the appropriate actions.

Chuck Johnston has commented that the list of expiring documents for this year is good, but it would be better if it also showed those to expire next year, so we have a reminder to get started promptly.

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Further details of the standards activities are listed in the Standards Report and it is included in the Appendix C - Transformer Standards Development Status and Transformer Committee Organizational Chart.

3.10 Committee Service Awards – T Prevost

Refer to Section 7.0 for the complete “Recognition and Awards Report.”

Tom will initiate a task force of IEEE Fellows to help identify and nominate candidates for future candidates to IEEE Fellow.

3.11 New Business

3.11.1 Review of O&P Manual 2010 revisions – P Balma

Peter has revised several issues and attempted to coordinate changes to it with the new Working Group P&P documents.

He made a change to clarify the membership form to require 1 Subcommittee and 2 Working Group or Task Force signatures.

The group discussed the procedures for publishing a task force or working group paper, that portion of the draft will need to be revised again.

Action Items: P Balma to review the procedures.

Adcom needs to decide how a task force paper or report will be approved or sanctioned for publication as an IEEE Transformers Committee document.

Topic: Votes to approve a motion. Some items require a super majority, not just a majority. This must be coordinated with the WG P&P.

Discussion of the requirement to supply rosters of working group members to SA, and past practices within the Transformers Committee. Platts will investigate the methods, alternatives, and the steps to comply with the SA requirements.

2010 Revision to be updated soon. Then it will be sent to Adcom members for review and vote before the Oct 2010 meeting.

3.11.2 Working group P&P Review – P Balma

Membership of working group may produce quorum problems.

Distinction between Attending member and Corresponding member. This needs more definition, because of concerns over who can vote, and the distinction between a guest and corresponding member.

Motion by Lundquist to adopt the WG P&P as written (the Feb, 25, 2010 revision). Second Bartley.

Discussion of what is an excused absence. Corresponding member is not defined in this revision. Motion failed.

Ed Smith will establish a Task force to resolve issues. Shull, Lundquist, Prevost, Ceglia, Ed Smith, Platts, Balma will be members.

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3.11.3 IEEE History – P Balma

A spreadsheet recording officers and historical meeting attendance has been created. Old minutes going back to 1992 have been scanned and recorded. Peter is looking for older sets of minutes to add to the records.

3.11.4 IEEE SA Update – Haasz

TC14 Joint IEC IEEE document HVDC Bushing document 65700 -19-03. Scheduled one more meeting for June, and then plan to ballot, and should have comments by fall 2010 meeting.

3.11.4.1 Update Standards CD?

Yes, but later, after C57.12.00 and C57.12.90 are published as 2010 revisions.

3.11.4.2 Copyright Issues.

All SA members must agree to copyright requirements to continue to access the 'My Ballot' system.

3.11.5 Reaffirmation Process – Bartley

Today, all it takes is a request from a Subcom chair to initiate a reaffirmation procedure.

Bartley will take first step. Send to all subcom chairs for their concurrence that it can be reaffirmed. He would like to develop a guide for the process. It would cover topics such as: Does it still reflect the state of the art, and there is no need to modify. Bill will draft proposal and send to group for review.

Discussion of WG and SC rosters/ membership

Do a better job of policing the lists. Be more selective in adding new members.

Quorum issue is addressed in WG P&P manual, and Chairs should be encouraged to comply with the requirements.

3.11.6 Discussion Of The Quorum Issue. All

A concern was brought forth that enough members must be present in order to even conduct the first official business of approval of the previous meeting minutes. An active discussion took place on what constitutes an official member and the criteria to be used to decide whether a member is an active participant. These items will be addressed.

Everyone agrees that this is a very serious problem, it hampers our ability to take actions, and it is discouraging for the officers and the members alike. However, no one had a viable suggestion to relieve the problem.

The Chair encouraged all subcommittees and working group leaders to take this opportunity to update their membership list so that only active working participants are included as the official members and be counted toward to the quorum and be allowed to vote on official business.

3.11.7 Consistent guidelines for approval of documents prior to ballot. Antosz

Steve suggested that all documents should be reviewed and surveyed by the TF or WG, and then also by the SC, before it is sent to a formal ballot. This topic should be addressed in the WG P&P manual.

Actions: Balma to address this in the revision of the manual

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3.12 Subcommittee Reports

3.12.1 Jeewan Puri - Audible Sound and Vibration Subcommittee

NO REPORT

3.12.2 Fred Elliott – Bushing Subcommittee

NO REPORT

3.12.3 Thang Hochanh (for Loren Wagner) - Dielectric Test Subcommittee

NO REPORT

3.12.4 Stephen Shull - Distribution Transformer Subcommittee

NO REPORT

3.12.5 Charles Johnson - Dry Type Transformer Subcommittee

NO REPORT

3.12.6 Richard Dudley - HVDC Converter Transformers & Reactors Subcommittee

NO REPORT

3.12.7 Ross D McTaggart for Jim Smith - Instrument Transformer Subcommittee

NO REPORT

3.12.8 Sue McNelly - Insulation Fluids Subcommittee

A new task force for Particle Count (contamination of oil) wants to survey the entire Transformers Committee AMS database. Discussion, should the response be anonymous, or can a responder remain anonymous? Adcom agreed to allow the survey, and the Chair was directed to contact Greg Anderson for the email list.

3.12.9 Bruce Forsyth - Insulation Life Subcommittee

NO REPORT

3.12.10 Steve Antosz - Performance Characteristics Subcommittee

Balma raised a question about Neutral grounding resistors. This group needs to coordinate their work with Dry Type transformers and reactors groups, since they are used as grounding devices. C57.32 refers to C57.12.00. C57.12.00 states that it does not cover grounding transformers.

3.12.11 Tom Lundquist - Power Transformer Subcommittee

Tom Lundquist noted Re-affirmation of C57.116 will be done by Tim Raymond.

3.12.12 Carl Niemann - Underground Transformer & Network Protector Subcommittee

NO REPORT

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3.12.13 Bill Bartley - Standards Subcommittee

NO REPORT

3.12.14 Greg Anderson - Meetings Subcommittee

NO REPORT

3.13 Old Business

No old business was brought to the committee.

3.14 Adjournment

With no further new or old business up for discussion, the meeting was adjourned at 5:55 PM.