

Minutes of the regular meeting of the Executive Committee of the Board of Trustees of the University of Kentucky, Friday, November 22, 1929.

The Executive Committee of the Board of Trustees of the University of Kentucky met in regular monthly meeting in President McVey's office, at the University of Kentucky, Friday, November 22, 1929, at 11:30 a. m. The following members were present: Judge R. C. Stoll, Robert G. Gordon, James Park and Joe B. Andrews. President F. L. McVey and D. H. Peak, acting secretary, met with the Committee.

The minutes of the Executive Committee meeting of October 23 were approved.

1. Report of the Business Agent. The report of the Business Agent for October, 1929, was received and ordered filed and recorded in the minutes. The report is as follows:

EXHIBIT "B"

Statement of Income and Expenditures

Month of October, 1929

	Previously Reported	Current Month	Fiscal Year To Date
General Fund Income			
Federal Appropriation	42,750.00		42,750.00
Ed. Bldg. - St. Appro.		11,907.14	11,907.14
Ed. Bldg. - Gen. Ed. Bd.	73,347.60	75,000.00	148,347.60
Special Agri. Appro.		8,639.82	8,639.82
State Tax	95,266.50	202,024.88	297,291.38
Int. on Liberty Bonds		850.00	850.00
Int. on Endowment Bonds		4,322.25	4,322.25
Student Fees	63,964.86	2,973.24	66,938.10
Student Fees Sum. Sch.	35,330.25	1,327.25	36,657.50
Student Fees - U.H.S.	2,174.00	80.00	2,254.00
Student Fees - U. Ext.	4,775.12	3,697.70	8,472.82
Miscellaneous Receipts	2,210.49	1,627.80	3,838.29
Rentals	705.00	160.00	865.00
Men's Dormitories	9,282.00	(40.00)	9,241.70
Dairy Building - St. Appro.		14,316.53	14,316.53
Total	<u>329,805.82</u>	<u>326,886.31</u>	<u>656,692.13</u>

Expenditures			
Instruction	180,111.22	78,524.89	258,636.11
Adm. Exp. and Maint.	74,558.28	55,540.38	130,098.66
Add. and Better.	<u>167,622.72</u>	<u>59,085.47</u>	<u>226,708.19</u>
Total	<u>422,292.22</u>	<u>193,150.74</u>	<u>615,442.96</u>
Excess of Income over Expenditures	<u>(92,486.40)</u>	<u>133,735.57</u>	<u>41,249.17</u>
Patterson Hall Income			
Board	18,054.00	110.83	18,164.83
Miscellaneous Receipts		260.00	260.00
Room Rent - Summer Sch.	<u>4,421.00</u>		<u>4,421.00</u>
Total	<u>22,475.00</u>	<u>370.83</u>	<u>22,845.83</u>
Expenditures			
Expense	7,432.54	5,090.95	12,523.49
Additions and Better.	<u>962.66</u>	<u>158.77</u>	<u>1,121.43</u>
Total	<u>8,395.20</u>	<u>5,249.72</u>	<u>13,644.92</u>
Excess of Income over Expenditures	<u>14,079.80</u>	<u>(4,878.89)</u>	<u>9,200.91</u>
General Fund Income	352,280.82	327,257.14	679,537.96
General Fund Expenditures	<u>430,687.42</u>	<u>198,400.46</u>	<u>629,087.88</u>
Excess of General Fund Income over Expend.	(78,406.60)	128,856.68	50,450.08
Excess of Receipts over Expend. for General Ledger Accounts	23,681.86	(19,253.31)	4,428.55
1929-1929 Accounts Payable liquidated during Current Year	(28,441.27)	(11,570.00)	(40,011.27)
Excess of Receipts over Expend. for the fiscal year to date - General Fund	<u>(83,166.01)</u>	<u>98,033.37</u>	<u>14,867.36</u>
Excess of Receipts over Expend. for the fiscal year to date - General Fund			14,867.36
Cash in Bank July 1, 1929 - General Fund			<u>72,311.10</u>
Cash in Bank October 31, 1929 - General Fund			<u>87,178.46</u>

3.

Trust Fund Income			
Student Loan Fund	1,153.10	83.45	1,236.55
Student Notes Paid	<u>1,676.26</u>	<u>482.55</u>	<u>2,158.81</u>
Total Receipts	<u>2,829.36</u>	<u>566.00</u>	<u>3,395.36</u>
Expenditures			
Expense	129.50	40.00	169.50
Student Notes	<u>1,728.25</u>	<u>(40.00)</u>	<u>1,688.25</u>
Total Receipts	<u>1,857.75</u>	<u>00.00</u>	<u>1,857.75</u>
Excess of Receipts over Expenditures	<u>971.61</u>	<u>566.00</u>	<u>1,537.61</u>
Excess of Receipts over Expenditures for the fiscal year to date - Trust Fund			1,537.61
Cash in Bank July 1, 1929 - Trust Fund			<u>1,376.51</u>
Cash in Bank October 31, 1929			<u>2,914.12</u>
Experiment Station Income			
Hatch, Federal Appro.	3,750.00	3,750.00	7,500.00
Milk and Butter - Cash Receipts	3,780.48	1,262.08	5,042.56
Beef Cattle Sales	3,813.06		3,813.06
Dairy Cattle Sales	358.12	255.00	613.12
Sheep Sales	188.98	395.56	584.54
Swine Sales		528.18	528.18
Poultry Sales	755.73	187.56	943.29
Farm Produce Sales	434.54	52.89	487.43
Horticultural Sales	1,206.51	468.70	1,675.21
Seed Test	18.00		18.00
Rentals	561.06	142.67	703.73
Miscellaneous Receipts	50.00	14.81	64.81
Fertilizer - Fees	4,640.00	1,325.00	5,965.00
Public Service - St. Appro.		3,666.66	3,666.66
Feeding Stuffs - Fees	15,357.96	5,474.14	20,832.10
Adams - Federal Appro.	3,750.00	3,750.00	7,500.00
Serum - Sales	1,171.64	175.25	1,346.89
" - Virus Sales	59.85	9.53	69.38
" - Supply Sales	82.10	22.25	104.35
" - Miscellaneous Rec.	9.35		9.35
State Appropriation		11,594.54	11,594.54
Creamery - License Fees	5,463.00	118.50	5,581.50
" - Testers' Lic.	1,492.00	108.00	1,600.00
" - Glassware Tested	270.94	68.28	339.22
Robinson - State Appro.		969.55	969.55

W. Ky. - State Appro.		1,721.42	1,721.42
Purnell - Fed. Appro.	15,000.00	15,000.00	30,000.00
State Appro. - Patter- son Farm Purchase	20,000.00		20,000.00
Nursery Inspection - State Appropriation	363.32	371.65	734.97
Nursery Inspection - Fees	770.00	415.00	1,185.00
Cream Grading	1,075.00	475.00	1,550.00
Abortion Test	538.75	313.50	852.25
Co-op. Poultry		530.00	530.00
Total	<u>84,960.39</u>	<u>53,165.72</u>	<u>138,126.11</u>
Experiment Station Expend. Expense	102,838.03	29,456.66	132,294.69
Additions and Better.	1,458.56	264.54	1,723.10
Total	<u>104,296.59</u>	<u>29,721.20</u>	<u>134,017.79</u>
Excess of Income over Expenditures	<u>(19,336.20)</u>	<u>23,444.52</u>	<u>4,108.32</u>
Excess of Income over Exp. for the fiscal year to date - Experiment Sta- tion			4,108.32
Cash in Bank July 1, 1929 - Experiment Station			<u>30,317.60</u>
Cash in Bank October 31, 1929 - Experiment Station			<u>34,425.92</u>
Extension Division Income			
Federal Smith-Lever	76,120.65		76,120.65
Federal Supplementary	27,321.28		27,321.28
Federal Capper-Ketcham	18,645.97		18,645.97
State Smith-Lever		23,785.42	23,785.42
County and Other	1,534.49	121.30	1,655.79
Total	<u>123,622.39</u>	<u>23,906.72</u>	<u>147,529.11</u>
Expenditures Expense	<u>80,932.15</u>	<u>30,154.14</u>	<u>111,086.29</u>
Excess of Income over Expenditures	<u>42,690.24</u>	<u>(6,247.42)</u>	<u>36,442.82</u>
Excess of Income over Ex- penditures for the fiscal year to date - Extension Division			36,442.82
Cash in Bank July 1, 1929 - Extension Division			<u>4,575.21</u>
Cash in Bank October 31, 1929 - Extension Division			<u>41,018.03</u>

Summary

General Fund Income	352,280.82	327,257.14	679,537.96
Trust Fund Income	1,153.10	83.45	1,236.55
Experiment Station Inc.	84,960.39	53,165.72	138,126.11
Extension Division Inc.	<u>123,622.39</u>	<u>23,906.72</u>	<u>147,529.11</u>
Total	<u>562,016.70</u>	<u>404,413.03</u>	<u>966,429.73</u>
General Fund Expenditures	430,687.42	198,400.46	629,087.88
Trust Fund Expenditures	129.50	40.00	169.50
Experiment Station Expenditures	104,296.59	29,721.20	134,017.79
Extension Division Expenditures	<u>80,932.15</u>	<u>30,154.14</u>	<u>111,086.29</u>
Total	<u>616,045.66</u>	<u>258,315.80</u>	<u>874,361.46</u>
Excess of Income over Expenditures	(54,028.96)	146,097.23	92,068.27
Excess of Receipts over Expenditures for General Ledger Accounts	23,681.86	(19,253.31)	4,428.55
Student Loan Fund - Notes	(51.99)	522.55	470.56
1928-1929 Accounts Payable liquidated during Current Year	<u>(28,441.27)</u>	<u>(11,570.00)</u>	<u>(40,011.27)</u>
Excess of Receipts over Expenditures for the fiscal year to date - Combined Fund	<u>(58,840.33)</u>	<u>115,796.47</u>	<u>56,956.11</u>
Excess of Receipts over Expenditures for the fiscal year to date - Combined Fund			56,956.11
Cash in Bank and on hand July 1, 1927 - Combined Fund			<u>110,580.42</u>
Cash in Bank and on hand October 31, 1929 - Combined Fund			<u>167,536.53</u>

Abstract of item shown on Statement
Of Income and Expenditures as "Excess
of Receipts over Expenditures for
General Ledger Accounts \$4,428.55."

	<u>Debit</u>	<u>Credit</u>
Accounts Receivable		24,036.79
Insurance Paid in Advance	2,582.47	.
Sundry Accounts	<u>17,025.77</u>	<u> </u>
	19,608.24	24,036.79
		<u>19,608.24</u>
		4,428.55

2. Reports of Funds. Reports of the condition of the Memorial Building Fund and of the condition of the Greater Kentucky Fund were received from the Business Agent and ordered filed. Letters noted as follows were received and ordered filed in the Business Office: Opinion of Judge Robert G. Gordon on Workmen's Compensation Law relative to the case of Margaret Ryan; J. T. Jackson Lumber Company relative to subscription to Memorial Building Fund; notes and opinion of J. Pelham Johnston on question of street over Kesheimer property near Agricultural Building; the Cleveland Metal Roofing and Ceiling Company concerning material furnished the Crocker Company in construction of the Gymnasium Building. The Business Agent was directed to answer the last named letter, referring to action of settlement of the Gymnasium Building controversy in Fayette Circuit Court.

3. Property to be Purchased on Graham Avenue. The Business Agent was directed to have made contract for purchase of property on Graham Avenue from Flora Phillips Oldfield, the consideration to be \$4555.00 and the conveyance to be made on or before June 30, 1930.

4. Financial Report of the Athletic Association. Financial report of the Athletic Association for the year 1928-1929 was received and ordered filed and recorded in the minutes. The report is as follows:

UNIVERSITY OF KENTUCKY ATHLETIC ASSOCIATION
1928-1929
S. A. Boles, Treasurer

Receipts

Balance - July 1, 1928	\$ 3,535.82	
Cash - Student activities less refunds.	20,660.30	
Cash - Rent on Basketball Building	75.00	
Cash - Miscellaneous	134.50	
	<u>24,405.62</u>	
Cash - Football games - Varsity	51,301.57	
Cash - Football games - Freshman	1,814.50	
Cash - Football games - Reserve	1,900.00	
Cash - Basketball games - Varsity	7,718.77	
Cash - Basketball games - Freshman	256.87	
Cash - Baseball games -	960.64	
Cash - Track meets	363.41	
Cash - Gridgraph	369.50	
Cash - High School Tournament	7,315.00	
Cash - Football Program	<u>1,173.14</u>	
	73,373.40	
Total Receipts		\$97,779.02

Disbursements

Football - Varsity:	
Games and other expenses	33,406.51
Coaches	<u>6,650.00</u>
	40,056.51
Football - Freshman:	
Games and other expenses	1,901.88
Coaches	<u>1,950.00</u>
	3,851.88

Basketball - Varsity:	
Games and other expenses	8,946.95
Coaches	<u>2,700.00</u>
	11,646.95
Basketball - Freshman:	
Games and other expenses	382.67
Coaches	<u>300.00</u>
	682.67
Baseball - Varsity:	
Games and other expenses	3,296.00
Coaches	<u>1,300.00</u>
	4,596.00
Baseball - Freshman:	
Games and other expenses	167.00
Coaches	<u>350.00</u>
	517.00
Track Meets	2,557.93
Coaches	<u>2,500.00</u>
	5,057.93
Tennis:	
Games and other expenses	158.97
Golf:	
Games and other expenses	205.00
Gridgraph:	
Expenses	116.35
Football Program:	
Expenses	1,060.89
High School Tournament:	
Expenses	<u>6,336.93</u>
Total	74,287.08

Miscellaneous Disbursements

Secretary's salary	\$1,366.67
Labor	444.17
Conference dues	75.00
Printing, stationery, etc.	244.67
Field expense	1,124.50
Convention expense	242.98
Payment on notes	8,000.00
Interest on notes	1,327.70
Bleacher seats	1,198.72
Publicity expense	903.34
Publicity - salary	592.50
Freight and express	292.83
Postage	31.85
Scouting	1,517.31
Telephone and Telegrams	213.38
Office equipment	80.70
Water	175.91
Doctors and hospitals	269.15
Training room supplies	819.18
Custodian of athletic field	1,092.00
Laundry	539.02
Custodian of gymnasium	540.00
Miscellaneous	<u>157.43</u>
Total	\$21,249.01
Total Disbursements	\$95,536.09
Balance on hand and in bank June 30, 1929	2,242.93

Statement of Notes Payable as at June 30, 1929

Balance note due Fayette National Bank to cover deficit, July 1, 1929	\$3,500.00
Balance note to First National Bank and Trust Company as at June 30, 1928	14,000.00
Balance notes outstanding as at June 30, 1929 ...	<u>\$17,500.00</u>

5. Arrangements Made With Hospital. President McVey was authorized to make arrangements with hospital for use of operating room for students for tonsils operations. In event the University is obligated to hospital for bills of students, payment is authorized, the student to be required to execute note to the University.

6. Ventilation in Basement of McVey Hall. The Superintendent of Buildings and Grounds was authorized to install mechanical ventilation in room 12 for the University Commons sub-basement of McVey Hall as set out in his recommendation at approximate cost of \$103.00.

He was further authorized to proceed with the construction of a temporary heating plant for Teacher Training Building, according to his recommendation at approximate cost of \$9414.49.

7. Advertisement in Progress Magazine. President McVey was authorized to make a six-months contract for one-fourth page advertisement in the Progress Magazine.

8. Action on Printing Matter and Feed Tags; State Fire College and Road to Dairy Products Building Deferred. Action on questions concerning printing matter and feed tags; State Fire College and road to Dairy Products Building was deferred pending further information to be obtained by President McVey.

9. Honorary Degrees for Foreign Diplomats. The suggestion regarding conferring of honorary degrees on foreign diplomats made in communication of Dr. L. S. Rowe was referred to University Senate.

10. Deposits for University Keys. The Superintendent of Buildings and Grounds was authorized to require all University employees to whom keys may be issued to make following deposits: inside door key, \$0.50; outside door key, \$1.00; master key, \$5.00.

11. Traffic Rules. The traffic rules now in force on the campus were approved with the suggestion that such changes be made as necessity requires from time to time. The rules now in force are as follows:

Traffic and Parking Rules of the University of
Kentucky

1. Motor driven vehicles, either owned or driven by students, staff members, and other employees of the University, are prohibited from parking on the University campus as noted herein:
 - a. West side of Main Drive from Limestone to Limestone.
 - b. North side of drive in rear of White Hall.
 - c. South side of new roadway extending from Rose Street to sidewalk leading to Memorial Hall.
 - d. East side of roadway in rear of Kastle Hall, extending to site of new Library.
2. The main driveway is a one-way thoroughfare and all traffic must enter the north gate and leave through the south gate near the Agricultural Building. Parking space between signs in front of principal entrances to all buildings is reserved for visitors and business vehicles.
3. The University police will take every precaution to prevent theft or damage to cars, but the University of Kentucky assumes no responsibility for the care or protection of any motor car or its contents while parked on the University grounds.
4. Driving on grass or walks, under any circumstances, is prohibited.
5. Parking lights must be on after dark.
6. The speed of cars on campus drives is limited to 18 miles per hour. Being within speed limit does not excuse accidents.
7. The rights of pedestrians on driveways must be respected.
8. The use of motor cutouts or excessive sounding of Klaxon horns are strictly forbidden at all times.
9. Parking within ten feet of fire plugs is forbidden. Do not blockade any sidewalk or thoroughfare.
10. Drivers are asked to observe road signs, markings, and all things necessary to make the campus safe and convenient for those who must use it, whether on foot or in motor vehicles.
11. The foregoing regulations are in force each day between the hours of 7:00 a.m. and 5:00 p.m.

12. Smoking Forbidden in University Buildings. Smoking in halls of University buildings and in recitation rooms was forbidden on motion dully seconded and carried.

13. Resolutions on Death of Dr. A. M. Miller. Following resolutions on death of Dr. A. M. Miller were passed:

The Board of Trustees of the University of Kentucky wishes to put on record its appreciation of the life and work of Arthur McQuiston Miller who died in Florida on October 28, 1929. Professor Miller came to the University of Kentucky in 1892 and continued his active connection with the University until 1925. He had graduated from Princeton in 1884 and had pursued graduate work at Princeton and abroad. He was Professor of Geology and taught other branches of science in the days when the faculty was small and funds meagre. He was made Dean of the College of Arts and Sciences in 1907 and resigned this position in 1917, spending the next year on leave as a consulting and field geologist. Impaired health compelled him to retire from active teaching, as emeritus professor, in 1925.

Professor Miller was a scholar of wide recognition, a fellow of the Geological Society of America, and of the American Association for the Advancement of Science. He wrote extensively on the Geology of Kentucky and was recognized as the highest authority on the subject. He was a man of broad knowledge and was ever ready to enter the lists for the defense of freedom of thought and against error and prejudice. The University was enriched by his useful and fruitful life.

The Board, therefore, orders this expression of appreciation spread upon its minutes and directs the Secretary to send a copy to his brother, Dr. Marion Miller, and to give copies to the local papers for publication.

14. The Legislative Program. The Legislative Program suggested in the report to the State Budget Commission was approved. This includes an acceptance of the so-called Capper-Ketcham Act, passed by Congress and approved by the President of the United States May 22, 1928. The report is summarized as follows:

Summary of Legislative ProgramFor the year 1930-31For Maintenance of the Institution

The amounts provided for support and maintenance out of State Revenue now authorized or hereafter authorized by law in the distribution of State Revenue

For agricultural instruction in Agricultural College continuation of annual appropriation ..\$30,000.00

For maintenance of Summer Session, increased annual appropriation \$20,000.00

For Construction General University

1. Engineering laboratory for College of Engineering.
One-half amount for construction\$100,000.00
2. For first section of laboratory building for Zoology and Botany 100,000.00
3. Building for Agricultural Engineering
One-half amount for construction 25,000.00
4. A service building for buildings and grounds. 25,000.00
\$250,000.00

For Equipment General University

1. Equipment new educational building erected 1920 -- one year \$30,000.00
2. Machinery and equipment dairy products building -- one year 15,000.00
3. Equipment new library building - one year .. 30,000.00
\$75,000.00

Experiment Station

- | | |
|---|-------------|
| 1. Maintenance of Station, continued | \$50,000.00 |
| 2. Maintenance of Public Service Laboratories,
analysis service for Department of Public
Health, continued | 22,000.00 |
| 3. Western Kentucky Experiment Sub-Station,
continued | 20,000.00 |
| 4. Buildings for Western Kentucky Sub-Station,
Pavilion and storage | 10,000.00 |
| 5. Robinson Sub-Station, Quicksand, annual ... | 25,000.00 |
| 6. Final payments on land purchased by author-
ity of Legislature, 103 acres adjoining
Experiment Station Farm, Lexington | 25,000.00 |
| 7. Construction of hog barn and yards, Ex-
periment Station Farm, Lexington | 4,500.00 |
| 8. Construction of Beef Cattle Barn and yards,
Experiment Station Farm, Lexington | 15,000.00 |

Agricultural Extension Work

- | | |
|---|--------------|
| County Agents and Demonstration Agents in
Agricultural work under the provisions of
Smith-Lever Act of 1914. This is an annual
appropriation continued since 1916..... | \$142,241.30 |
| To meet provisions of Capper-Ketcham Act..... | 17,290.00 |

Summary As Stated in Foregoing MemorandumFor the Year 1931-32For Maintenance of the Institution

The amounts provided for support and maintenance out of State Revenues now authorized or hereafter authorized by law in the distribution of State Revenues..... \$

For agricultural instruction in Agricultural College, continuation of annual appropriation... \$30,000.00

For maintenance of Summer Session, increased annual appropriation 20,000.00

For Construction General University

1. Engineering Laboratory for the College of Engineering, one-half amount for construction	100,000
2. Building for Agricultural Engineering one-half amount for construction	25,000
3. First section of laboratory building departments of Zoology and Botany	100,000
	<u>\$225,000</u>

Experiment Station

1. Maintenance of Station	50,000
2. Maintenance of Public Service Laboratories analysis service for Department of Public Health	22,000
3. Western Kentucky Experiment Substation, annual appropriation	20,000
4. Robinson Substation, Quicksand annual appropriation	25,000
5. Final payment on land purchased by authority of legislature, 103 acres of land, adjoining Experiment Station Farm, Lexington	25,000

Agricultural Extension Work

County Agents and Home Demonstration Agents in agricultural work under the provisions of the Smith-Lever Act of 1914. This is an annual appropriation since 1916 ,.....	\$142,241.30
To meet the provisions of Capper-Ketcham Act...	37,290.00

15. Schedule of Room Rent in Men's Halls. The schedule of room rent in Men's Halls as recommended by Dean C. R. Melcher was approved. The schedule follows:

Room Rent in the Men's HallsBradley

First, Second & Third Floors

Double - \$40 plus 3.50 per semester
 Single - \$45 plus 3.50 per semester

Fourth Floor: Double - \$35 plus 3.50 per semester
 Single - \$40 plus 3.50 per semester

Total students housed: 93 Total income for semester \$4,050.50

Kinhead

First, Second & Third Floors:

Suites - \$55 plus 3.50
 Stud. bed. (double) \$45 plus 3.50

Fourth Floor: Suites - \$50 plus 3.50
 Stud. bed. (double) \$45 plus 3.50

Total students housed: 58 Total income for semester \$3,233.00

Breckinridge

First, Second & Third floors:

Doubles - \$45 plus 3.50
 No singles

Fourth floor: Doubles - \$40 plus 3.50
 Singles - \$45 plus 3.50

Total students housed: 106 Total income for semester \$5,061.00

Grand Totals: Students housed - 257. Income per semester
 \$12,344.50

16. Appointments and Promotions. The following appointments and promotions were made:

Carvel Hensley, foreman of painters, employed at a monthly salary of \$170.00.

H. C. Brown, County Agent, transferred from Owen County to Graves County, at a salary of \$125.00 per month.

The following recommendation of Dean Cooper was approved:

Lexington, Kentucky
November 20, 1929

President Frank L. McVey
University of Kentucky

Dear President McVey:

In accordance with the cooperative agreement for tobacco grading in Kentucky between the Kentucky Experiment Station and the United States Department of Agricultural Economics, Mr. B. H. Mizell and Mr. W. M. Whitnel have been selected as graders for the Mayfield market, at a salary of \$350 and \$300 a month, respectively. According to the agreement, the proportionate share of these salaries for the Experiment Station is one-half. I, therefore, wish to recommend the appointment of Mr. B. H. Mizell at \$175 a month and Mr. W. M. Whitnel at \$150 a month, effective November 18, 1929, payment to be made from the fees collected for this work or from unappropriated Station funds. It is expected that these appointments will carry through the tobacco marketing season, though they are made for the period of satisfactory service and may be terminated at any date and for any reason.

Very truly yours,

Thomas Cooper
Dean and Director

Respectfully submitted

D. H. Peak
Acting Secretary