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UBCHEA ARCHIVES  
COLLEGE FILES  
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Lingnan  
Administrative  
Board of Trustees

1915-1916

Docket

Trustees' Meeting, Feb. 19, 1915.

Reading of Minutes Dec. 18, 1914.

Treasurer's Report.

Report of Executive Committee.

Report of Finance Committee

Report of Committee on Education

Report of Building Committee

General Association

- (1) Progress in development of Central Committee
- (2) Plans for meeting early in March
- (3) Aim to secure cooperation of women as well as men.

172

Minutes of Meeting of Trustees, February 19, 1915.

The Trustees met at their office, 156 Fifth Avenue, New York, February 19, 1915, at four P. M.

PRESENT: Messrs. Dutton, Grant. Laird, Phraner, Smith, Stoddard, -- Mr. Graybill and Miss Griggs.

ABSENT: Messrs. Miller, Parkhurst, Parsons, Russell, Straight.

Dr. Stoddard presided and offered the opening prayer.

The Minutes of December 18, 1914, were approved as read.

REPORT OF TREASURER.

The Treasurer stated that even with the reduced budget for the current year, it is necessary to raise between \$17,000 and \$20,000 before the close of the year. The amount raised should come as near \$20,000 as possible because of the need of sending out more men this fall.

Receipts to December 31, 1914.

Students, -----	13,318.82	
Staff Earnings, -----	1,240.00	
Mr. Chung, -----	396.95	
Gifts N. Y., -----	5,162.57	
Gifts Canton, -----	350.00	20,468.34
Teachers College, 1914, -----		425.00
Gifts January - February 19, 1915, ---		4,200.51
		<u>\$ 25,093.85</u>

Disbursements.

To December 31st,		
Canton, -----	17,587.35	
New York, -----	5,910.81	
To February, -----	1,467.10	24,965.26

This does not include the receipts at Canton for the second semester, nor the receipts and disbursements on account of Primary School and Board.

REPORT OF EXECUTIVE COMMITTEE.

New Trustees. Dr. Dutton, for the Executive Committee reported that the gentlemen who were invited to membership on the Board, December 18, 1914, had been approached<sup>n</sup> by the Committee, but

were not ready at this time to commit themselves.

New Advisors. Of the gentlemen who were elected on December 18, 1914, as advisors, favorable reply had been received from Dr. J. Ackerman Coles.

Change in date of Annual Meeting. In confirmation of the vote taken at the December meeting and after due notice (in accordance with the Statutes, Article 13), the motion was made and seconded that the date of the annual meeting be changed from the second Tuesday in May to the third Friday in May, was approved.

Acknowledgement of President's Report. On motion of Dr. Dutton it was agreed that the Trustees express appreciation of the recent interesting and encouraging reports from President Edmunds, and regret that the burden of the extra building work has fallen so heavily on him.

~~Panama Pacific~~  
Pan-American Exposition. Report was made by Mr. Grant regarding the possibility of having the College represented by an exhibit at the ~~Pan-American~~  
Panama Pacific Exposition, quoting the estimates which had been received for an exhibit in the Building of Social Economy. After some discussion as to the value of such an exhibit in furthering the interests of the College, on motion it was agreed to refer the matter to the Finance Committee with power.

REPORT OF FINANCE COMMITTEE.

Mr. Phraner called attention to the recent report from Mr. Pomeroy for the first six months of the current fiscal year, showing that it had been possible to keep well within the minimum budget.

Reappointment of Mr. C. H. Wicks. On motion of Mr. Phraner it was agreed that Mr. Wicks be reappointed as a regular member of the staff, and that he return to the service of the College as soon as he can make arrangements to do so, with the under-

standing that the Trustees are ready to make use of his services, - eventually at the College, perhaps temporarily for a few months in New York.

Reappointment of Mr. Kenneth Duncan. It was explained that Mr. Duncan, after three years of service at the College is spending this year in study in America, and after completing this year's work will be ready to reenter the service of the College. In view of Mr. Graybill's return to the College this summer, on motion it was agreed to refer to the Finance Committee with power the matter of Mr. Duncan's reappointment to the staff and his residence in New York for the part or all of year 1915-16 to aid in the work of securing financial support.

REPORT OF COMMITTEE ON EDUCATION.

Dr. Smith reported that the Committee had no further recommendations to present as to new appointees to the staff, because in the present state of the finances such matters must be controlled by the Finance Committee.

On motion it was agreed to approve of the following recommendations of the Council; November 4, and December 23, 1914:-

(1)- That Mr. Frank E. Samuel be allowed to come to America, leaving Canton June 15, 1915, and returning by September 7, 1915, for one more year of teaching, and that the Bursar advance to him on June 1st, a bonus of \$100 gold.

(2)- Council Minutes, December 23, 1914: That Miss Ida K. Greenlee, who has provided her own maintenance as a volunteer teacher for the year 1914-15, be invited to come on the staff for the year 1915-16 as an instructor in English in the Grammar School, at a salary of \$500~~0~~ per year.

(3)- Council Minutes, December 23, 1914: That Mr. Wan Iu Shing who

since September 1914 has been supported as an instructor in Chemistry and Physics by his father, be retained in this position at the salary of \$500 gold annually beginning December 1, 1914.

Mr. Fuson's Furlough. The following recommendation

of the Council, (Nov. 4, 1914) was considered: "It was agreed to recommend that Mr. Fuson be returned after a regular furlough beginning July 1, 1915 on the usual basis of a five year man according to the Statutes. That he be maintained in the States on the regular salary plus rent and other extra living expenses as shall be covered by consultation with the President; that he be recommended to go to Chicago University to specialize in Geography and Geology"

It was agreed that this recommendation be referred to the Finance Committee with power.

Mr. Graybill called attention to the promising Chinese young men, former C. C. C., students now studying in this country, who are good possibilities for the recruiting of our staff.

Dr. Smith is calling attention to the urgent need of a teacher of biology, remarked that this and similar needs might ultimately be met by aid of Rockefeller Foundation.

In this connection Mr. Grant reported progress in the negotiations between the Rockefeller Foundation and the Trustees. Through Mr. Roger S. Greene the Commission has asked for a more detailed statement from the people at the College as to their estimated needs for medical work in the next few years. After some discussion as to possible means of strengthening our case with the Foundation, it was agreed to <sup>entrust</sup> trust the matter to the Finance Committee.

REPORT OF BUILDING COMMITTEE.

Professor Laird had no formal report to make. He stated that the building enterprises involving provision of equipment necessary for educational work is of course of very vital importance

Trustees Minutes, Feb. 19, 1915.

5

and should be conducted with a view to the greatest efficiency. Experience has taught that improvement can be made along the line of reducing effort at control here and leaving more control to the field. In his opinion financial limitations and general schemes should be decided upon here, - practically everything else should be left to the field. He expected to receive in the near future a revision of the "Conditions of Procedure in Building and Landscape Work" based on their experiences.

Professor Laird reiterated his conviction that the architectural work done in this country should be concentrated in New York, and that the Chairman of the Building Committee should eventually be a Trustee who is an architect and who is also resident in New York City.

Ownership of William Penn Lodge. Professor Laird reported conferences with members of the Board of the U. M. S., but felt further conference was necessary before making a final report.

On motion the meeting was adjourned.

Approved  
W. M. S. Board  
Recd

Katherine C. Briggs  
Asst Secy.

*Copy for Mr Grant*

Docket

Annual Meeting, June 11, 1915.

Prayer

Minutes of Feb. 19, 1915.

Election of officers

Report of Treasurer (see docket of recent gifts)

Report of Finance Committee including Education Committee items  
(see docket)

Report of Executive Committee

Report of Committee on Buildings and Grounds



177

Minutes of Meeting of Trustees, June 11, 1915.

The Trustees met at their office, 156 Fifth Avenue, New York, June 11, 1915, at four-thirty p.m., the meeting having been postponed by written consent of the Board from the stated time of meeting, 5/21/15. PRESENT: Messrs. Stoddard, Dutton, Grant, Laird, Miller, Phraner, - Mr. Chung, Miss Griggs, Mr. Graybill.

ABSENT: Messrs. Parkhurst, Parsons, Russell, Smith, Straight.

Dr. Stoddard presided and offered the opening prayer.

The Minutes of February 19, 1915, <sup>were</sup> approved as read.

Annual Election of Officers of the Board.

On motion of Mr. Phraner, seconded by Dr. Dutton, Dr. Stoddard was reelected as President for the ensuing year. On motion of Mr. Grant, seconded by Dr. Laird, Dr. Dutton was re-elected as Vice-President. On motion of Mr. Phraner, seconded by Mr. Miller, Mr. Grant was reelected as Secretary and Treasurer.

The vote in the case of each of these elections was unanimous.

Report of Treasurer.

Mr. Grant called attention to the following items of financial cooperation as especially noteworthy at this time:

1. Cooperation of American Colleges.

✓ (a) Teachers College, Columbia, has paid in \$750 to apply on year 1915-16 for Teachers College Professorship.

(b) University of Pittsburgh through its Christian Association has already raised \$250 and hopes to secure at least \$600 toward a teacher's maintenance for the year 1915-16.

(c) The Christian Association of Vassar College has pledged \$500 for year 1915-16 for support of Miss F.H. Liu in work of the Girls' Department; probably an annual contribution.

The Christian Association of Wellesley College has contributed \$100 toward the work of the Girls' Department; probably not an annual contribution.

July 11, 1915

-2-

178

(d) The Christian Association of the University of Pennsylvania has paid to the treasurer during the year 1914-15, in monthly remittances, a total of \$1,010 for the support of Dr. Cadbury.

(Report cannot be made at this time of the amount which Penn State College Mission to China will contribute this year.)

✓ 2. \$6,000 has been received from Estate of Frederick Weyerhaeuser for a Faculty Residence. The following resolution was proposed by the Treasurer and unanimously adopted by the Trustees:

RESOLVED, That the Trustees record their warm appreciation of the gift from the Weyerhaeuser Estate, of six thousand dollars, for a faculty residence in fulfillment of the promise made by Mr. Frederick Weyerhaeuser to Mr. H.E. House, and that the same be applied to the erection of a residence to be known as "Weyerhaeuser Lodge." The secretary is instructed to write a personal letter to each of Mr. Weyerhaeuser's children in acknowledgement of this gift.

3. Mrs. Livingston Taylor of Cleveland, who has been supplying \$600 gold annually for support of Dr. T.S. Liu under the auspices of the University Medical School continues his maintenance, as "Religious Worker", under the auspices of the College.

It was unanimously agreed to request the Secretary to write a letter to Mrs. Taylor expressing the appreciation of the Trustees.

#### 4. Funds raised in China.

(a) The students in their spring vacation campaign among the Chinese secured \$7,500 gold toward the general funds.

(b) The Chinese faculty and students propose to work for an annual contribution from the Chinese of \$50,000 Hkg. toward the working capital.

(c) Staff members have contributed from their slender incomes a total of \$450 Gold to current expenses of this year.

On motion of Prof. Laird it was unanimously agreed to request the Secretary to write two letters as follows: one to the students and Chinese teachers expressing the gratification and appreciation of the Trustees for their splendid activity in securing funds for the College, and to write a similar letter to the members of the staff, thanking them for their self-sacrificing and loyal cooperation in contributing generously to Current Expenses.

June 11, 1915

-3-

179

The Treasurer called attention to the figures in the hands of each Trustee as to the amount of money still to be raised before the end of the fiscal year, June 30, 1915. This rough estimate to which certain figures must be added, indicated a deficit of about \$10,000, not including the money raised by the students in the spring campaign, which <sup>it</sup> is hoped need not be used for current expenses. The Treasurer estimated that we should raise not less than \$12,000 to come out even at the end of the year.

The Treasurer presented a rough draft of a suggested "Certificate of stock in the Canton Christian College" to be given to certain contributors who would value such a form of receipt. On motion the matter was left in the hands of the Treasurer with power.

Annuity Bonds. The Treasurer reported having secured favorable expert advice as to the wisdom of issuance of Annuity Bonds by the Trustees of the C.C.C. On motion further steps in this matter were referred to the Finance Committee with power.

On motion the Report of the Treasurer was accepted.

Report of Finance Committee.

In making report, Mr. Phraner followed the docket in the hands of each Trustee, and the items were taken up in order and acted upon as follows:

A. STAFF.

1. Plans of Mr. W.K. Chung for year beginning July 1, 1915.

In accordance with the Committee's recommendations the Trustees approved of Mr. Chung's proposals for a year's campaign among the Chinese in this country, as set forth in his letter of May 14, 1915 to the Trustees. He will aim to form local <sup>groups</sup>.

July 11, 1915

-4-

180

which will, as branches of the General Association of the C.C.C., pledge annual subscriptions to the work. The budget involved amounts to \$2,444, of which \$1,800 is salary.

The Trustees also approved of the additional expenditure of \$100 at Mr. Chung's request, to employ Mr. K.H. Chiu of Berkeley, Cal., for two months in campaign work.

On motion of Prof. Laird it was agreed that the Trustees heartily appreciate Mr. Chung's efforts to secure support for the College and wish him every success.

### 2. Postponement of Mr. Fuson's Furlough.

The Trustees authorized the Committee, Feb. 19, 1915, to adjust the conditions of Mr. Fuson's furlough, due to begin July 1, 1915, but in view of the doubtful financial outlook, limiting the number of staff appointees this fall, the Committee cabled on Mar. 15, 1915, asking him to defer his furlough for one year. This action was approved.

### 3. Mr. A.R. Knipp, Staff Relationship.

With the approval of the Council Mr. Knipp has come to America and will extend his furlough to two years, intending to devote his time to practical teaching, study of practical arts, and the further study of Physical Science, his definite reappointment and assignment of work to depend upon his experience in America. The Trustees approved of this arrangement and noted with appreciation Mr. Knipp's willingness to provide his own maintenance during the whole of his furlough.

### 4. Appointment of Mr. R.E. Baber, representing the Kansas Group.

The appointment of Mr. Baber having been approved by the Trustees, Dec. 18, 1914, provided funds for his support should

June 11, 1915

-5-

181

be raised in Kansas, on recommendation of the Committee the Trustees approved of his definite appointment. The latest report states that \$750 of the amount necessary for his first year's maintenance has already been pledged in Kansas.

5. Appointment of Chinese Students to Staff.

As Mr. and Mrs. Wicks were unable to accept appointment to the staff, the Finance and Education Committees have approved the use of the funds appropriated for their maintenance to employ as teachers two Chinese students now in America, Mr. K.Y. Wu, a former C.C.C. student, and Mr. Y.T. Chiu, a Cantonese, for one year's contract at \$400 each. This action met with the approval of the Trustees.

6. Appointment of Mr. Russell Augur.

The Committee has approved of employing Mr. W. Russell Augur, Williams College, Class of 1915, to join the staff as teacher of Physics on a one year's contract for \$600 salary. The University of Pittsburgh are willing to apply on his support what they are able to raise this year. (June 9th they report \$250 on hand in cash, and hope to be able to raise at least \$600). The Committee approved making up any deficit on this amount from funds appropriated for Mr. Wicks. The Committee made this arrangement only as a temporary expedient until, in accordance with the Council's recommendation, a man of experience can be given charge of the Physics Department. The Trustees approved of this appointment.

7. Relationship to Staff of Miss F.H. Liu (Support  
supplied by Vassar College <sup>Christian</sup> Association.)

(See page 6)

June 11, 1915

-6-

182

The Committee desires Miss Liu to take up the work of the College beginning July 1, 1915, and to spend the next few months in the general work of cultivation, her work to be carried on in connection with the New York Office until about Nov. 1, 1915, when she will start on her journey across the continent, leaving adequate time to make some desirable stops en route, and to reach the College before the opening of the semester Feb. 1, 1916.

The Committee recommended that the details of the financial arrangements with Miss Liu for her time in America be left to the Secretary of the Board with power; and that the terms of her regular salary after her return to Canton also be left to the Secretary with power, after securing the recommendation of the Council. This recommendation was approved.

8. The Trustees agreed to the Committee's recommendation that the requests of the Council for the appointment of (1) a biologist; (2) teacher of manual training; (3) resident architect be postponed until the finances are in a better condition, and that these appointments be left to the Finance Committee with power.

9. The Trustees gave formal approval to the following Council actions:

(1) The postponement until the summer of 1916 of Mr. MacDonald's furlough, due to begin the summer of 1915; (2) the formal invitation to Miss L.S. Losphe, A.B., Bryn Mawr, Ph.D., Columbia, to join the staff of the College without salary during her proposed visit next year.

June 11, 1915 -7-

106.88

183

B. INSURANCE H.B. GRAYBILL.

The Committee has agreed to the payment of an annual insurance premium of \$108.66 for Mr. Graybill, and on the Committee's recommendation it was agreed that details of the arrangement be left to the Chairman of the Committee and the Secretary with power, the arrangement to be such as to safeguard the Trustees and if possible to establish a precedent for similar cases.

C. SITUATION RE MEDICAL SCHOOL AT CANTON.

The Trustees gave approval to the steps taken thus far by the Council in securing cooperation in medical work at Canton.

(a) The Council has entered into a compact, <sup>dated Feb. 16/15</sup> with the Canton Medical Missionary Society, involving the interchange of the services of the physicians at the C.C.C., and the clinical opportunities of the Hospital. *Copy herewith marked A*

(b) The Council has also entered into an agreement with the Presbyterian Missions for the interworking of the C.C.C. Medical Department with the medical work for Women of the Presbyterian Mission. *Copy of agreement herewith marked B*

D. THE TRANSFER OF THE WILLIAM PENN. LODGE FROM THE CHRISTIAN ASSOCIATION OF THE U. OF PA. TO THE TRUSTEES OF THE C.C.C.

✓ By authority given by the Trustees, Dec. 18, 1914, the Finance Committee in consultation with the Committee on Buildings and Grounds, have made a satisfactory agreement <sup>copy herewith marked C</sup> with the Christian Association of the University of Pennsylvania for the transfer of the William Penn Lodge to the Trustees of the C.C.C., and have instructed the Council to proceed with the completion of the house. The Trustees approved of this action

June 11, 1915

-8-

184

and agreed to Prof. Laird's suggestion, namely, that for the sake of clearness in Section 5 of the Proposals agreed to between the Christian Association of the U.P. and the Trustees of the C.C.C. (in Mr. E.C. Wood's letter Apl. 22/15) that after the word "Option" in the third line, the words "described in Section #1" be added.

H. C.C.C. EXHIBIT AT PANAMA-PACIFIC EXPOSITION.

By authority of the Trustees, given Feb. 19, 1915, the Committee have at an outlay of \$100, installed a C.C.C. exhibit including the clay model of the layout, photographs, literature, etc. in the Building of Social Economy.

Budget for 1915-1916.

Mr. Phraner reported as

follows:

The minimum budget as approved by the Council calls for about \$40,000 to be raised in this country. This year, 1914-1915, our budget was originally approved at \$25,000 but afterwards increased to \$27,000. It may run up to \$32,000. If the full \$32,000 should be raised this year the Committee would approve granting the request of the Council for \$40,000, with the expectation of applying the \$7,500 which has been raised by the students this year to meet this deficiency, if necessary.

The Finance Committee are ready to approve the budget for land and buildings only so far as the money is raised for this purpose, with this exception: The Committee does give its approval to buying certain inlying pieces of land when they are available, but does not approve of the Council's recommendation to get control of outlying pieces by means of borrowing money



June 11, 1915

-9-

185

on the property of the College. This seems to the Committee a dangerous policy.

The Committee does approve of making the loan of \$2,500 to help build the Baxter House, of completing Dr. Cadbury's house and of going forward with the building of Weyerhaeuser Lodge, and the fourth dormitory so far as the funds are raised.

The Committee were not in a position to make definite recommendation to the Trustees as to the acceptance of this budget, their recommendations being contingent upon the outcome of the present year. Therefore, it was agreed that the Trustees approve of the general plan of the Finance Committee and refer the budget back to the Committee with power to work it out along the lines suggested in this report.

#### Trustees' Relation to China Medical Board.

At the request of the Chairman, Mr. Graybill made a report of recent interviews with the members of the Board. His statement embodied in substance his report to Dr. Woods in letter of May 22, 1915. *copy here with marked D*

On motion the Finance Committee report as a whole was accepted.

#### Report of Executive Committee.

Dr. Dutton, as Chairman, brought the following items to the attention of the Trustees:

##### (1) Resignation of President Edmunds.

After receiving the President's letter of resignation, the Trustees, Oct. 23/14, agreed to postpone action with the hope that Dr. Edmunds might feel at a later date that he could withdraw his resignation. The President subsequently agreed

June 11, 1915

-10-

186

to postpone his resignation until after Mr. Graybill's return to Canton. The Trustees unanimously approved the recommendation of the Committee as follows:

The Trustees place a high value upon Dr. Edmunds' services as President and do not see their way clear at present to accept his resignation, and it is the earnest hope of the Board that the resignation may be withdrawn.

(2) Proposal that <sup>Pres</sup>~~Dr.~~ Edmunds return to America at an early date.

The Trustees approved of the recommendation of the Committee as follows:

In response to the recommendation of the Council April 6, 1915, that <sup>the President of the College</sup>~~Dr. Edmunds~~ come to America at the earliest suitable date to confer with the Trustees regarding the strengthening of the C.C.C. work in America, the Board suggests to Dr. Edmunds that he remain at the College a reasonable length of time after Mr. Graybill's return. And that he shall then feel free to come to America, if he still thinks it desirable to do so.

(3) General Association.

(a) The Central Committee of the General Association has been organized (Trustees' approval Oct. 23, 1914) and some members have already been secured for the Men's Section of this Committee as well as for the Women's Section. A further list of persons to be invited to its membership has been approved by the officers of the Board. One meeting of the Women's Section of the Committee has been held.

(b) The Trustees approved the action of the Council, March 17, 1915, in authorizing the formation of an organization to be known as the General Association in China of the Canton Christian College.

June 11, 1915

-11-

187

(c) Mr. Chung's plan to organize a branch of the General Association for the Cantonese in this country was approved.

(4) Additional Advisor.

Since the last meeting President Frank J. Goodnow, LL.D., has accepted an invitation to become an Advisor of the College. The invitation was extended also to President Nicholas M. Butler, LL.D., and to Mr. R.M. Olyphant, but was declined in both cases.

(5) Council Minutes of March 31, 1915, report that the London Missionary Society are again taking up the matter of contributing to the staff of the C.C.C., <sup>Rev.</sup> ~~by~~ A. Baxter, and ~~in~~ of erecting a residence for him at the College. Representatives of the Society were ready to confer with the Council on the details of construction of the residence according to the agreement with them authorized by the Trustees on May 21, 1913.

On motion the report of the Executive Committee was accepted.

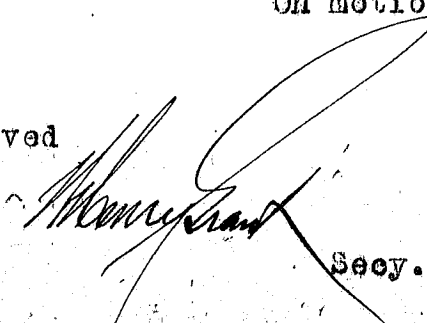
Report of Committee on Buildings and Grounds.

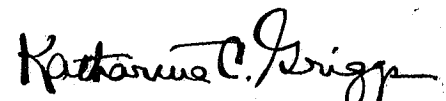
Prof. Laird stated that no new business had come before the Committee since the last meeting.

Resident Architect. Prof. Laird called attention to the difficulty of securing for our staff at Canton an American properly qualified both by education and experience to meet the needs of this position, but he expressed his conviction that the Trustees should not relax their efforts to strengthen the staff by the addition of such a valuable member.

On motion the meeting was adjourned.

Approved

  
Secy.

  
Assist. Secy.

"A."

Proposed Compact between Canton Medical Missionary Society  
and  
Canton Christian College, February 16, 1915.

(1) The Canton Medical Missionary Society (Hereinafter spoken of as the C.M.M.S) will continue to own and manage the Canton Hospital. This compact aims only to supply physicians to work for it. The C.M.M.S. will to its utmost supply for the Hospital proper domestic comforts for patients, hospital equipment, dressings, drugs, nurses, internes, business management, and one or more resident physicians. In the event of the upkeep of the Hospital falling below a reasonably efficient status, the Canton Christian College shall be at liberty to withdraw from this compact.

(2) The Canton Christian College (hereinafter called the C.C.C.) will give all practicing physicians of its staff as visiting physicians upon the staff of the Canton Hospital to give professional service to its general ward and dispensary patients. (subject to the conditions of clause #3.

(3) The Heads of Departments in the C.C.C. Medical School shall subject to the approval of the Managing Committee become heads of the Corresponding departments in the C.M.M.S. Hospital. No physician shall be added to the Hospital staff unless approved by two thirds of the existing staff and approved by the Managing Committee.

(4) This compact shall be in force for 10 years from date of signing. If mutually desired it may be renewed after 7 years.

(5) If during the period of this compact a Union Medical School be established of which the C.C.C. shall be a participating unit, then such union medical school shall take over all the privileges and obligations of this compact, all other terms remaining in force.

(6) In making this agreement with the Board of Trustees of the C.C.C. the Managing Committee of the C.M.M.S. reserve the right at any time upon the approval of the Hospital staff, to cooperate with other medical school in Canton in Medical Educational Work.

(7) The C.C.C. shall become responsible to the Managing Committee for the carrying on of the religious work of the Canton Hospital for the period of the compact.

1832

"C"

Agreement re Transfer of William Penn Lodge  
from C.A. of Univ. of Pa. to Trustees of C.C.C.

Dear Mr. Graybill:

W. Philadelphia, Penna.,  
April 22, 1915.

\*\*\*\*\*

"In accordance with our conversation, and subject to the Agreement accepted by the Canton Christian College, embodied in Mr. Pepper's letter to Mr. Grant of April 30/14, the Christian Association proposes:

1. That the William Penn Lodge shall be conveyed to the Canton Christian College upon demand, and the College shall have an option on a lot of ground containing 22,500 sq. ft. around the William Penn Lodge- to be determined by William W. Cadbury or, in case of his absence, by a representative of the Canton Christian College.

2. That the Canton Christian College shall assume all liens and liabilities against the William Penn Lodge for its erection, which naturally includes all building bills at present unpaid- and shall keep the Lodge insured against fire in an amount satisfactory to the Christian Association until the College shall either reconvey the Lodge to the Christian Association or shall purchase all of the property of the Association at Honglok.

3. That the College shall pay for the lot mentioned above, the price originally paid therefore by the Christian Ass'n.

4. That the Association shall grant to the College right of ingress and egress over the Association's property from the present property of the College to the William Penn Lodge. The location of this right of way shall be fixed by the Christian Association. The right of way would naturally cease in case the William Penn Lodge shall be reconveyed to the Christian Association.

5. That the Canton Christian College shall reconvey to the Christian Association, the William Penn Lodge and lot surrounding the same, if in the meantime the option to purchase the lot shall have been exercised, and if, at any time after May 1/17, all of the ~~property~~ other owned by the Christian Association shall be purchased from the Association by a purchaser other than the Canton Christian College. In case of such reconveyance the Christian Association shall repay to the Canton Christian College all moneys expended by the latter for the erection of the Lodge and for its permanent improvement, and for the purchase of the surrounding lot.

1837  
6. That the Christian Association shall convey and assign to the Canton Christian College, on demand, all of the property of the Christian Association at Honglok for twenty-five thousand dollars. This option shall be effective until May 1, 1917, but thereafter the Christian Association may sell to any purchaser, provided that the College shall be notified and shall have an opportunity to buy the property for twenty-five thousand dollars before the contract of sale shall be made with any other purchaser.

I have inserted the above 6th Article because I understood from Mr. Pepper that Mr. Grant thought there ought to be a signed option on the rest of the property, other than the Lodge and its immediate surrounding lot, in favor of the Canton Christian College. It seemed to me that Mr. Grant already had this in our present Agreement with the College, but the above is perhaps a little more clear and definite.

I am having the sum of four hundred odd dollars placed to Dr. Cadbury's account and am writing him to expend it on the present obligations against the Lodge.

\* \* \* \* \*

Very sincerely yours,

(signed) Edward C. Wood

On behalf of the Committee  
empowered to deal with the Canton  
Christian College, in re property at  
Canton.

Docket

Meeting of the Trustees,

Oct. 15, 1915.

Prayer.

Minutes of June 11, 1915.

- ② Report of the Secretary. *copy herewith*
- Report of the Treasurer. *one sheet herewith*
- Report of the Finance Committee (copy herewith).
- Report of the Executive Committee (copy herewith).
- Report of the Education Committee. *Policy re College Department*
- Report of the Building Committee.

77

Minutes of Meeting of Trustees, October 15, 1915.

The Trustees met at their office at 156 Fifth Avenue, New York, October 15, 1915, at four-thirty p.m.

PRESENT: Messrs. Dutton, Grant, Laird, Parkhurst, Parsons, Phraner, Smith, Stoddard, - also Mr. Duncan and Miss Griggs.

Miss F.H. Liu and Mr. Sz-to Wai were introduced by the secretary and were present for part of the meeting.

ABSENT: Messrs. Miller, Russell and Straight, excuses for necessary absence having been received from Mr. Straight and Mr. Russell.

Dr. Stoddard presided and offered the opening prayer.

Minutes of June 11, 1915, were read and approved.

Report of the Secretary.

The enrollment in all schools as reported September 13, 1915, when figures were still incomplete, totalled 498, - College Department 8, Middle School 188, Grammar School 162, Primary School 140.

Swasey Hall was dedicated on Commencement Day, July 1, 1915. Grant Hall will probably be ready for use by November.

At Mr. Grant's request Miss Liu and Mr. Sz-to made report of their recent activities.

Dr. W.W. Cadbury on furlough this year, will be Assistant Resident Physician at the Peter Bent Brigham Hospital in Boston from November 1st to May 1st, where he will have excellent opportunity for research work.

Mr. A.R. Knipp has spent the first months of his furlough getting practical experience in shops of the Western Electric



Company in Chicago.

Report of the Treasurer.

Mr. Grant presented the current account for the year 1913-1914 showing a small balance of \$139.61, after providing for the item of Permanent Improvements which totalled \$10,804.30. <sup>943.91?</sup> *should be increased*

An estimated statement of the accounts for the year 1914-1915 was presented in typed form showing a deficit of more than \$9,000, unless use is made of the funds secured in the students' campaign in the spring of 1915. These tentative figures may be considerably altered when the Bursar's full report for the year is available. *about \$9,000 with*

Report of the Finance Committee was presented by Mr. Phraner, typed copy being in the hands of each Trustee.

Budget. The Committee reports that it is now working on the basis of the minimum budget of \$40,000 to be raised in America for year 1915-1916 as presented by the Council and provisionally approved by the Trustees June 11, 1915. Though at that time the budget was referred to the Committee with power, no further action can be taken regarding it till full financial reports for the year 1914-1915 are available.

Kansas Project, and Mr. House's connection with it. Since the last meeting of the Board the Finance Committee have approved of the plan (See Mr. Duncan's letter to Finance Committee, Aug. 13, 1915) "of putting not more than \$1,200 into Mr. House for the year July 1915 to July 1916, this amount being understood to cover all expenses in connection with Mr. House and his campaign." This arrangement was made with the understanding that while his

190

efforts should be largely confined to Los Angeles and neighborhood, a campaign should be carried on in Kansas by him this fall, with possibly visits to some other localities in the middle west and east. It is understood that Mr. House is to seek other source of income, giving approximately half of his time to this work of the College.

Mr. R.E. Baber, the Kansas appointee, will leave for China in time for the opening of the second semester in February. The Committee recommends that Mr. Baber's appointment as a member of the staff shall be for a term of three years. This recommendation was approved.

The Committee called attention to the Council recommendation covering Land Purchase. Careful consideration was given by the Trustees to the recommendation of the Council appearing in the Minutes of May 5, 1915, regarding the purchase of additional land. The detailed recommendations were considered, and copy of the Sketch Map on Land Purchase, received from President Edmunds July 7th, was examined. The urgent character of this need, in the opinion of the Council, as set forth in the following quotation, was particularly noted: "If need be money be borrowed for this purpose, at least for A<sub>1</sub>, A<sub>2</sub> and A<sub>3</sub> and a piece at the west end of our present river front A<sub>x</sub> or A<sub>4</sub>, because in view of the sure rise in price it will be a large economy to do so." On motion the following Minute was passed:

RESOLVED that it is the earnest desire of the Trustees to acquire the land designated on the sketch map of land purchase as A<sub>1</sub>, A<sub>2</sub>, A<sub>3</sub>, A<sub>x</sub>, A<sub>4</sub>, and that this matter be put into the hands of the Finance Committee with power to act as soon as funds are available.

Relations with the China Medical Board of Rockefeller Foundation. President Edmunds reports under date of August 26, 1915, from Peking, that he has been in touch with some members of the Board there and that he is hopeful that the Board will be ready to take some definite action subsequent to the proposed visit of Mr. Greene and Drs. Welch and Flexner at Canton in November.

Dr. Cadbury has had several satisfactory interviews with members of the Board here in New York.

Mr. Grant supplemented the Chairman's report on this subject by referring to his lengthy conversation with Dr. Buttrick some weeks ago, which showed Dr. Buttrick's keen interest in and deep appreciation of the work which the College is now doing.

Insurance. The Chairman of the Committee and the Treasurer report progress in the matter committed to them at the last meeting, i.e. in connection with the adjustment of Mr. Graybill's insurance, to establish if possible some precedent for similar cases. At the request of the Chairman, on motion it was agreed to commit to the Chairman of the Committee and the Treasurer the adjustment of insurance for Dr. Cadbury and Mr. Duncan; so that these items may be dealt with by them in connection with the whole item of insurance.

On motion the Committee's report as a whole was approved.

The Report of the Executive Committee was presented by Dr. Dutton in accordance with the typed copy in the hands of each Trustee.

President W.H.P. Faunce, D.D., LL.D., of Brown University, has accepted the invitation of the Trustees to become an Advisor of the Canton Christian College.

Resignation of President Edmunds. Under date Peking, August 27, 1915, President Edmunds writes that he will be absent from the College for several months doing survey work for the Carnegie Institution of Washington, and that regarding the Trustees' request that he reconsider his resignation as President he is "willing to consider continuing at the College, but only on the condition that this field work is got out of the way first and that in the meantime the College continue to provide Mrs. Edmunds with living quarters at Honglok and continue to pay my salary as usual on the understanding that on my return to Canton I shall refund the salary paid during my absence."

The Trustees expressed their readiness to conform to the conditions set forth by President Edmunds.

General Association. Encouraging news has been received of the development of the General Association in China. Dr. Edmunds reports the organization of a Hongkong Chapter in June 1915, substantial financial pledges being made by the charter members. A Canton chapter was organized at about the same time, each of its twenty-one members pledging to contribute or secure not less than \$250 H.K. per year for five years.

Mr. Chung has spent about two months in work among the Cantonese in Boston and vicinity, and has met with good response.

On motion the report of the Executive Committee was approved.

Report of Education Committee. Dr. Smith, as Chairman, reported on several persons with whom the Secretary's office is now in correspondence, and called attention especially to the fact that

Mr. O.D.Wannamaker, M.A., a former highly-valued staff member, is now in all probability available for reappointment.

Dr.Smith placed emphasis on the importance of a clearly defined policy and aim regarding the development of work of College grade. A brief discussion followed of the conditions requisite for holding Middle School graduates for further work of College grade. Though no formal vote was taken it appeared to be the consensus of opinion that work of College grade should be developed as rapidly as possible.

This report was accepted.

Report of Committee on Buildings and Grounds.

Professor Laird presented the blue print plans for Weyerhaeuser Lodge #46, recently sent to the Building Committee by the Council.

Professor Laird explained that in authorizing the erection of a building under the direction of the Council without further architectural advice, the Trustees must place confidence in the good judgment and good intentions of the people on the field. This procedure would only be advised by the Committee for buildings of the same general type as those which have already been built on the campus.

On recommendation of the Building Committee, the Trustees agreed that the Council be empowered to go forward with the erection of Weyerhaeuser Lodge as proposed in the blue-prints of drawings approved by the Council, May 19,1915, such authorization to be subject, however, to certain suggestions to be made by the Chairman of the Building Committee. (Note: Such suggestions were subsequently made in his letter of Oct.29,1915, to President Edmunds.)

194  
Trustees' Minutes, Oct. 15, 1915.

Professor Laird again reiterated his conviction of the great desirability of securing as a Trustee some architect resident in New York. Informal report followed of the efforts already made to secure such a man. It is the intention of the Committee on Securing New Trustees to continue their efforts to meet this need.

On motion the Report of the Committee on Buildings and Grounds was approved.

On motion the meeting adjourned.

Respectfully submitted,

Katherine C. Briggs

Assist. Secy.

Approved:

Wm. Grant

Secretary.

Docket Meeting of Trustees,

December 17, 1915.

Prayer.

Reading of Minutes of Oct. 15, 1915.

Report of the Treasurer.

Report of the Finance Committee.

Report of the Executive Committee (see sheet herewith).

Report of the Education Committee " " "

Report of the Building Committee.

Report of the Committee on the Securing of New Trustees.

Minutes of Meeting of Trustees, December 17, 1915.

The Trustees met at their office at 156 Fifth Avenue,  
New York, December 17, 1915, at 4:30 p.m.

PRESENT: Messrs. Dutton, Grant, Laird, Miller, Parsons,  
Phraner, Smith, Stoddard; also Dean Chung and  
Miss Griggs, and for part of the meeting, Dr.  
Duncan.

ABSENT: Messrs. Parkhurst, Russell and Straight.

Dr. Stoddard presided and offered the opening prayer.

The Minutes of Oct. 15, 1915, were approved as read.

Report of the Treasurer.

The Report of the Bursar for the year 1914-15, including  
the receipts and disbursements at New York, as well as at Canton,  
gave a deficit on current expenses of \$6,907.34. This deficit was  
reported on the supposition that the money raised by the students,  
(in the special campaign last spring) amounting to \$8,881.21, was not  
to be used for current expenses. *[If Bond interest not included and  
several corrections made the deficit would  
about equal amt raised in Student Campaign]*

The total receipts for the year 1914-15, in America *W.H.S.*  
and in China, that is, the total amount of money which passed thru  
the hands of the Treasurer and Bursar was \$109,506.14.

Receipts from Student Fees and Chinese Gifts	\$54,204.75
N.Y. Current and Designated Receipts from Americans,	45,914.74
Interest, Earnings and Refunds on various A/cs	9,386.65
	<hr/> \$109,506.14

It should be noted that these receipts include the  
\$6000 from the Weyerhaeuser Estate for a residence, which is yet  
to be built, and a few items related to the budgets of the previous  
and succeeding years.

On motion it was agreed that the Treasurer's Report  
be accepted and placed on file.



Report of the Finance Committee.

Mr. Phraner had no report to make except to emphasize what had already been said by the Treasurer as to the need of money. He stated that the Finance Committee were still, as reported at the previous meeting, working on the basis of the minimum budget.

Report of the Executive Committee.

Best hour and place for Board meetings. The reasons for considering a change of time for Board meetings were discussed. Dr.Dutton stated that while the Committee had no definite recommendation to make at this time, he asked the Trustees to consider carefully the possibility of putting more emphasis on Committee work, so that it might be feasible to hold the meetings of the Board in connection with a luncheon gathering, having the items of business so thoroughly dealt with by the Committee that they could be disposed of expeditiously.

On motion it was agreed to authorize the Secretary to appoint an Organizing Committee for the Women's Section of the General Association Central Committee, to consist of three members of the Women's Section.

Appointment of delegate to Foreign Missions Conference. On motion it was agreed to authorize the Secretary to appoint a member of the Board as a delegate to the Foreign Missions Conference of North America to be held at Garden City, N.Y., January 11-14, 1916.

Dr.Dutton emphasized the importance of attendance at the luncheon to be given by Dr.Smith, Dec.21, 1915. He expressed the hope that the Trustees would secure the attendance of any of their friends to whom the work of the College would make an appeal.

Report of the Education Committee given by Dr.Smith.

On motion of Prof. Laird it was agreed to approve of the recommendation of the Committee as follows:- that the Council be authorized, - if in their judgment desirable, - to re-appoint the following teachers who are now under contract for one year only:- Miss Ida K. Greenlee, Mr. W.R. Augur, Mr. K.Y.Wu, Mr. Y.T.Chiu, and also Mr. F.E.Samuel, who is completing a four-year period.

On motion of Dr.Dutton the Committee was authorized in consultation with the Finance Committee to take steps toward meeting the most urgent needs for staff reinforcements for 1916-17, as set forth by the Council, as follows:-

- (a) Men to replace Mr.Fuson and Mr.MacDonald, while they are absent on furlough.
  - (b) One additional instructor to teach general high school subjects.
  - (c) Two men to teach in the College Department.
  - (d) A man to teach Manual Training and allied subjects.
- (Note:- The Committee were given such authorization by the Trustees, Oct.23,1914, in regard to securing a Biologist and Resident Architect.)

It was agreed to approve of the Council's recommendation, - as presented by the Committee, - that the Trustees appoint Rev. A. Baxter (whose services are to be contributed to the College by the London Missionary Society), as Associate Professor of Religion in the College of Arts and Sciences.

The recommendation of the Council as presented by the Committee was approved, namely, that the following Professors and Associate Professors, - who are now teaching or are expected to teach in the College of Arts and Sciences, - be assigned to the College:-

Professor H.B.Graybill  
 " C.E.Fuson  
 " C.N.Laird  
 " W.E.MacDonald  
 " G.W.Groff

Assoc.Prof. Julia P.Mitchell  
 " " H.C.Brownell  
 " " K.Duncan  
 " " T.N.Chan

Dr.Smith asked the members of the Board to consider carefully whether it would be a wise course to seek incorporation of the College under the less rigid restrictions of the Federal Government at Washington, it being a question of doubt in the minds of some of the staff members and some of the Trustees as to whether it is wise to continue the developmant of the College under the strict requirements of the Regents of the State of New York. It was agreed to request the Committee to study the conditions involved in this matter and at some future time to make definite recommendation to the Trustees regarding it.

Best Adjustment of Executive Duties at Honglok.

Dr.Smith brought to the attention of the Board the recent correspondence with President Edmunds and Dr.Woods regarding their respective positions as Executives at the College. This correspondence includes Dr.Woods' resignation from the position of Vice-President. As the Trustees were fully informed of the reasons for this resignation, as well as for that of President Edmunds, presented some months earlier, Dr.Smith suggested informally a possible solution for the difficulties involved. As a result of the discussion on motion it was agreed that the Secretary in conference with Dr.Smith correspond with Dr.Edmunds regarding these suggestions,- using his judgment as to the forwarding of copies of the correspondence to C.C.C. (Note: Mr.Grant's letter of Dec. 24,1915 to Dr.Edmunds appended herewith).

Mr. Grant supplemented Dr.Smith's report by a brief

statement of the qualifications of Mr. Homer Grafton for the position as <sup>Student Christian Assoc.</sup> Y.M.C.A. Secretary at the College, and of the present status of our relations with him. On motion it was agreed that the question of sending out Mr. Grafton if money be raised, be referred to the Committee on Education with power to act.

Report of the Building Committee.

Prof. Laird remarked that since he had no report on things already accomplished, he wished to speak about some of the things which should be accomplished in the future. He described quite fully the difficulties involved in the present building procedure, by dividing the functions which under ordinary conditions would be exercised by the same person. The Trustees secure the designing work in this country and expect that it will be properly executed by other persons on the field. Prof. Laird is hopeful that the Board may ultimately find some comparatively young man of good training, who has in him the making of such a man as is needed for Resident Architect at the College. Prof. Laird made a brief report on Mr. Edwin H. Finken, a young man who might possibly meet the requirements for this position. It was agreed that the Building Committee in cooperation with the Secretary be authorized to find a suitable man for this position of Resident Architect, and to enter into an engagement with him provided funds are available.

Report of the Committee on the Securing of New Trustees.

Dr. Dutton reported the appointment of a Committee meeting for December 21st, prior to the luncheon at the Lawyers Club. Dr. Dutton remarked that if a Women's Department is

Minutes, Dec. 17, 1915.

200  
page 6

to be developed, the Board should consider in the near future the appointment of some women Trustees.

On motion the meeting was adjourned.

Approved

*Mary Grant*  
Secretary

*Katherine C. Briggs*  
Asst. Secy.

COPY

156-5th Avenue, New York,  
Dec. 24, 1915.

Dr. Charles K. Edmunds, President,  
Canton, China.

My dear Dr. Edmunds:-

In considering what action the Trustees should take in the matter of Dr. Woods' resignation as Vice-President of the College, the Trustees felt that further correspondence was needed to get a fuller expression of views as to the most workable plan for providing for the functions of the acting-president when the president is away.

It is felt that the article of the Statutes assigning the duties of the president to the vice-president is not altogether satisfactory in practice, as it lays a burden of work upon the vice-president which of necessity absorbs a great part of his time.

Dr. Smith seems to think that the office of vice-president is not altogether the thing, either in our imperfect state or in one more perfected, because the vice-president is not close enough to the president's work to enable him to carry on that work well during his absence. He feels that it is more logical for the "dean of the College" to act for the president in many ways during his absence, and in some ways even when the president is at the College.

The act of the Council in assigning certain duties to its several members during the absence of the president makes it unnecessary to change the outside relation of the officers, because if you and Dr. Woods together virtually were to make Mr. Graybill the acting-president or acting-dean of the College, and then asked the approval of the Trustees of the appointment so that the Statutes should not be violated, doubtless every one would feel secure as to the responsibilities they were to carry and not to

Mr. Grant to Dr. Edmunds,

-2-

Dec. 24, 1915.

carry meanwhile. In other words, this would be virtually the officers deputizing some one else to do the work.

We are awaiting the report of the Rockefeller Foundation to know whether we shall be called upon to organize a medical school of any dimensions. Dr. Buttick is due in San Francisco about Christmas. I had a wireless from him from Honolulu, saying that he would speak at our Foreign Missions Conference, Jan. 11th.

I think you need a kind of associate presidency or executive committee of the Council. It seems, however, if Mr. Graybill is to largely assume the duties of the acting-President or dean that he should be made firm in his position pro tem, so that he can execute the actions of the Council, or call the Council for such things as he does not feel he has proper authority upon.

Sincerely,

W. Henry Grant,  
Secretary.

P.S. I shall submit this letter to Dr. Smith when he returns to N.Y. City after New Years and get his modifications. W.H.G.

*This is a letter to Dr. Smith*  
*W.H.G.*

Minutes of Meeting of Trustees, February 18, 1916.

The regular meeting of the Trustees was held at their office, #156 Fifth Avenue, New York, February 18, 1916, at 4:30 p.m.

PRESENT: Messrs. Stoddard, Dutton, Grant, Laird, Parkhurst, Phraner, Smith; also Dr. Howard, Mr. Duncan and Miss Griggs.

ABSENT: Messrs. Miller, Parsons, Russell and Straight. Excuses for necessary absence had been received from Mr. Parsons and Mr. Straight.

Dr. Stoddard presided. Dr. Parkhurst offered the opening prayer.

The Minutes of December 17, 1915, were approved as read, with suggestion of Prof. Laird that Mr. Grant's letter of Dec. 24/15, to President Edmunds be attached to the Minutes and referred to in connection with the Executive Committee Report on "Best adjustment of executive duties at Honglok."

The Treasurer reported that while receipts for current account in America from July 1st to date were somewhat larger than they were for the same period last year, the budget on current expense account is larger, so that the Trustees face the same need for additional contributions as was the case last year at this time.

Mr. Grant reported that a group of individuals in the First Baptist Church of Topeka, Kansas, have undertaken to supply the support for an additional American teacher in the Girls' School, and that a group of women in Pasadena, Calif., have agreed to secure the support of a second additional teacher for that school.

The Treasurer also reported that the full support of Mr. R.E. Baber for this year has been pledged in Kansas.



Report of Finance Committee.Possible use of U.M.S. Hospital Building for the Girls' School.

✓ The recommendation of the Finance Committee that the hospital building belonging to the Christian Association of the University of Pennsylvania, and now under control of the College, be assigned to the Girls' School, provided this plan meets with the approval of the Council, was, in view of the fact that no recommendation to this effect has been received from the Council, and in view of the availability of this property for rental, discussed at some length.

On motion it was agreed that the Finance Committee be authorized to act with power in regard to assigning the hospital for the use of the Girls' School, and in regard to the terms of rental, or purchase (suppression) provided this use of the hospital meets with the approval of the Council.

Mr. H.E. House's Relation to the Trustees.

Mr. Phraner explained that Mr. House has already put in six months' work as authorized by the Trustees for this year's budget. The Committee recommended that continuance of Mr. House's work for the remainder of the year be authorized. On motion it was agreed to refer the whole matter of an agreement with Mr. House to the Finance Committee with power.

✓ Endorsement of Council's Request for Aid from Rockefeller Foundation. Mr. Phraner prefaced his report on this subject by reading Dr. Woods' letter of Nov. 22, 1915, to Dr. Buttrick, and the Council Minutes of November 17, 1915. After some explanation by Mr. Grant and Dr. Howard of the present conditions at Canton as to medical education and of the Trustees' present relation to the China Medical Board of the Rockefeller Foundation, the following

Minutes, 2/18/16

page 3

action was taken: On motion it was agreed that the Trustees heartily endorse, (1) the Council's request for aid from the China Medical Board of the Rockefeller Foundation, as embodied in Dr. Woods' letter of Nov.22nd to Dr.Buttrick, with the modification that the request for the Science Building and Equipment shall be for \$60,000 instead of \$50,000; and (2), the Council's recommendation, Nov.17,1915, "That the Trustees, if the China Medical Board so desire, offer to receive upon the College staff four physicians, who shall be maintained by the China Medical Board and devoted to clinical work in Canton."

Proposition to Inaugurate a Financial Campaign.

Mr. Phraner reported that members of the Finance Committee, so far as available at this time for consultation, are agreed in recommending a financial campaign in the near future. The Committee was not ready to offer a definite resolution for plan of organization. After a full discussion, on motion it was agreed to authorize the Finance Committee, together with Dr.Parkhurst, to take up this whole matter of a financial campaign, their procedure to include the calling together for consultation, in the near future, of a company of men who would be interested in giving advice as to the best plan to follow. It was informally agreed that while this matter was referred to the Finance Committee with power, the Trustees would be ready to attend an extra meeting of the Board, if it seemed desirable to call such a meeting for consultation on this subject.

On motion the whole report of the Finance Committee was approved.

Report of Executive Committee.Possible change of hour and place for Board meetings.

Dr. Dutton referred briefly to the problems now confronting the Board as to the best time and place for its regular meetings. He suggested that the proposed gathering in the near future, to consider the possibility of a financial campaign, might be held at a luncheon, downtown, and might serve as an experiment in securing at that hour and in that locality the presence of all the Trustees.

Organization of Women's Central Committee.

In reporting the steps taken recently by the Women's Central Committee, through its Committee on Organization appointed by the Trustees, Dr. Dutton presented the by-laws adopted by the Women's Central Committee, outlining the scope of its activities.

Resignation of Mr. Lindsay Russell from Trusteeship.

Dr. Dutton reported Mr. Russell's resignation from the Trusteeship of the Canton Christian College. In view of Mr. Russell's explanation that he cannot at present give time to the duties of the Trusteeship, his resignation was accepted with regret.

On motion the Report of the Executive Committee was accepted.

Report of Education Committee.

Dr. Smith reported in some detail recent progress in finding candidates for staff appointment. On recommendation of the Education Committee, the appointment of Mr. Russell M. Ratliff, as a teacher of general High School subjects, on a three-year term in accordance with the Statutes, to begin in the Fall 1916, was approved.

The Trustees informally concurred with the Committee's recommendation that Mr. John R. Lester be brought to New York in the near future for conference regarding his possible appointment to the staff.

On recommendation of the Committee it was agreed that the following matters be referred to the Education Committee with power,- (1) The question, as to what proportion of Miss Mitchell's time should be devoted to the work of the Girls' School. (2) The securing of two teachers for the Girls' School, to be supported by the Topeka and Pasadena groups respectively.

The Report of the Education Committee was approved.

Report of Building Committee.

Prof. Laird stated that the Committee had no report to make, except to present a blue-print plan of Weyerhaeuser Lodge received recently from the College. but not as yet referred to in correspondence.

Report of Committee on Securing New Trustees.

Dr. Dutton stated that while some progress had been made the Committee had nothing definite to report.

(signed) W. Henry Grant

Secretary

(Signed) Katharine C. Griggs

Asst. Secretary

Minutes of Meeting of Trustees, May 19, 1916.

The annual meeting of the Trustees was held at their office, 156 Fifth Avenue, New York, May 19, 1916, at three p.m.

PRESENT: Messrs. Dutton, Grant, Laird, Miller, Parkhurst, Parsons, Phraner and Smith. Also Dr. Howard, Mr. Duncan and Miss Griggs.

ABSENT: Dr. Stoddard, from whom written excuse had been received, and Mr. Straight, absent in Europe.

Dr. Dutton presided until after the election of officers, when the newly elected President of the Board took the chair.

Dr. Parkhurst offered the opening prayer.

The Minutes of February 18, 1916, were approved as read,  
Annual Election of Officers. A letter from Dr. Stoddard, dated April 24, 1916, tendering his resignation from the office of President of the Board having been read, - on motion, it was agreed to accept with regret Dr. Stoddard's resignation, and the Secretary was instructed to convey to him by letter the deep appreciation of the Trustees for his long and faithful service as Trustee, as Vice-President of the Board, and as President of the Board.

On motion of Dr. Dutton, seconded by Dr. Smith, the name of Mr. Herbert Parsons was proposed for the office of President of the Board. The Trustees unanimously approved of this nomination, and on motion it was agreed to instruct the Secretary to cast the ballot for Mr. Parsons.

On motion of Mr. Phraner, seconded by Dr. Parkhurst, Dr. Dutton was elected as Vice President of the Board, the Secretary being instructed to cast the ballot.

On motion of Prof. Smith, Mr. Grant was elected as Treasurer, the Vice President being instructed to cast the ballot.

On motion of Mr. Phraner, Mr. Grant was elected as Secretary, the Vice President being instructed to cast the ballot.

Report of the Treasurer. The Treasurer presented two typed sheets (copies herewith), the first a statement of Current Account for the year 1914-1915, the second the Bursar's estimated year's report for 1915-16,, dated April 10, 1916, supplemented by additional Treasurer's figures under date of May 19, 1916, this latter sheet showing about \$14,000(In cluding \$8000 for fourth dormitory) should be raised before June 30, 1916. The Treasurer emphasized the fact that this estimated amount still to be raised does not include provision for land purchase, urgently recommended by the Council, nor for certain other pressing needs. The Treasurer also called attention to the general and designated funds of the College, as listed on page 15 in Treasurer's Report for 1912-13. On motion the Report of the Treasurer was accepted.

Report of Finance Committee.

(1) Dr.Howard's relation to C.C.C. On recommendation of the Committee it was agreed that Dr.Howard should be considered as a member of the Canton Christian College staff on furlough, and that the Finance Committee be authorized to adjust financial arrangements with him for his months of service for the College in America.

((2) Relations with China Medical Board.

(3) Proposed Financial Campaign.

Mr. Phraner explained that it had seemed unwise to go forward with the financial campaign,- as proposed at the meeting of Feb.18/16,-without endeavoring as essential preliminaries to such a campaign, to secure substantial pledges from a few individuals of large means and to secure some financial help from the China Medical Board of the Rockefeller Foundation. He reported some encouragement from recent interviews and correspondence with the China Medical Board, calling attention especially to Mr.Grant's letter to Dr.Buttrick of April 26, 1916

(4) Rental or Purchase of University Medical School Property.

✓ In accordance with authority given by the Trustees 2/18/16, the Committee cabled, 3/10/16, to the College, advising purchase of the hospital building for the girls' school, and received reply from the Council in letters from the Acting President, and in Minutes of 4/15/16. After discussion, on motion it was agreed that full authority be given to the Finance Committee to negotiate for the property and to close the matter with the University Medical School.

On motion the Report of the Finance Committee was accepted.

Report of Education Committee.

The Education Committee recommends to the Trustees the following appointments:

Miss Helan H. Casidy as a teacher in the girls' school for the year 1916-17 on the basis of salary and allowances for an unmarried teacher, including travel to and from the field.

The appointment for a three-year term of Mr. C.O. Levine, conditional upon his support being contributed by the students and faculty of the Kansas State Agricultural College.

The provisional appointment of Mr. S.H. Taam as a teacher in the Agricultural Department for the year 1916-17, such appointment, - in accordance with Council recommendation, - to depend upon funds being made available for his support by special gifts.

The Committee also recommends the reappointment of Mr. Arthur R. Knipp, his term of service to begin in the fall of 1916, as instructor in Mathematics and Physics.

The Committee recommends returning to the staff of the College this fall, as a resident College physician, William W. Cadbury, M.D. his support being contributed by the Christian Association of the University of Pennsylvania.

The Committee recommends the reappointment of Mr. W. Russell Augur as a teacher in the Middle School for the year 1916-17, \$500 having been pledged toward his support from the Christian Association of Williams College, and that the exact conditions of the contract with him be left to the Council to settle.

On motion it was agreed to approve of the appointments, under the conditions recommended by the Committee, of Miss Helen H. Cassidy, Mr. C.O. Levine and Mr. S.H. Taam, and of the reappointments, as recommended by the Committee, of Mr. Arthur R. Knipp, Dr. William W. Cadbury and Mr. W. Russell Augur.

On recommendation of the Committee, on motion it was agreed that if funds should be made available before the next meeting of the Board, the Education Committee be empowered to appoint and send out two or three more men as reinforcements to the teaching staff.

On motion the Report of the Education Committee was accepted.

The Executive Committee had no report to give.

Dr. Dutton, as the Chairman of the Committee on Securing New Trustees, stated that the Committee had no definite appointments to recommend at this time.

On motion it was agreed that Mr. Parsons be a member of this Committee.

After some report of the men (see next page)



who may be available at this time, on motion it was agreed that the names of Mr. Charles D. Baker, Dr. Hugh Auchincloss, and Dr. William H. Park be referred to the Committee on Securing New Trustees with authorization, at such time as seemed wise to the Committee, to tender to each of these men in behalf of the Trustees the invitation to membership on the Board.

On motion the Report of the Executive Committee was accepted.

The Building Committee had no report to make.

✓ On recommendation of the Secretary it was agreed to direct the Secretary to write a note to Mr. Arthur C. James, in recognition and appreciation Mrs. James's gifts to the College.

It was unanimously agreed to express to Mr. Kenneth Duncan the warm appreciation of his efficient services to the College during this past year in New York, and to wish him God-speed on his return trip to China.

On motion the meeting was adjourned.

Approved

(Signed) W. Henry Grant  
Secretary

(Signed) Katharine C. Griggs  
Asst. Secretary

Secretary.

Asst. Secy.

Minutes of Meeting of Trustees, November 17, 1916.

The Trustees met at their office at 156 Fifth Avenue, New York, November 17, 1916, at four-thirty p.m.

PRESENT: Messrs. Herbert Parsons, Samuel T. Dutton, W. Henry Grant, Warren P. Laird, Charles H. Parkhurst, Francis S. Phraner, David Eugene Smith; also Miss Griggs.

ABSENT: Messrs. L. B. Miller, Charles A. Stoddard, Willard D. Straight.

Written excuse for absence had been received from Mr. Straight.

The opening prayer was offered by Dr. Parkhurst.

The Minutes of May 19, 1916, were approved as read.

Report of the Treasurer.

Figures for the fiscal year 1915-1916, - copy attached to these Minutes, - were presented by the Treasurer, showing Receipts and Disbursements for the year, and the Balance Sheet June 30, 1916, and Balances in Funds and Accounts June 30, 1916. On motion the Treasurer's Report was accepted.

Report of Finance Committee.

(1) The Budget for 1916-17, as approved by the Council, was presented by the Committee, note being made that President Edmunds had placed special emphasis on the immediacy of the land item and the importance of the erection of additional residences for both American and Chinese staff. On recommendation of the Committee, the Trustees approved a budget for the year 1916-1917 summarized as follows:

Salaries and Allowances		\$38,691.92
Transportation of Staff		4,600.00
		<u>43,291.92</u>
Salaries and Allowances		
Probable under estimate		2,500.00
Prob. the under estimate		<u>45,791.92</u>
New York Office		7,145.00
Canton, general		<u>19,672.50</u>
		72,609.42
Less Student Fees	\$26,200	
Gen. Receipts,		
Current Account	<u>7,380</u>	33,580.00
		<u>39,029.42</u>
Add Equipment	2,365	
Land	1,500	
Primary School		
Building,	<u>4,000</u>	7,865.00
		<u>46,894.42</u>
Appropriated		44,273.42

(Note) By an error in oral quoting of figures the budget as approved was \$44,273.42 This will be rectified at the next meeting of the Board.

(a) On motion the Trustees approved of authorization given to the Council in June 1916 "if the case be urgent to expend \$1. 00 to \$1.500 for purchase of land."

(b) It was voted to approve authorization given to the Council by cable June 1916 to proceed with the building of two primary school cottages at a cost of \$7,000,- one for dormitory and one for temporary infirmary;- this authorization later being limited,- in view of subsequent request of the Council as noted below,- to the immediate erection of one cottage.

On motion it was agreed that the Trustees cannot at present approve of the request of the Council in July 1916 that in place of the proposed erection of a primary school cottage as an infirmary, at a cost of \$3,500, that the sum and, if possible, an additional \$3,500 be made available for the erection of a permanent infirmary.

(c) The employment of Mr. Herbert E. House for the year 1916.17 as Financial Agent of the College, at a salary of \$a,000 and traveling expenses not to exceed \$600 was approved.

✓ (d) On motion the Trustees approved of the Committee's recommendation that an additional sum of \$900 be appropriated toward the completion of the London Mission House, Residence #44.

✓ (2) The following "Memorandum of Agreement between the Christian Association of the University of Pennsylvania and the Trustees of the Canton Christian College", as presented by the University of Pennsylvania Christian Association, Nov. 14. 1916 read. On motion the Trustees approved of this Agreement with the addition of the words "including MacCracken bungalow" after the words "property and buildings", at the end of the fourth line of original as inserted below:\*

"Memorandum of Agreement between the Christian Association of the University of Pennsylvania and the Trustees of the Canton Christian College.

✓ The Christian Association owns certain land and buildings on the Island of Honam, near the village of Honglok, and adjacent to the city of Canton, China. The Christian Association has heretofore given to the Trustees an option to purchase all of said property and buildings, (including MacCracken Bungalow,) which said option expires May 1, 1917. It is now the desire of the Trustees to exercise said option and to purchase all said property and buildings upon the terms herein set forth.

1. The Christian Association agrees to sell, and the Trustees agree to buy, the land and buildings above specified for the sum of \$25,000.00, to be paid in cash by the Trustees to the Christian Association.

2. Upon receipt by the Christian Association of the full amount of the purchase money the Christian Association will execute and cause to be executed all documents necessary for the conveyance of title to the said premises.

3. The Trustees will pay the purchase money in installments, the last of which shall be due not later than July 1, 1921. The Trustees are not bound to make payment in installments of specified amount of at stipulated times; it being the agreement of the parties that as and when the Trustees receive contributions toward the purchase money they shall forthwith pay them over to the Christian Association.

4. If the full amount of the purchase money is not paid by July 1, 1921, the Christian Association shall be free to sell said premises to another purchaser. In the event of such a sale the Trustees shall be entitled to receive from the Christian Association out of the purchase money such sum of money as, up to that date, the Trustees shall have expended on the said premises that is properly chargeable to capital account. Should the Trustees erect a building of any kind upon the property, they shall receive back from the Christian Association the amount of money expended on the erection of said building, less proper depreciation. Or should the Trustees so elect, they shall have the right to buy the land upon which the building stands and a sufficient parcel thereof surrounding, to protect the said building, at the proportionate value of the original cost of said land.

5. Until July 1, 1921, the Trustees shall have the right to remain in possession and enjoyment of said premises. The Trustees shall hold the deeds which give title to the property to the Christian Association until the expiration of the Trustees' option upon the property. The Trustees shall have the right to use the Chinese

name "Ling Naam I Hok Tong" for the purpose of avoiding expense in the transfer of the property.

5. The Trustees shall be under obligation to keep the buildings, except Leslie House, in good condition, reasonable wear and tear excepted. Leslie House may be torn down at any time by the Trustees, and the materials used by them.

EXECUTED in corporate form this       day of       1916."

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(3) The Committee reported recent appropriation by the China Medical Board of the Rockefeller Foundation of \$4,500 annually for five years for Canton Hospital: \$2,500 for salary of business manager, \$2,000 toward current expenses for the year, the supervision of the expenditure of this grant of money to be by the President of the Canton Christian College acting in China for the Resident Director of the China Medical Board.

On motion the report of the Committee was accepted.

Report of Executive Committee.

(1) On motion it was agreed that the Secretary be authorized to express to Dr. Edmunds the gratification of the Trustees in view of his willingness to continue as the President of the College.

(2) The Trustees approved of the following recommendations:

(a) The acceptance of Dr. Woods' resignation from the office of Vice President; (b) that for the present no one be appointed to this office; (c) that Dr. Woods be a member of the Faculty of the College of Arts and Sciences, his precise subject and rank

(Professor or Associate Professor) to be determined by the President of the College; (d) the nomination by the President of Dr. Woods as a member of the Council.

(3) In view of the Council's recommendation, 9/20/16, that provided President Edmunds approves, Dr. Woods' furlough be advanced to an earlier date, - on motion it was agreed to refer back to the Council and the President with power the question as to whether Dr. Edmunds or Dr. Woods should come to America in the near future.

(4) On presentation of a proposed "Outline for Peace Bureau at the Canton Christian College" it was voted that the Board approve the general purpose involved in the Peace School and provision for such instruction and lectures as can be given by the faculty without interfering seriously with other duties. It appears to the Board that the fuller development of the plan must come only gradually as ways and means are made available. The Board hopes that funds may become available for this purpose.

(5) The following resolution regarding the late Hon. Seth Low was presented by Mr. Grant and unanimously adopted:

Memorial Resolution on the Death of Mr. Seth Low.

The Trustees of the Canton Christian College learned with deep regret of the death of the Hon. Seth Low, one of the most valued Advisers of the Board of Trustees since his election to that office October 12, 1905, and also having fulfilled the functions and purpose of the office for several years previous to the date of his election.

The Trustees desire to record their appreciation of Mr. Low's readiness to be of service to the College on all

Nov.17,1916

-7-

217

occasions, and his attendance and services upon the luncheons and special gatherings held in the interest of the College, where he spoke with marked effect of his faith in its work, and the large field of usefulness before it. Mr. Low's deep interest in Canton and the Chinese was a natural inheritance, as appears in all his speeches, in his will, and in his letter to Dr. Jackson declining to become President of the Board of Trustees of the College, which read as follows:

"My dear Dr. Jackson: I am deeply touched by your letter of February 22 (1908). I have discussed the matter with Mrs. Low, and she feels as I do, that it is quite out of the question for me to accept the trust you suggest. If the Canton Christian College had caught me earlier. before I was committed to so many things, it would have appealed to me strongly, as sentimentally it still does; But I am already committed to so many other things, that I cannot undertake now to give to it the sort of service it ought to have, for the reason that the attempt to do so would simply make me less useful in the directions in which I am already engaged."

✓  
The Trustees also desire to record their appreciation of the high endorsement expressed in Mr. Low's will whereby the College shall ultimately receive the benefit of seven two-hundredths parts of his residuary estate. The clause relating thereto reads as follows: "As a memorial to my father, A.A. Low, in Canton, China, the place where he spent seven years of his life, I give and bequeath to the Trustees of the Canton Christian College seven of said parts for the general purposes of the College."

For ourselves as trustees, and for the faculty and students of the Canton Christian College, we desire to express our profound respect for Mr. Low and our sympathy for his bereaved wife.



Nov.17.1916

-7-

218

217

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For ourselves as trustees, and for the faculty and students of the Canton Christian College. we desire to express our profound respect for Mr. Low, and our sympathy for his bereaved wife.

'It is unanimously agreed that a copy of these Minutes be sent to Mrs. Low and recorded."

On motion the report of the Committee

On motion the report of the Committee was accepted.

Report of Education Committee.

The Chairman, Dr. Smith, made the following report:

"The Education Committee wishes to state that the letters received from Canton this year are among the most encouraging communications that we have had. They show a vigor of work on the part of our staff and an appreciation on the part of the Chinese themselves that is most gratifying.

This Committee wishes to express its great appreciation of the unusual character of the men and women who are in the field, and we feel that everything that is possible should be done to support them in their work.

The College has grown so rapidly that it becomes absolutely necessary to secure further endowment in case the institution is to be placed upon a satisfactory collegiate basis.

The Committee recognizes the necessity for a Bachelor's degree at the end of the College course. It has communicated informally with Commissioner Finley, but the negotiations have ceased for about a year. It recommends that the matter be taken up officially with Commissioner Finley to the end that we may be authorized to grant the degree of B.A., and in case this cannot be done, it advises the consideration of incorporating elsewhere.

The readjustment of classes by the Council as noted on April 18th seems to be entirely proper, and we have accordingly recommended its adoption."

The four following recommendations of the Committee were  
approved:

(1) The appointment of Miss Margaret H. Riggs to the teaching staff for a three-year term,- in accordance with Statute Regulations concerning Staff Agreements,- the time of her departure for the field, probably January 1917, to be left to the Education Committee with power, her assignment of work to be left to the decision of the President <sup>\*</sup>(and the Council).

(2) The changing of Mr. Graybill's title (Council action 7/8/16 in the College Faculty from Professor of English to Professor of Education.

(3) The plans in general, as worked out by the Council, for the reclassification of students and the development of a College Department.

(4) The establishment (Council action 7/8/16) of a secondary school for girls corresponding grade by grade with the secondary school for boys, and the appointment of Miss Liu Fung Hin as Acting Principal.

On motion the report of the Committee was accepted.

Report of the Building Committee.

(1) Prof. Laird reported that in view of the urgent request from the field in July 1916 for authorization to erect an infirmary at least to the second floor level, and in view of the rather definite request as to the preliminary studies which they desire, the Building Committee gave their approval to the proposal as to plans, and allowed the architect to complete a set of working drawings. Prof. Laird then read a letter from Messrs. Stoughton and Stoughton which accompanied the completed drawings for the infirmary. The architects "In view of the circumstances attending

\*These words should have been omitted but were included in the motion in error

Nov. 17, 1916

-10-

220 221

the construction of this building, and especially as an evidence of Dr. Woods' friendship and courtesy" tendered to the Trustees the completed drawings without charge to the College.

It was unanimously agreed to express to the architects the cordial appreciation of the Trustees for this contribution toward the proposed infirmary.

On recommendation of Prof. Laird it was voted that copies of the blue-prints be sent to the field with the message that as no funds are now available to complete even part of an infirmary, the field is instructed to use these plans as a basis, first, of what they wish to build; second, for further estimates of the cost.

(2) On motion of Prof. Laird, it was agreed that the Board request President Edmunds to formulate a scheme which would better take care of the building operations, while conserving a high architectural standard and which, when adopted, would constitute a revision of "The Conditions of Procedure in Building and Landscape Work" as published in Bulletin #7.

The Trustees in making this request recognize the heavy demands on Dr. Edmunds' time, but they place so high a value on his ability to deal with this problem that they urge him, if possible, to set aside some time for that purpose.

On motion the report of the Committee was accepted.

The Committee on Securing New Trustees had no report to make.

On motion the meeting was adjourned.

Respectfully submitted,

(Signed) W. Henry Grant

(Signed) Katharine C. Griggs

Secretary

Asst. Secretary

Approved

Asst. Secy.

Secretary.

Minutes of Meeting of Trustees, December 20, 1916.

The meeting of the Trustees, postponed from Friday, the 15th, was held at 156 Fifth Avenue, Wednesday, December 20, 1916, at four-thirty p.m.

PRESENT: Messrs. Herbert Parsons, W. Henry Grant, Wareen P. Laird, L. B. Miller and Francis S. Phraner.

ABSENT: Messrs. Samuel T. Dutton, Charles H. Parkhurst, David Eugene Smith, Charles A. Stoddard and Willard D. Straight.

Excuses for absence had been received from Dr. Dutton, Dr. Parkhurst, Dr. Smith. An excuse was received from Mr. Straight after the opening of the meeting.

In view of the lack of a quorum, it was agreed that copies of these Minutes should be presented for approval to the Trustees absent from this meeting. any action taken by this meeting to be tentative until such approval is obtained.

The opening prayer was offered by Mr. Grant.

The Minutes of November 17, 1916, were approved as read, with the following correction: At the request of the Treasurer, on motion it was agreed that the Trustees approve a budget for the year 1916-17 totaling \$46,894.42. the amount approved by the Board on November 17, - \$44,273.42, - having been an error in the Treasurer's statement on that date of the total of the items approved.

Report of the Treasurer. The Treasurer in drawing comparisons in receipts during the past three years called attention to the encouraging increase in students' fees. He emphasized also the generous cooperation of the branches of the Chinese General Association in North America. Attention was also called to the record of receipts for the year 1915-16.

The Report of the Treasurer was accepted.

Report of Finance Committee. Mr. Phraner presented the Memorandum Agreement between the Christian Association of the University of Pennsylvania and the Trustees of the Canton Christian College. The Agreement as signed by the Directors of the University of Pennsylvania Christian Association contains an alteration in Section 4. On motion it was agreed that the Trustees, supplementing their action of November 17, 1916, approve of the Agreement with Section 4 altered as follows:

✓ "4. If the full amount of the purchase money is not paid by July 1, 1921, the Christian Association shall be free to sell said premises to another purchaser. In the event of such a sale the Trustees shall be entitled to receive from the Christian Association out of the purchase money such sum of money as, up to that date, the Trustees shall have expended on the said premises that is properly chargeable to capital account. Or should the Trustees erect a building of any kind upon the said property they shall\* have the right to buy the land upon which the building stands and a sufficient parcel thereof surrounding, to protect the said building, at the proportionate value of the original cost of said land."

It was also agreed on motion that they authorize the President and Secretary of the Board to affix their signatures to the Agreement as representing the Trustees.

On recommendation of the Committee it was agreed that the Secretary be instructed to draw up and present to the China Medical Board of the Rockefeller Foundation, a suitable resolution of appreciation for their recent grant of money to the Canton Hospital through the Canton Christian College.

The Chairman again called attention informally to the pressing need of an infirmary building, but no action was taken.

The Report of the Finance Committee was accepted.

Report of Executive Committee. In the absence of the Chairman the Report was given by Mr. Grant. It was agreed to authorize the Secretary to appoint a delegate to represent the Trustees at the Foreign Missions Conference January 9-11, 1917.

In view of recent news that the President and the Council have decided that Dr. Woods should leave Canton for furlough in America the latter part of January 1917, to spend the first few months of furlough in publicity work for the College in and around New York, it was agreed that the Trustees approve of the plan of his spending about three months in such publicity work.

On motion the Report of the Executive Committee was accepted.

Report of Education Committee. In the absence of the Chairman the Report was given by Mr. Grant.

In view of the fact that Donald B. Sinclair, M.D., is ready to accept appointment to the staff of the College and to raise his own maintenance, it was agreed to refer the matter of his appointment to the Education Committee with power.

Miss Margaret H. Riggs, whose appointment to membership on the staff was confirmed by the Trustees November 17th, is to sail from San Francisco, January 16, 1917.

The Report of the Education Committee was accepted.

Report of the Committee on Buildings and Grounds.

Prof. Laird read a recent letter from President Edmunds, stating his intention of working out a plan for formulating a scheme which would better take care of building operations.

On motion the meeting was adjourned.

Respectfully submitted

Approved

(Signed) W. Henry Grant

Secretary

Secretary

(Signed) Katharine C. Griggs

Assts Secretary

Assts Secretary

## Summary of Budget authorized by Trustees Nov.17/16.

Salaries and Allowances		\$38,691.92
Transportation of Staff		<u>4,600.00</u>
		43,291.92
Salaries and Allowances, probable under estimate		<u>2,500.00</u>
		45,791.92
New York Office		7.145.00
Canton, general		<u>19,672.50</u>
		72,609.42
Receipts in Student Fees	26,200	<u>33,580.00</u>
General Receipts, Current Account	<u>7,380</u>	39,029.42
Equipment	2,365	
Land	1,500	
Primary School Building	<u>4,000</u>	<u>7,865.00</u>
	Total	\$46,894.42

Amount appropriated by Trustees Nov.17,1916. \$44,273.42 being an error in Treasurer's oral statement. Trustees on Dec. 20th authorized budget of \$46,894.42.



Minutes of Meeting of Trustees, February 16, 1917.

The Trustees met at their office at 156 Fifth Avenue, New York, February 16, 1917, at four-thirty p.m.

PRESENT: Messrs. Samuel T. Dutton, W. Henry Grant, Warren P. Laird, L. B. Miller, Charles H. Parkhurst, Herbert Parsons, David Eugene Smith, Willard D. Straight.

ABSENT: Messrs. Francis S. Phraner, Charles A. Stoddard.

The opening prayer was offered by Dr. Parkhurst.

The Minutes of December 20th were approved as read, and note was made of the fact that since a quorum was lacking on December 20th, copies of the Minutes had been sent to each member of the Board not in attendance at that meeting and their written approval secured.

Report of the Treasurer. Mr. Grant presented the figures attached herewith, showing the estimate of, - (1) Funds to be raised before the close of the fiscal year. (2) The relation of general fund to land, improvements on land, and equipment. (3) Proof sheet of parts of the forthcoming printed report of the Treasurer. Charts were also presented showing the average enrollment in each department from elementary school up, and giving an estimate of the cost to the institution, per pupil, in the different departments. The Treasurer urged the importance of concerted effort to secure adequate endowment.

On motion The Report of the Treasurer was accepted.

Report of the Finance Committee. In the absence of the Chairman the Report of the Finance Committee was given by Mr. Parsons. On motion it was agreed to endorse the Committee's action since the last meeting of the Board in replying favorably to President Edmunds' request for an additional annual allowance of \$500 gold, set forth in his letter of Nov. 14/16 addressed to the

Trustees Minutes, Feb.16,1917.

secretary. On motion it was agreed to endorse the action of the Committee since the last meeting of the Board in giving approval to Mr. Pomeroy's request,- as recommended by President Edmunds in his letter of Nov,27/16 addressed to the Secretary,- for a special allowance of \$108 gold annually in lieu of any special insurance arrangement.

Report of Executive Committee. The Chairman of the Executive Committee had no items of business to present, but reported informally (1) Dr.Woods' expected arrival in New York about March 15th, to cooperate for several months in the publicity work of the College; (2) the encouraging news recently received from President Edmunds of the pledge of funds for an infirmary building and its equipment,-\$15,000 H.K. from Mr. Y.P.Ma of Hongkong for the building and \$5,000 H.K. more for its equipment from several other members of the Hongkong General Association.

Report of Education Committee. In view of candidates for staff appointment now under consideration by the Committee, on recommendation of the Chairman it was agreed that the Committee be authorized to appoint two three-year men provided the Finance Committee give approval to any expenditure involved beyond the budget item for salary and allowances.

The Chairman emphasized the importance of proceeding further with the New York State authorities in an endeavor to secure the right of granting degrees at the close of the college course. After some discussion of the subject, on motion it was agreed that Dr.Smith be requested in the near future to secure an interview with Dr. John H. Finley on this subject.

Trustees Minutes, Feb.16,1917.

It was agreed that in cases of candidates for staff appointment who are able to supply their own maintenance, the Education Committee be empowered to use their discretion in giving appointments.

The Report of the Education Committee was accepted.

Report of Committee on Buildings and Grounds.

Prof. Laird had no formal report to make, but again laid emphasis on the importance in his opinion of securing an architect resident in New York as a member of the Board.

On motion the meeting was adjourned.

Respectfully submitted,

Approved

Assist. Secy.

(Signed) W. Henry Grant

Secretary

(Signed) Katharine C. Griggs

Asst. Secretary

Relation of General Fund to Land, Improvements on Land, and Equipment.

(Excess on Building Accounts not considered below)

1911-12

Land and Improvements	-6,951.08	
Equipment	-2,446.14	
	<u>9,397.22</u>	
Current deficit	-1,023.61	
	<u>10,320.83</u>	-10,320.83

1912-13

Land and Improvements	13,825.55	
Equipment	8,542.74	
	<u>-22,368.29</u>	
Current deficit	- 8,433.46	
	<u>30,801.15</u>	-30,801.75

1913-14

Land and Improvements	10,827.59	
Equipment	4,023.29	
	<u>-14,850.88</u>	
Excess of expenses	* 5,530.30	
	<u>9,320.58</u>	9,320.58
		<u>50,443.16</u>

Less say \$10,000 from designated fund

10,000.00  
40,443.16

The thing which has preserved our equilibrium has been  
a balance of Mrs. James' gift, 1912-13,  
set apart as a working capital - - - - -

20,000.00

1914-15

Land and Improvements	2,344.06	
Equipment	2,631.95	
	<u>-4,976.01</u>	
Excess of expenses	*10,277.45	5,301.44

1915-16

Land and Improvements	1,648.18	
Equipment	690.03	
	<u>-2,438.12</u>	
Excess of expenses	*12,522.34	
	<u>10,084.13</u>	10,084.13
		<u>315,385.57</u>

New York Receipts 1915-16

July 1, 1915 - Feb. 16, 1916

Current

From the Chinese in U.S. and Canada

1.175.00

From Americans

10.796.79

Total

\$11,971.79

including

Mrs. A.F. Schauffler 2,000

Mr. A.C. James 2,500

Vasser 500

Penn State 700

Pittsburgh Univ. 342.50

New York Receipts 1916-17

July 1, 1916 - Feb. 16, 1917

From the Chinese in U.S. and Canada.

4,458.70

From Americans

10,005.22

Total

\$14,463.92

including

Mrs. A.F. Schauffler 2,000

Mr. George G. Mason 1,000

K.S.A.C. 300