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Lingnan
Administrative
Board of Trustees 1921-1922

362

Minutes of Trustees of Canton Christian College,
January 15, 1921.

A called meeting of the Trustees was held at the
National Arts Club, 14 Gramercy Park, New York, Saturday, January
15, 1921, at 12:30.

PRESENT: Mr. Parsons, presiding, Messrs. Phraner,
Parkhurst, Grant, Laird, Smith and Edmunds.

R ✓
On motion Mr. F. Trubee Davison was elected a Trustee.

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On motion Mr. Edwin J. Gillies was elected a Trustee.

On motion it was agreed that an invitation to become
a Trustee be extended to Miss Mary Converse, Mrs. Willard Straight,
Mr. Edgar H. Betts, Mr. Charles Cheney, Mrs. George A. Plimpton.

The meeting adjourned at 1 p.m. subject to the call
of the Chairman.

Approved

President



Recording Secretary

pro tem.

Trustees of the Canton Christian College

Minutes of Finance Committee

February 26, 1921.

The Committee met at 52 William Street, New York, at 11 a.m. Present, Mr. Phraner, presiding, Messrs. Parsons, Grant, Osborn and Edmunds. Mr. Osborn was compelled to leave prior to transaction of business.

The minutes of December 3, 1920 were read and approved.

(1) STAFF.

President Edmunds reported that the Council had registered a protest (Council Minutes Sess. 505, Jan. 2, 1921) against the proposed 10% decrease in salaries as contrary to staff agreements. After reviewing the matter the Committee reaffirmed its former action and requested the President of the College to explain and justify it to the Council.

Mr. Knipp's request for exceptional conditions regarding furlough was again considered. The Committee regretted that it could not grant this request and voted to accept Mr. Knipp's resignation June 30, 1921, with the hope that after he has carried out his plans for further study he will consider reappointment to the College.

It was voted to deal with Mr. John V. Barrow on the usual furlough basis for nine months, and the Assistant Treasurer was authorized to pay Mr. Barrow a monthly cash salary of \$50 U.S. Cur., his room-rent, and to pay an excess living allowance of \$30 per month, on the understanding that Mr. Barrow will resume his duties at the College in September 1921.

The President was instructed to make no further appointments to the staff pending the securing of adequate funds to meet

present obligations, except that an additional chemist might be appointed to whose maintenance the China Medical Board's grant can be applied.

The question of cooperating with the U.S. Department of Agriculture in the support of Elizabeth H. Groff for special work in economic botany was discussed and referred with power to Messrs. Phraner, Grant and Edmunds.

(2) REMITTANCE TO BURSAR.

The financial condition reported in the bursar's letters of Jan. 13 and 25 was reviewed and ways and means of securing gifts were discussed, but no action was taken on the Bursar's request for remittances except to decide that at present no remittances could be made.

(3) LAND.

The cablegram received February 17th was read and also the Bursar's letter of Jan. 21/21 (B21.05). The Assistant Treasurer was instructed to notify the Bursar to buy no more land of any sort until further notice.

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The following resolutions were adopted:

"RESOLVED, that the Bursar in the person of Owen E. Pomeroy is hereby authorized and empowered to open an account with The National City Bank of New York, 55 Wall Street, New York City, in the name of 'Canton Christian College' against which he, as Bursar of the Canton Christian College in Canton, China, or Frederick Osborn as Treasurer, or Charles K. Edmunds as Assistant Treasurer of the Board of Trustees of the said Canton Christian College, shall have full authorities of withdrawal."

"And further RESOLVED that the Bursar in the person of Owen E. Pomeroy is authorized and empowered to appoint an Acting Bursar to act during his absence or disability. If he fails to make this appointment, the Treasurer of the Trustees shall appoint an acting Bursar."

"RESOLVED, that the Bursar in the person of Owen E. Pomeroy is hereby authorized and empowered to open an account with The International Banking Corporation, Canton, China, in the name of 'Canton Christian College' against which he, as Bursar of the Canton Christian College in Canton, China, shall have full authorities of withdrawal."

"And further RESOLVED that the Bursar in the person of Owen E. Pomeroy is authorized and empowered to appoint an Acting Bursar to act during his absence or disability. If he fails to make this appointment the Treasurer of the Trustees shall appoint an acting Bursar."

The Committee adjourned at 12:45.

Approved

Chairman.



Secretary.

CANTON CHRISTIAN COLLEGE

Minutes of Trustees Meeting of April 15, 1921.

The Trustees met on Friday, April 15, 1921 at 4:30P.M. in their office , 156 Fifth Avenue, New York.

Present: Mr. Herbert Parsons, presiding.
Messrs. Davison, Edmunds, Gillies, Grant, Parkhurst, Phraner, Smith and Dr. Sparham representing the London Missionary Society. Also Mr. James M. Henry and Miss Griggs, and near the close of the meeting Mr. H. Suen.

Dr. Parkhurst led in prayer.

The Minutes of November 18, 1920 and of January 15, 1921 were approved as read.

✓
Secretary's Report - The Secretary announced that Dean Ralph L. Watts of Pennsylvania State College had accepted the invitation to become a trustee. By unanimous vote, moved by Mr. Grant, seconded by Mr. Phraner, Dean Watts was elected a Trustee, and the Secretary was requested to urge him to visit the College at an early date.

The Secretary reported informally regarding progress in the matter of Canton Hospital reorganization. President Edmunds pointed out that he did not entirely approve the constitution thus far proposed for the projected organization.

Report of Assistant Treasurer - The Assistant Treasurer presented an analysis of previous annual reports of the Treasurer together with a statement of the present financial status as follows:

April 15, 1924

CANTON CHRISTIAN COLLEGE

384

GIFTS

U. S. CURRENCY

	<u>PERIOD</u>	<u>From AMERICANS</u>	<u>From CHINESE</u>	<u>TOTAL</u>	<u>REMARKS</u>
I	April 1, 1887 to March 31, 1900 13 years	\$92,302	744	\$93,046	Embryonic Stage Not much spent.
II	1900 -- 1904	14,586	----	14,586	In Macao on account of expected Boxer trouble.
	1904 -- 1908	42,424	----	42,424	1904 moved to Canton on present site purchased with funds raised during I.
	<u>Total for Period II</u>	<u>\$57,010</u>	<u>----</u>	<u>\$57,010</u>	
III	1908 -- 1912	\$123,312	36,736	\$160,075	1907 Dr. Edmunds became President and came to U.S.A. 1909-10 and 1912-1913.
	1912 -- 1916	225,035	67,684	292,719	Student Campaign 1915.
	<u>Total for Period III</u>	<u>\$348,347</u>	<u>\$104,447</u>	<u>\$452,794</u>	
	1916 -- 1917	30,322	13,464	43,786	War Conditions seriously affect gifts.
	1917 -- 1918	25,381	54,742	80,123	Student Campaign 1918.
	1918 /- 1919	61,725	40,478	102,203	President in America.
	1919 -- 1920	48,258	44,722	92,980	Silver so high American gifts yield only half of normal.
	<u>Total Gift for Period IV</u>	<u>\$165,686</u>	<u>\$153,406</u>	<u>\$319,092</u>	
	<u>Total Gifts 1887 -- 1920</u>	<u>\$663,345</u>	<u>\$258,597</u>	<u>\$921,942</u>	

Of this total about half has been invested in the present plant and
about half has been spent on current account.

1920-21

1921-22

1922-23

1923-24

April 15 1921

✓ R to date

Chinese gifts during the past three years exceed American gifts as follows

GIFTS	1917-1920	Current Expense	Totals
	For buildings etc.		
Chinese	89,490	50,452	139,942 U.S. Cur
American	<u>94,244</u>	<u>41,120</u>	<u>135,364</u>
	183,734	91,572	275,306

For the past five years about \$6000 has been given each year in small sums by Chinese resident in the United States and Canada for current expenses.

The fees paid by students have for some years amounted to one-half of the total current expenses including even the maintenance of the New York Office.

If Chinese gifts be added to fees paid the total received from Chinese sources annually exceeds one-half of the total disbursements including all investments in plant as well as current expense. The total receipts for expenses for the academic year 1919-20 amounted to about \$280,000 Hongkong Currency of which approximately \$170,000 came from Chinese.

Buildings Given by Chinese 1908-1920

	Hongkong
4 High School Dormitories @ \$33,000	\$132,000
1 College Dormitory from Chinese in Java	70,000
1 Building for "Overseas" Chinese	50,000
3 Elementary School Cottages	18,000
Elementary School Central Hall	8,000
Student Infirmary and Equipment	16,000
Guest House	<u>10,000</u>
Total	\$304,000

Witt 1921-24

To April 30, 1921 gifts and pledges in America for current expenses since July 1, 1920 have amounted to \$56,800 as compared with \$35,600 for the whole year 1919-20. Whereas only 38 persons and 10 groups contributed every year for the past four years, individual contributors for 1920-21 have so far numbered 250 not counting the members of 18 groups. The 250 include 93 new subscribers; and if we were enabled to meet present obligations and have our enterprise stabilized for the next few years by a substantial pledge, it seems entirely feasible to secure adequate American support on a more permanent basis.

April 15, 1927

SUMMARY FOR THREE YEARS

306

4

CURRENT EXPENSES

	1918-1919		1919-1920		Estimated 1920-1921	
	H.K. Cy.	U.S. Cy.	H.K. Cy.	U.S. Cy.	H.K. Cy.	U.S. Cy.
Current Expenses	\$210,563	\$33,331	\$212,650	\$49,665	\$291,440	\$51,515
Income						
Income from operation	\$191,736	4,923	201,330	5,876	236,681	5,000
Gifts for current expenses	21,803	27,532	7,000	35,638		
Total income available for						
Current expenses	\$213,539	\$32,455	\$208,330	\$41,514	\$236,681	\$5,000
Short		\$876	\$4,320	\$8,151	\$54,759	\$46,515
Over	\$2,976					

Notes: 1. Including New York Office and Campaign Expenses, 2. Student Campaign

	H.K.	U.S.
Total short three years' operations (Gifts to date during current year not being taken into consideration).....	\$56,103	\$53,542

Hongkong total exchanged at 50.....

Total short on current account \$83,594 U.S. Cy.

PLANT INVESTMENT ACCOUNT : NOT COVERED BY DESIGNATED FUNDS

	1918-1919		1919-1920		1920/1921	
	H.K. Cy.	U.S. Cy.	H.K. Cy.	U.S. Cy.	H.K. Cy.	U.S. Cy.
Buildings	\$18,075	\$465	\$6,270	\$1,500	\$6,410	
Equipment	5,082	1,211	8,330	3,170	8,822	4,602
Land and land improvements	10,911	860	16,700	125	14,330	100
Totals	\$34,068	\$2,536	\$31,300	\$4,795	\$29,562	\$4,702

Note : 1. \$31,670 less \$25,500 given by the China Medical Board

Totals for three years

	H.K.	U.S.	H.K.	U.S.
Buildings			\$30,755	\$1,965
Equipment			30,604	8,983
Land			33,571	1,085
Total H.K. Cy.			\$94,930	
Total U.S. Cy.				\$12,033
H.K. Total at exchange of 50 equals			47,465	
Total			\$59,498	

Deficit in Current Account plus Uncovered Plant Investment 1918-21 \$143,092
Gifts and pledges July 1, 1920 to March 31, 1921 45,218

Balance needed April 1, 1921 \$97,874

April 15 1921

Canton Christian College

Minimum Budget, 1921-22

312

10

(As submitted by President Edmunds April 15, 1921.)

Expenses

H.K.Cy.

U.S.Cy.

Current Expenses

Staff	\$142,000	\$30,000
Transportation	500	13,000
General Current Expense	55,000	9,000
Business and Agriculture Departments	50,000	3,000
Students' specific expenses	60,000	
Special items	<u>3,000</u>	<u>1,000</u>

Total Current Expenses

\$310,500

\$56,000

Current Investments

Equipment	5,000	5,000
Land and land improvements (no land except as agric.grant becomes available)	5,000	
✓ Buildings	<u>1,000</u>	<u> </u>

Total Current Investment

\$11,000

\$5,000

Total Expenses

\$321,500

\$61,000

Receipts

Students' fees, general	\$130,000	
Students' fees, specific	60,000	
Staff earnings, interest and other rec.	9,000	7,000
Agriculture and business departments	45,000	
Grant, China Medical Board	<u>10,200</u>	<u> </u>

Total Receipts

\$254,200

\$7,000

Balance to be raised

\$67,300

\$54,000

Hongkong Cy. total at exchange of 50

amounts to U.S. Currency.....

33,650

Total to be raised U.S.Currency.....

\$87,650

C O P Y

PROPOSED 1921- 1922 BUDGET

SUMMARY SHEET

Imperative

<u>Current Expenses</u>	<u>Gold</u>	<u>Hongkong</u>
Staff	\$27,517	\$155,390
Transportation	10,000	300
General Current Expenses	9,925	48,570
Agriculture and Business Depts.		60,295
Students' Specific Expenses		65,000
Special Expenses	1,500	400
 <u>Current Investments</u>		
Equipment	3,394	4,247
Land and Improvements		11290
Buildings Minor		250
 <u>Total Expenses</u>	 \$ 52,334	 348,712

<u>Receipts</u>		
Students Fees General		122,700
Specific		65,000
Staff Income		7,864
Agriculture & Business Depts.		58,295
Other Receipts		1,570
Expected Grants & Gifts	4,000	10,200
	4,000	275,559
 Net balance to be raised except for buildings	 47,451	 75,153

Using 50 as rate=Gold \$34,000

CANTON CHRISTIAN COLLEGE.

NORMAL BUDGET 1921-26

<u>CURRENT EXPENSES</u>	<u>Hongkong Cur.</u>	<u>U.S. Cur.</u>
Staff	176,000	62,000
Transportation	800	21,000
General Current Expense	65,000	12,000
Business & Agriculture Depts.	75,000	4,000
Students Specific Expenses	60,000	
Special items	3,000	1,000
Total Current Expenses	<u>399,800</u>	<u>100,000</u>

<u>CURRENT INVESTMENTS</u>	<u>Hongkong Cur.</u>	<u>U.S. CUR.</u>
Equipment	14,500	7,000
Land and Improvements	27,000	1,500
Buildings	7,000	
Total Current Investments	<u>48,500</u>	<u>8,500</u>
 <u>Total Expenses</u>	 <u>448,300</u>	 <u>108,500</u>

<u>RECEIPTS</u>	<u>Hongkong Cur.</u>	<u>U.S. Cur.</u>
Students fees general	170,000	
Students fees specific	80,000	
Staff earnings, interest & receipts (other)	12,000	9,000
Agriculture and Business Depts.	75,000	
Total Receipts.	<u>337,000</u>	<u>9,000</u>

Operating Deficit \$111,300 and \$99,500

At present exchange of \$1 U.S. - \$2 Hkg. Total Operating Deficit \$ 155,150

April 15, 1921

301
5

The Assistant Treasurer stated that a recent cablegram reported a campaign by students for a second college dormitory to cost \$80,000 Hkg. Cur. of which about \$40,000 had been secured during the midwinter recess in cash and pledges. Another cablegram reported that the Kwangtung Provincial Government had promised \$100,000 ^{Canton Silver} ~~(Silver)~~ annually for agriculture.

The graduating class in the Middle School 1920 had given \$1000 Hkg. Cur. to found a scholarship.

The Trustees expressed their appreciation and confirmed the messages of congratulation which had already been cabled to Canton.

Mrs. Willard Straight's pledge to give \$10,000 annually for five years was also reported.

Report of Executive Committee- On the recommendation of the Executive Committee the following resolutions were unanimously adopted:-

The Trustees are deeply grateful to Mrs. Willard Straight for her generous pledge of \$10,000 annually for five years, and especially appreciate her willingness to have the money used in whatever way will be most effective in the present financial stress.

The Trustees warmly appreciate the loyal and efficient work of the students in their recent campaign for funds for a second College dormitory, and congratulate them on their success in securing \$40,000.

The Trustees are deeply grateful to the Kwangtung Government for its recent pledge of \$100,000 ^{Canton Silver} ~~(Silver)~~ a year toward the agricultural work of the College.

The Trustees sincerely appreciate the gift from the class graduating from the Middle School in 1920 of \$1000 Hongkong Currency to found a scholarship.

Dr. Walter T. Swingle, Physiologist in Charge, Bureau of Plant Industry, Department of Agriculture, Washington, D.C., and Prof. Elmer D. Merrill, Bureau of Sciences, Manila, P.I., have given most valuable voluntary service in recent years in promoting the work of the departments of agriculture and biology. The Trustees hereby record their sincere gratitude to these gentlemen not only for their invaluable advice to the members of the staff but also for the generous contribution of their own time both at

April 15, 1921
College and elsewhere toward solution of the problems and toward meeting the opportunities of agricultural and biological work in South China. 6

The Trustees are grateful to Mr. Frank Schofield for his recent contribution of sheet music valued at \$300 for the use of the College band and directed that an appropriate note of thanks be sent to Mr. Schofield.

Mr. Alexander Baxter's appointment as Chairman of Council during Mr. Henry's absence was confirmed.

It was voted to recommend to the Finance Committee the appointment of Mr. S.C. Lee as assistant to Mr. Chung on condition that his whole maintenance be a first charge against the agricultural campaign.

In regard to the proposed affiliation with the Union Theological College as recommended by Council session 497, on motion it was agreed that the Trustees await clearer indication from the Union Theological College as to their becoming a part of the Christian University located at or near Honglok. Dr. Sparham was particularly interested in the brief discussion which followed and stated that it seemed a somewhat crucial question.

Report of Finance Committee- The Assistant Treasurer reported that to meet the imperative needs of the Bursar drafts had been sent on March 5th for \$12,000 U.S. Currency. This action was confirmed and on motion of Mr. Phraner it was agreed to authorize the Assistant Treasurer to make a second remittance of \$12,000 U.S. Currency to Canton.

In regard to the disposition of Mrs. Straight's gift it was agreed to authorize the use of the \$10,000 to be received this year toward the current budget unless the amount needed is otherwise secured, and to use the other \$40,000 pledged as a lever to secure further funds for the Willard Straight Memorial School of Applied Science.

It was voted, Mr. Phraner moving and Dr. Smith seconding, that the Trustees agreed to the extension of the option on U.M.S. property ~~in~~ to July 1, 1923 on condition that the Trustees pay interest at 5% from April 1, 1921.

Reviewing the last action of the Finance Committee reducing salaries on the field it was noted that the action was taken on the ground of rise in exchange as between Hongkong and Canton currency. Inasmuch as the cost of living has increased as well it was voted on motion of Dr. Smith that the Trustees rescind the former action.

April 15, 1921

309

It was agreed that Mr. Kenneth Duncan's recent request in regard to salary and other payments to him after the completion of his present term of service be granted with the exception that his salary reserve is to be paid to him in monthly installments from July to December 1921 inclusive.

It was agreed that Mr. W.R. Augur should return to the field in June 1921 as Assistant Bursar on the regular basis for a five year term.

It was agreed that an annual insurance premium of approximately \$35 be paid Miss Mabel A. Steele from her salary reserve.

The authorization given to the chairman of the Council by the President to offer to Mr. A.R. Knipp a total salary of \$50 Hkg. Cur. per month in lieu of paying additional allowances for insurance etc. was confirmed.

It was agreed to authorize the use of \$200 annually for ten years from the salary reserve of Mr. James M. Henry to enable him to secure a \$5,000 insurance policy.

The estimated summary of budget for 1921-22 was presented and also an exhibit of staff needs. The budget presented (see final page of minutes) was approved as a working basis on the understanding that not more than \$85,000 U.S. Cur. would be required in gifts for current expense. In consideration of this budget it was voted that in so far as it may not contravene Mr. Chung's agreement with the Provincial Government the pledge made toward the agricultural work be first applied to the maintenance of the present agricultural staff and work.

The Council's recommendation that \$500 Hkg. Cur. be appropriated for Mr. Hoh Tsau Shue's trip to Shanghai and Peking to be charged against Building Fund, was approved.

Regarding the Council's recommendation that an extra expenditure be authorized for the screening of Java Hall, with the expectation that the total amount still needed for that building \$15,000 Hkg. Cur. would be collected in Java, it was voted that all further expenditures on that building be contingent upon first raising the amount.

Education Committee- In behalf of the Committee Dr. Smith requested confirmation of the following items, which were approved as presented:

G.N. Laird - To be Acting Dean of the College of Arts and Sciences.

✓ Harvey W. House - To be Instructor in Chemistry February 1, 1921 to June 30, 1925 on the terms usually given a five year appointee, his maintenance to be charged against the China Medical Board's appropriation.

John V. Barrow to be reappointed as Instructor for work in Religion and English in

either the Middle School or College or both as might be required, for five years on the usual terms.

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+
Prof. Emma H. Gunther of Teachers College, Columbia University to be Lecturer in Household Economics without salary for such portion of the academic year 1921-22 as she may be able to reside at Honglok as the guest of the College, her transportation to China and return being provided by the Institute of International Education.

310

8

R.E. Baber - to be regarded as on furlough without pay on the understanding that he may in due time be appointed Professor of Sociology and Economics for a five year term (on a married basis if required)

✓
G.W. Groff - to be reappointed as Director of Agriculture for a further period of five years on the usual terms, the date of his leaving America to be determined by President Edmunds.

On motion the following items were referred to the Education Committee with power:

✓
Appointment of A.S. Campbell as instructor in Biology for three years to take the place of Mr. Karcher who is withdrawing at the close of the present academic year.

Appointment of an instructor in Physics should Mr. A.R. Knipp withdraw.

Appointment of Margaret H. Riggs for three years on the usual terms to be assigned provisionally to the True Light Middle School for Girls for one year, the extension of this arrangement being subject to the approval of the Council, Miss Riggs' maintenance to be provided by a special committee of Friends.

✓
The appointment of a Professor of English to take the place of Miss Leshe while she is absent.

✓
The appointment of an Instructor or Professor of Economics to take the place of Mr. Duncan who comes to America at the end of this academic year for six months furlough under salary but without definite commitment as to his return.

On motion the following items were referred to the Education Committee in Conference with the Finance Committee with power:

✓
The payment of half of Mr. Baxter's travel between London and New York so that he may enter on the Missionary Fellowship at Union Theological Seminary 1921-22, and the payment of his room rent and tuition so as to leave him the full fellowship stipend for personal expenses.

3 April 15, 1921

311

The appointment of Elizabeth H. Groff for three years for special work in cooperation with the Bureau of Plant Industry of the United States Department of Agriculture under Dr. W.T. Swingle; the College to provide working quarters, a reasonable budget of current expenses (to be met from the Oakes Ames Fund) and travel to and from China; the U.S. Department of Agriculture to pay Miss Groff's salary while she provides her own living quarters.

✓ The appointment of G.E. Lyon as instructor in English in the Middle School.

✓ The Appointment of W.M. Wood as instructor in Mathematics in the Middle School.

Building Committee. The expenditure of \$150 in bringing the New York copy of the model of the grounds up to date was approved.

✓ The Committee's action was approved in entering into an arrangement with Mr. James R. Edmunds, Jr., to do architectural work as needed for the College on the understanding that the Trustees cover the expenses on a time and cost basis and that Mr. Edmunds is willing to have payment postponed until funds for the buildings are in hand.

✓ After report of Mr. Sz-to Wai's visit to England and after the introduction of Mr H. Suen to the Trustees, on motion the meeting was adjourned at 5:40 p.m.

MINUTES OF FINANCE COMMITTEE

Trustees- Canton Christian College

June 30, 1921.

The Committee met at 52 William Street at two p.m.

Present: Mr. Herbert Parsons, presiding,
Mr. Frederick Osborn, Mr. W. Henry Grant and Dr. C. K. Edmunds.

The Committee discussed the best method of meeting the drafts which in accordance with previous instructions of the Committee the Assistant Treasurer had sent to the Bursar in order to maintain the work authorized by the Trustees. It was noted that bonds were held for about thirty-five thousand dollars in excess of the sums required to cover all trust funds. After some discussion it was unanimously resolved

1.- That the Treasurer be authorized to sell Victory Liberty Bonds as follows:

K 2232965	F 1231801	
B 533113	G 1537480	Sold 7/5/21
B 533114	I 1854125	
B 533115	K 2232966	Held but sale authorized
L 2529115	K 2232967	

\$1000 each - Total \$10,000

2.- That the Treasurer be authorized to sell in his discretion Liberty Bonds as follows:

Third Liberty Bonds
\$1000 each 448591 - 99, \$9000; 451400 , \$1000; 598292/3, \$2000;
100 each 1100062-3-4, \$300; 1157098-9, \$200; 1157101, \$100;
50 each 4679733/4, \$100; 5083007, \$50, Total \$12,750.

Second Liberty Bonds
1000 each A01207141-2-3, \$3000;
100 each A02646236, \$200; E 02646410, \$100
50 each B03276942, \$50 , Total \$3,250

Fourth Liberty Bonds
100 each A02720941, \$100; \$50 - D03834524 Total \$150

3.- That the Treasurer be authorized to sell Western Electric Bonds as follows:

Nos. 6857, 14806, 7, 8, 9 \$1000 each Total \$5000

The Committee adjourned at two-thirty p.m.

Approved

Herbert Parsons
Chairman

C. K. Edmunds
Secretary.

TRUSTEES CANTON CHRISTIAN COLLEGE

Minutes Finance Committee, August 25, 1921.

The Committee met at 52 William Street at 2:30 P.M.

PRESENT: Mr. F.S. Phraner, presiding, Mr. Herbert Parsons,
President C.K. Edmunds.

The minutes of June 30 were read and approved.

Dr. Edmunds submitted the following tentative and approximate report
on the current account for the year 1920-21:

Approximate Statement for Year 1920-21

		<u>U.S. Cur.</u>
Total Receipts at Honglok	Total Expenses Honglok & N.Y.	\$269,000
Balance N.Y. July 1/20	\$168,000	
Total Receipts N.Y. July 1/20-June 30/21	88,000	19,000
Less Special Designated and Accommodation Accts.	<u>22,000</u>	
Net Receipts N.Y. For Budget Current Expense		<u>66,000</u>
Total available for Budget Current Expenses		<u>253,000</u>
	Surplus Deficit July 1, 1921	\$ 16,000
Previous investments in plant in excess of gifts designated therefor		
	say	<u>29,000</u>
	Approximate deficit July 1, 1921	\$ 45,000

The Assistant Treasurer also reported in the status of the New York account as follows:

Assistant Treas. Balance in Bank	\$6000	August 25
U.S. Bond	500	
Mrs. McCormick Ch.	<u>5000</u>	
	\$11,500	

Drafts due Sept. 1	\$10,000
Disbursement Aug. 25-31 Sals. & Exp.	<u>1,500</u>
	\$11,500

Treasurer's Account

Bonds available for sale	Victory	\$2,000
	Second Lib.	3,250
	Fourth "	150
	Western Electric	<u>5,000</u>
	Face Value	\$10,400

Other bonds held \$39,000 (\$35,000 mkt.)

In view of the fact that the total of drafts already sent to the Bursar would not suffice to cover his deficit and that the Holt House would be an additional item, it was voted that the Assistant Treasurer should remit a further \$6000 Gold to the Bursar forthwith.

Referring to the Bursar's letter B21.13 regarding contributions to the work of organizations other than those directly related to the College it was decided that no such appropriations could with legal propriety be made and the Assistant Treasurer was directed to ask the Bursar hereafter to report requests for such contributions approved by the Council or its Executive Committee to New York so that if possible special gifts designated for such purposes might be secured in America if not secured on the field.

The cost of maintaining the New York office and cultivation work in America was discussed and President Edmunds was asked to write Mr. Grant and Mr. Day with a view to affecting economies.

The Committee adjourned at 4 P.M.

Respectfully submitted



Secretary.

Approved

Francis S. Phraney
Chairman.

TRUSTEES CANTON CHRISTIAN COLLEGE

Minutes Executive Committee August 25, 1921.

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The Committee met at 52 William Street, at 4 P.M.

PRESENT: Mr. Herbert Parsons, presiding, Mr. F. S. Phraner and Dr. C. K. Edmunds.

Dr. Parkhurst and Mr. Grant being absent from the city were unable to attend but letters from them were read expressing their opinions on the matter to be considered (these letters are attached to the original minutes.)

The request of the Executive Committee at Honglok for authority to form a local committee of Chinese to be styled the Trustees of the Canton Christian College School of Agriculture was discussed. Their minute of July 12, 1921 and the letter of July 19th from Mr. Graybill as Executive Secretary were read. Mr. Groff's letter of August 23rd was also reported.

It was decided that owing to legal difficulties it was not possible to organize or designate such a committee as Trustees of the College of Agriculture. Chinese cooperation in Canton Christian College is thoroughly appreciated and desired and the Trustees intend to do all in their power to stimulate a more active and effective participation by Chinese in the maintenance and direction of the work of the College.

In approving recommendations 1 and 2 of the Honglok Executive Committee dated July 12th, 1921, on the understanding that ^{the proposed} ~~this~~ committee may not be called Trustees but may be styled "The Board of Managers" of the Canton Christian College School of Agriculture (or in Chinese Lingnaam College of Agriculture), the following actions were taken:--

1.- The Trustees authorize the Council to form a local committee for the management of the School of Agriculture, said Committee to be called The Board of Managers of Canton Christian College School of Agriculture, (or LingNaam College of Agriculture). This Board of Managers will not be incorporated, but the property of the School of Agriculture will be held in the name of the Trustees of the Canton Christian College to whom the Board of Managers shall be ultimately responsible.

2.- The Board of Managers of the Canton Christian College School of Agriculture shall direct that school through the agency of the Executive Committee of the Council of the Canton Christian College, which committee shall as a whole or by its representatives meet with the said Board of Managers.

3.- The Trustees approve the following nominations of the Council and authorize the Council to inform them and call them together for organization:

Mr. Ma Ying Piu
Mr. Lei Yuk Tong
Mr. Chan Lim Paak
Mr. Tsin Shue Fan
Mr. Chan Chung Ngok (to represent Governor Chan Kwing Ming.)

4.- The Board of Managers shall fill vacancies and elect new members to the Board subject to the approval and direction of the Trustees of Canton Christian College.

President Edmunds was authorized to cable the sense of these actions to Canton.

The Committee adjourned at 4:30 P.M.

Respectfully submitted,


Secretary.

Approved


Chairman.

Minutes of Trustees' Meeting, Oct. 21/21.

The Trustees met at their office at 156 Fifth Avenue, New York, on Friday, October 21, 1921, at 3:30 o'clock.

PRESENT: Mr. Parsons, Dr. Comfort, Mr. Davison, Dr. Smith, Mr. Osborn, Dr. Edmunds. Also Miss Griggs, and by invitation Mr. Baxter, Dr. Cadbury, Mr. Groff, Mr. Duncan and Miss Loshe.

Mr. Parsons presided and the opening prayer was offered by Dr. Comfort.

The reading of the Minutes of April 15 was postponed because of lack of a quorum.

Report of Assistant Treasurer (attached herewith)
Report of Executive Committee *Appendix A*

(1) It was voted that the resignation of Mr. L. B. Miller, as informally presented on his behalf by his daughter, be accepted with sincere regret and with appreciation of his faithful service as a trustee.

Proposed School of Agriculture.

(2) In response to a cable from the College asking for authority to organize the agricultural work as a School of Agriculture for purposes of administration, the Trustees in July, through a letter from the Secretary sent to each trustee, gave approval to the recommendation and on motion that action was confirmed.

(3) In response to a request from the Honglok Executive Committee dated July 12/21 for authority to form a local committee of Chinese responsible for the direction and financing of the School of Agriculture, the Committee reported the following action at their meeting on August 25, 1921:

"a. The Trustees authorize the Council to form a local committee for the management of the School of Agriculture, said Committee to be called the Board of Managers of Canton Christian College School of Agriculture, (or Ling Naam College of Agriculture). This Board of Managers will not be incorporated, but the property of the School of Agriculture will be held in the name of the Trustees of the Canton Christian College to whom the Board of Managers shall be ultimately responsible.

see next page

"b. The Board of Managers of Canton Christian College School of Agriculture shall direct that school through the agency of the Executive Committee of the Council of Canton Christian College, which committee shall as a whole or by its representatives meet with the said Board of Managers.

"c. The Trustees approve the following nominations of the Council and authorize the Council to inform them and call them together for organization:

Mr. Ma Ying Piu
Mr. Lei Yuk Tong
Mr. Chan Lim Paak
Mr. Tsin Shue Fan
Mr. Chan Chung Ngok (to represent Gov. Chan Kwing Ming)

"d. The Board of Managers shall fill vacancies and elect new members to the Board subject to the approval and direction of the Trustees of Canton Christian College.

"President Edmunds was authorized to cable the sense of these actions to Canton."

The Trustees confirmed the action of the Committee as quoted above except for section b which appears to be superceded by the proposed By-Laws of the Board of Management of the School of Agriculture.

(4) The By-Laws of the Board of Management of the School of Agriculture (copy attached herewith) as drawn up and recommended by the newly organized Board of Managers were presented for consideration.

It was voted that these By-Laws be referred to the Executive Committee with instructions to draw up a statement to include

(a) an expression of the Board's gratitude to the Chinese friends who have assumed the responsibility for the maintenance of the agricultural work, thus leaving the Trustees free to develop other important lines of work,

(b) the Board's approval of the By-Laws of the Board of Management of the School of Agriculture as recommended,

and with the suggestion (c) that in Art. II, Section I the name of the Dean of the School of Agriculture be added as an ex officio member of the Board of Management,

and with the understanding (d) that (Art. II, Section 2-c & d) "the Board of Management will decide on an annual budget" based on funds already in hand or definitely pledged.

(e) that (Art. II, Section 2, e) the Board of Management will depend upon the Dean of the School of Agriculture to seek and propose candidates for appointment to the staff.

Report of Finance Committee.

(1) Proposed budget for Agricultural Work 1921-22 as drawn up at Honglok, based on the promised Kwangtung Government appropriations, showing how far the present expenses will be met and what expansion of work and plant should be undertaken as the money becomes available, was, on motion, referred to the Finance Committee with power.

(2) The Committee, June 30th, authorized the sale of bonds in classified groups in a specified sequence, the total authorized being \$31,150 face value. This action was approved.

(3) The Committee met Aug. 25/21 and reviewed the Assistant Treasurer's approximate statement for the year 1920-21 as already noted in the Report of the Assistant Treasurer, - Sheet A attached herewith. The Committee on that date (Aug. 25/21) authorized the remittance of a further \$6,000 gold to Canton.

(4) Referring to the Bursar's letter B21.13 regarding contributions to the work of organizations other than those directly related to the College it was decided that no such appropriations could with legal propriety be made and the Assistant Treasurer was directed to ask the Bursar hereafter to report requests for such contributions approved by the Council or its Executive Committee to New York so that if possible special gifts designated for such purposes might be secured in America if not secured on the field.

After some discussion of the principle involved the recommendation was referred back to the Finance Committee for reconsideration.

(5) The Bursar's recommendation in regard to over-expended investment-items totaling \$28,580 gold, was referred to the Finance Committee with power.

✓ (6) Resignation of Mr. Frederick Osborn, ^{from Treasurership} In view of Mr. Osborn's explanation of the reasons making it imperative for him to resign, on motion of Dr. Smith the resignation was accepted with very keen regret. It was voted to instruct the Executive Committee to consider the subject of the selection of another treasurer and to report to the Trustees.

✓ (7) Division of Penn State College contribution of \$4,500 for the past year. On recommendation of the Committee it was voted that since \$2,500 gold supplemented by the money paid by the U.S. Dept. of Agriculture covers Mr. Groff's salary for the past year, that the \$2,000 remaining should be made available toward a residence for Mr. Groff, and that any surplus in contribution from Penn State College for the current year shall be available for the same purpose.

Report of Education Committee.

(1) The Committee reports its endorsement of the organization of a separate School of Agriculture, as already noted in the Report of the Executive Committee.

✓ (2) Organization of a Department of Education. As recommended by the Council, Session 528, 6/8/21, it was voted to authorize the formation within the College of Arts and Sciences of a Department of Education to be organized as delineated in the Council Minutes and not to constitute a precedent either for or against the formation of other departments.

✓ (3) Appointment of Mr. Graybill as Supervisor of Schools, as recommended by Council, Session 528, 6/8/21, was approved.

✓ (4) Establishment of Branch Schools. In accordance with recommendations of Council, Session 528, 6/8/21, it was voted to authorize the Council to take steps toward the establishing of either branch or affiliated schools, such schools to be self-supporting or to have their expenses guaranteed by dependable people.

✓ (5) The Trustees gave approval of the membership of Mr. H.B. Graybill on the Commission on Christian Education in China, and the temporary appointment for the period of his absence of Mr. J.N. Keys, as Acting Supervisor of Schools, and Mr. H. Suen as Acting Principal of the Middle School.

(6) After considerable discussion it was voted to approve giving Mr. Alfred H. Holt ^{as a member of the staff} the status of a married man.

(7) After considerable discussion of the Council's recommendation, Session 521, 4/15/21, regarding the alteration of the present regulation on staff earnings it was voted that the Committee take the matter under advisement for a possible rephrasing of the statement before it is approved.

(8) Proposal of the Honglok Executive Committee to make Mr. P.K. Fu Director of Agriculture and Mr. G.W. Groff Dean of the Agricultural School, was on motion referred back to the Education Committee.

(9) Approval was given to the following appointments to the staff since the meeting of the Board April 15, 1921, and as authorized on that date: Mr. A.S. Campbell, Miss M.H. Riggs, Miss E.H. Groff and Mr. G.E. Lyon, each for a five year term, and Mr. W.M. Wood for a two year term, under conditions specified in the Minutes of the Board of April 15/21.

✓ The Trustees further approved of the Committee's use of authority given them, April 15/21, in the appointment of Mr. and Mrs. E.N. Youtz to help meet the need in the English Department, and of Dean

✓ M.M. Skinner of the School of Commerce of the University of Washington, as Seattle Professor of Economics at Canton Christian College, the length of his term to be dependent upon the extension of his year's leave of absence from the University. The Seattle Chamber of Commerce is undertaking to supply a part,- probably a half of his maintenance,- while at the College.

The Trustees endorsed the action of the Committee in authorizing the College's participation in Mr.Baxter's maintenance during his year of study in New York as outlined in the Minutes of the Board 4/15/21.

✓ (10) The Trustees gave approval to the appointment since the last meeting of the Board of Miss Alive V. Franklin for a one year period to teach in the upper grades of the Western School, to take the place of Miss Field, called home to America by illness in her family.

Report of Building Committee.

In the absence of the Chairman President Edmunds gave the following report:

(1) Plans for the second dormitory in the college group on site 21, as recommended from the field, have been modified and subsequently approved.

(2) Slight alteration in the arrangement of the group in which this proposed dormitory will be placed, and the group opposite it, was approved by the Committee.

(3) The Committee now has under consideration the plans as sent from the field for a pair of semi-detached residences on sites 3 and 4, to be occupied by instructors in Agriculture. The plan for the Agricultural building is also being revised.

(4) It was agreed that the question of the appointment of a Supervisor of Construction, whenever the amount of architectural work required justifies such an appointment, should lie over until the December meeting, the Committee to consult with the Board in the meantime if that should prove necessary.

Report of President Edmunds.

In the short time available near the close of the meeting the President reported briefly regarding (a) present enrollment in all schools and present income from fees, (b) the President's lecture schedule for the present season as arranged in part by the Pond Bureau, (c) the preparation and use of a moving picture film of Canton and C.C.C., (d) the question of the employment of expert assistance in publicity work.

On motion the meeting was adjourned at 5:55 p.m.

Respectfully submitted,

Katharine C. Briggs

Assistant Secretary.

Approved:

President

Appendix (A) 320

Assistant Treasurer's Report to Trustees, Oct. 21/21.

<u>Approximate Statement for year 1920/21</u>		<u>U.S. Cur</u>
	<u>Total Expenses Honglok & NY</u>	<u>269,000</u>
Total Receipts at Honglok	168,000	
Bal. NY July 1/20	19,000	
Total Receipts NY Jly 1/20-June 30/21	88,000	
Less Spec. Desig. & Accommodation Accts.	22,000	
Net Receipts N.Y. for Budget Cur. Exp.	66,000	
Total available for Budget Cur. Exp.		<u>253,000</u>
	Deficit July 1/21	<u>\$16,000</u>
✓ Previous investments in plant in excess of gifts designated therefor, say,		<u>29,000</u>
	Approx. deficit July 1/21	<u>\$45,000</u>

Bonds and Obligations

Bonds sold July-October	5000 C.B.Q.
	24750 US L.B.
	<u>\$29750</u>
Bonds available for sale Oct. 21/21	1400 US L.B.
	5000 Western Electric
	<u>\$6400</u>

Bonds held \$39,000 (\$35,000 mkt. Val.) covering obligations as follows:

✓ Coles Lodge Endowment	5,000
Scholarship and Prizes	8,432
Schauffler Fund	5,025
	<u>18,457</u>
Retirement Fund Approx.	27,000
	<u>45,457</u>
	35,000
Short	<u>10,457</u>

Financial Forecast

Net Deficit current account 1920-21	\$16,000	
Gross Operating Deficit 1921-22	85,000	
Over-expended past 3 yrs in bldgs	29,000	
Salary Reserve Short	10,000	
Total gifts needed before July 1/22		<u>\$140,000</u>

Buildings Needed

Science Hall	100,000	
Residences	20,000	
Western School	33,000	
Power House	<u>25,000</u>	
		<u>\$178,000</u>

BY-LAWS

of the

Board of Management

of the

College of Agriculture of Canton Christian College

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ARTICLE I.

OBJECT

The Object of the Board of Management of the College of Agriculture of the Canton Christian College is with the sanction of the Trustees of the Canton Christian College to organize the existing Agricultural Department of the Canton Christian College into a full College of Agriculture which shall maintain the highest standards of agricultural research and practical efficiency.

ARTICLE II.

The Board of Management

1. Membership. The Board of Management shall consist of not less than five nor more than eleven members. Vacancies in this board shall be filled by the Board at the annual meeting or at a special meeting called for the purpose, the election being by ballot and subject to final approval by the Trustees of the Canton Christian College. The President or Vice President of the Canton Christian College, together with the Executive Secretary of the Board of Management of the College of Agriculture, shall be ex officio members of the Board.

2. Officers.

(a) The Officers of the Board of Management shall consist of a President, one Vice President, and a Secretary-Treasurer. They shall be elected from among the Board by ballot at each annual

meeting.

(b) The Board shall appoint an Executive Secretary to take charge of promotion and cultivation work.

ARTICLE III.

DUTIES

The duties of the Board of Management shall be:

(a) To supervise the work of the College of Agriculture and plan for its necessary extension.

(b) To refer all appropriate measures of the Board to the Council of Canton Christian College for execution and to receive and pass upon reports and recommendations of the Canton Christian College Council in regard to the College of Agriculture.

(c) To decide the annual budget of the College of Agriculture and to audit the annual expenditure of the same.

(d) To be responsible for the adequate maintenance of the College of Agriculture.

(e) To secure an adequate professional staff for the College of Agriculture.

ARTICLE IV

MEETINGS

Two regular meetings shall be held each year, one in March and one in September. The annual meeting for the election of officers and presentation of reports shall be held in September. Special meetings may be called by the President or Vice President or upon the written request of three members of the Board. Notice of the time and place of any meeting shall be mailed to each member not

-3-

less than five days before the meeting. A majority of the members shall constitute a quorum.

ARTICLE V.

AMENDMENTS

The By-Laws may be amended by a two-thirds vote at any regular meeting of the Board, and shall become immediately effective subject to final ratification by the Trustees of the Canton Christian College.

APPENDIX. These By-laws shall go into effect upon the approval of the Trustees of the Canton Christian College.

TRUSTEES CANTON CHRISTIAN COLLEGE

Minutes of Finance Committee

December 12, 1921.

The Committee met at 52 William Street at 4 P.M.

Present: Mr. F.S. Phraner, presiding, Mr. Herbert Parsons and
Dr. C.K. Edmunds (Mr. W.H. Grant being in China and Mr.
Frederick Osborn being in hospital were unable to attend.)

President Edmunds reported on correspondence with MR. Day and Mr. Grant regarding the former's relationship to the College.

✓ The investment of the \$5000 recently received from the Charles M. Hall Estate toward the permanent endowment fund was referred to Mr. Phraner and Mr. Osborn with power. ✓

✓ A letter from E.C. Wood of the Christian Association of the University of Pennsylvania dated October 20 requesting payment of the \$15,000 on account of the purchase of the Association's property at Honglok was considered, but it was noted that no funds were yet available for this purpose.

A letter from Prof. W.D. Crockett, Chairman of the Committee for the Pennsylvania State College Mission supporting G.W. Groff as Dean of the School of Agriculture at C.C.C., dated November 9, 1921, was read and the proposition made therein concerning the financing of a residence for Mr. Groff was approved as follows:

✓ The total contribution made by the Penn State College Mission for the academic year 1921-22 shall be added to the \$2000 already designated from the 1920-21 subscription for the residence fund on the understanding that Mr. Groff's maintenance for 1921-22 will be carried on the general budget of current expense of the School of Agriculture to be repaid to that fund the following year (1922-23) by the Penn State Committee who undertake to raise for that year double the annual cost of Mr. Groff's maintenance. If the cost of Mr. Groff's house should exceed the sum thus made available for it the excess shall be carried forward as an obligation to be met during 1923-24 by the Penn State Comm. in addition to Mr. Groff's current maintenance.

The eight suggestions from the Bursar dated June 21 as to how various items of over-expended investment funds might be handled were reviewed. All were approved except item 5 concerning the pair of semi detached residences Nos. 12 and 13 which with furniture cost \$15,000. It was agreed that this item should not be entered on the budget of current expense but be held in suspense pending the receipt of special contributions or a surplus in the general fund that would cover it.

The resolutions adopted concerning the other items proposed by the Bursar are as follows (retaining the Bursar's numbering):

1. Resolved that the balance in the General Residence Fund \$2416.85 be appropriated to pay part of the cost of putting a new roof on Residence 20. The balance of the cost of the new roof \$238.26 be charged to Current Budget account.

2. Resolved that the \$86.48 expended during 1919-20 on the garden house of Jackson Lodge be paid out of current budget funds.

3. Resolved that the deficit in Residences 45 and 47 amounting to \$1686.85 not covered by the Mason fund, be charged to current budget account.

4. Resolved that the deficit on Building 45 amounting to \$690.84 more than Mr. Tan Ka Kee's gift be charged to current budget account. *46 Griffith House Bursar 2/3/22*

6. Resolved that the G.\$3183.15 paid to the U.Of Pa. Christian Association towards the building ~~xxxxx~~ used for a girls dormitory be held on the books in the expectation that steps will be taken to raise money for a girls dormitory.

7. Resolved that the balance of the \$2403.68 the cost of the fruit store, which amounts to \$1603.68 after the various dormitories have paid their share according to Council action page 591, be held on the books and gradually liquidated by crediting rent from the store to this account.

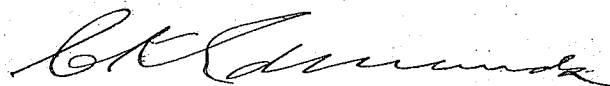
8. Resolved that the cost of making preliminary plans for future buildings, as ordered by the President, be charged temporarily to a special account and that this account be credited as money comes in for particular buildings.

The Budget proposed from the field for the School of Agriculture for 1921-22 on the basis of the appropriation from the Provincial Government was approved on the understanding that it is to be effective only if when and as the money becomes available therefor.

It was resolved that in the absence of Charles K. Edmunds, Assistant Treasurer, Miss K.C. Griggs be authorized to sign checks on the Assistant Treasurer's account in the Fifth Avenue Branch of the Corn Exchange Bank.

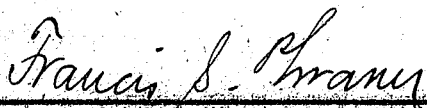
The Committee adjourned at 5.P.M.

Respectfully submitted



Secretary

Approved



Chairman

324

Docket, Trustees' Meeting, Dec.16/21

Invocation

Reading of Minutes of April 15 and Oct.21/21 and confirmation of votes taken on Oct.21st on which date a quorum was lacking.

Report of Officers:

Secretary (no report)
Assistant Treasurer.

Report of Executive Committee

Appointment of representative
~~Delegate to represent Trustees at Foreign Mis-~~
~~sions Conference Jan 11-13~~
Report of Election of Dr. Romiett Stevens of
Columbia as Chairman of Women's Central
Committee to succeed Mrs. Doremus.

Report of Finance Committee

based on minutes of Committee's meeting Dec.12/21

Report of Education Committee

based on minutes of Committee's meeting Dec.16/21

Report of Building Committee

Report of the President

Minutes of Meeting of Trustees December 16, 1921.

The Trustees met at their office at 156 Fifth Avenue, New York, Friday afternoon, December 16, 1921, at 3:30 o'clock.

PRESENT: Mr. Parsons presiding, Mr. Davison, Dr. Edmunds, Prof. Laird, Dr. Parkhurst, Mr. Phraner, Dr. Smith and Miss Griggs.

Absent Osborn, Conant, Watts
The invocation was offered by Dr. Parkhurst.

The minutes of April 15, 1921 were approved as read.

The minutes of the meeting of October 21, 1921 were read. On account of the lack of a quorum on October 21st, on motion it was agreed to ratify and confirm the actions taken by the Board on that date.

There was no report from the Secretary.

Report of Assistant Treasurer. The Assistant Treasurer stated that he had no report to offer except to report some progress in the attempt to secure the funds needed for the current year and to stress the magnitude of that task. He presented the Bursar's exhibit *Appended A herewith* covering the years 1917-18, 1918-19, 1919-20, 1920-21 as reported to the British-American Educational Commission now in China.

Report of Executive Committee. On motion it was agreed to authorize the President of the Board to appoint a representative of the Trustees to attend the annual meeting of the Foreign Missions Conference, to be held at Atlantic City, January 11-13, 1922.

Report was made of the election of Dr. Romiett Stevens of Columbia as Chairman of the Women's Central Committee to succeed Mrs. F.H. Doremus.

Report of Finance Committee. Mr. Phraner reported to the Board regarding items of business taken up by the Committee at its meeting on December 12th, which are given in detail in the Committee's minutes of that date, and action was taken as follows:

On motion it was agreed to approve the proposition concerning the financing of a residence for Mr. Groff, as outlined in Prof.

Crockett's letter of November 9, 1921, and as stated in detail in the minutes of the Finance Committee of December 12, 1921.

In confirmation of the action by the Finance Committee at the meeting on December 12, 1921, the following resolution was passed: It was RESOLVED in the absence of Charles K. Edmunds, Assistant Treasurer, that Miss K.C. Griggs be authorized to sign checks on the Assistant Treasurer's account in the Fifth Avenue Branch of the Corn Exchange Bank.

Report of Education Committee. Dr. Smith presented the following resolution as a recommendation of the Committee and on motion it was adopted: A member of the College staff preparing a textbook or a book in the nature of supplementary reading may be permitted to retain the royalties or other author's compensation, but on the condition that the work is done with the approval of the Council and is not undertaken at a sacrifice of his regular assignment of work.

In regard to staff needs for the year 1922, Dr. Smith reported that Acting Dean Laird of the College of Arts and Sciences writing under date of outlined his staff needs as calling for four men to replace those to be on furlough and three additional men. No definite statement of needs for the Middle School has yet been received.

On motion it was agreed that President Edmunds and the Education Committee be authorized to take steps toward meeting the staff needs so far as the budget provides the funds. Where these needs are in excess of the present budget the approval of the Finance Committee is to be secured before appointments are made.

The Building Committee made no report.

Report of the President. Dr. Edmunds reported informally regarding his recent investigations of possible methods for securing the publicity necessary to any adequate solution of the financial problem

of the College. The President also reported briefly regarding his own plans for a lecture tour during January and February 1922.

On motion the meeting adjourned at 5:05 p.m.

Respectfully submitted

Katharine C. Briggs

Assistant Secretary.

Approved

President.

Burns's Financial Exhibit
Canton Christian College
(December 13, 1921 N.Y.)

Budget Account
including land and buildings
not covered by Funds given for
the purpose.

For all C.C.C. work

U.S. Gold
@ \$2 H.K. - \$1 Gold

	1917-18	1918-19	1919-20	1920-21
<u>Operating Receipts</u>				
Fees Tuition	24,800	39,800	43,100	55,400
Quarters	11,800	12,700	12,700	15,700
Laboratory Miscel.	2,900	1,700	2,100	2,100
Board, Laundry, Athletics	20,500	20,400	22,600	28,100
Total Fees	60,000	74,600	80,500	101,300
College Gardens (Agric. Dept.)	5,100	8,500	22,700	26,500
Business Depts. Bookstore, Press, Launch, Dispensary	7,900	7,600	11,100	13,100
Rent from Staff Residences	9,200	9,300	12,200	15,600
Interest, Rent, Staff Earnings etc.	7,500	5,300	20,300	22,100
Total Operating Receipts	89,700	105,300	146,950	178,600
<u>Operating Disbursements</u>				
Staff (including house rents)	53,200	55,300	79,600	110,400
Transportation to and from home	5,600	4,700	13,900	20,300
Administration	6,000	10,100	16,900	17,200
Construction (incl. equipment)	3,600	4,600	8,600	9,300
Scholarships, Rent, etc	3,200	5,000	5,700	4,800
Service	7,700	9,000	12,300	15,000
College Gardens (Agric. Dept.)	4,700	9,500	23,300	29,200
Business Depts. (as above)	7,700	8,900	11,000	14,500
Students Board, laundry, athletics	19,200	20,100	22,200	26,600
Land, Bldgs., equipment, Budget items	9,500	16,400	30,200	18,700
Total Operating Expenses	120,400	143,600	223,700	266,000
Total Operating Receipts	89,700	105,300	146,900	178,600
Net Operating Deficit	30,700	38,300	76,800	87,400
Gifts available for Budget expenses	48,100	40,200	40,500	57,400
Surplus for year	17,400	1,900	-----	-----
Deficit for year	-----	-----	36,300	30,000

<u>Educational Payments</u>	86,300	107,000	160,700	194,800
<u>Educational Receipts</u>	55,600	68,700	83,900	107,400
Operating Deficit	30,700	38,300	76,800	87,400

Note

Educational receipts and disbursements obtained by omitting agricultural and business departments and maintenance staff items chargeable to investment or special accounts.

Financial Exhibit
Canton Christian College
December 13, 1921

Budget Account
including land and buildings
not covered by Funds given for
the purpose.

U. S. Gold
@ \$2 H.K. - \$1 Gold

For all C.C.C. work

	1917-18	1918-19	1919-20	1920-21
<u>Operating Receipts</u>				
Fees Tuition	24,800	39,800	43,100	55,400
Quarters	11,800	12,700	12,700	15,700
Laboratory Miscel. "	2,900	1,700	2,100	2,100
Board, Laundry, Athletics	20,500	20,400	22,600	26,100
Total Fees	<u>60,000</u>	<u>74,600</u>	<u>80,500</u>	<u>101,300</u>
College Gardens (Agric. Dept.)	5,100	8,500	22,700	26,500
Business Depts. Bookstore, Press, Launch, Dispensary	7,900	7,600	11,100	13,100
Rent from Staff Residences	9,200	9,300	12,200	15,600
Interest, Rent, Staff Earnings, etc.	7,500	5,300	20,300	22,100
Total Operating Receipts	<u>89,700</u>	<u>105,300</u>	<u>146,950</u>	<u>178,600</u>
<u>Operating Disbursements</u>				
Staff (including house rents)	52,200	55,300	79,600	110,400
Transportation to and from home	5,600	4,700	13,900	20,300
Administration	6,000	10,100	16,900	17,200
Instruction (incl. equipment)	3,600	4,600	8,600	9,300
Scholarships, Rent etc.	3,200	5,000	5,700	4,500
Service	7,700	9,000	12,300	15,000
College Gardens (Agric. Dept.)	4,700	9,500	23,300	29,200
Business Depts. (as above)	7,700	8,900	11,000	14,500
Students Board, laundry, athletes	19,200	20,100	22,200	26,600
Land, Bldgs., equipment, Budget items	9,500	16,400	30,200	18,700
Total Operating Expenses	<u>120,400</u>	<u>143,600</u>	<u>223,700</u>	<u>266,000</u>
Total Operating Receipts	<u>89,700</u>	<u>105,300</u>	<u>146,950</u>	<u>178,600</u>
Net Operating Deficit	30,700	38,300	76,800	87,400
Gifts available for Budget expenses	48,100	40,200	40,500	57,400
Surplus for year	<u>17,400</u>	<u>1,900</u>	<u>-----</u>	<u>-----</u>
Deficit for year	-----	-----	36,300	30,000

<u>Educational Payments</u>	86,300	107,000	160,700	194,800
<u>Educational Receipts</u>	<u>55,600</u>	<u>68,700</u>	<u>83,900</u>	<u>107,400</u>
Operating Deficit	<u>30,700</u>	<u>38,300</u>	<u>76,800</u>	<u>87,400</u>

Note

Educational receipts and disbursements obtained by omitting agricultural and business departments and maintenance staff items chargeable to investment or special accounts.

Trustees Canton Christian College

MINUTES OF MEETING

FINANCE COMMITTEE

March 9, 1922

The Committee met at 52 William Street at 3:30 PM. Present:-
Mr. Francis S. Phraner, Chairman, Mr. Herbert Parsons, Mr. Frederick Osborn, Dr. C. K. Edmunds.

The Treasurer's Balance Sheet, June 30, 1921 and Report of Current Budget account 1919-21 as prepared by the Bursar were received and reviewed.

The Bursar's estimate of Expenses and Receipts for 1921-22, dated Jan. 16, 1922 was presented. It was voted to notify the field to hold back on expenditures as much as possible and to regard the \$85,000 U.S. currency counted on from gifts as really available only if, when and as actually secured. No other interpretation of the approval of the budget as submitted is feasible under present conditions.

The requests of Mr. H. L. Caldwell and of Miss Jessie Douglass to have payments from salary reserve made prior to departure from the field so as to be enabled to finance homeward travel through Europe were approved. It was noted, however, that such requests should in the first instance be presented to the Executive on the field and be transmitted by him to the Trustees.

It was voted that such adjustments be made in the account of Mr. Kenneth Duncan as would restore him to regular furlough basis for the year 1921-22 on the understanding that he will maintain himself during 1922-23 and reenter active service at the beginning of the academic year 1923. The details were referred to the President of the College with power.

The request of the Committee of the Pennsylvania State College Mission that on the further payment of \$2000, which added to the designated balance from last year would make a total of \$4000, the work of providing a residence for their representative, Mr. G. W. Groff, be begun, ^{was approved} on the understanding that their committee will undertake to secure the balance of \$3500 prior to the end of the academic year 1922-23 in addition to such part of Mr. Groff's maintenance as is not carried by the Kwantung Government's appropriation.

It was voted that President Edmunds should make a trip to China and visit the College briefly at an early date in order to be better fitted for next season's financial campaign in America. He reported his expectation of taking Mrs. Edmunds with him at his personal expense.

The Assistant Treasurer presented the following report on the cost of Cultivation in America since July 1, 1921.

M.H. Day (Sal. & Exp.)	\$3445	New Subscribers	
Cadbury, Edmunds)		169 gifts	\$6000
& Duncan Exp.)	1025	Old Subscribers	
Circularization, Printing		132 Gifts	46000
& Clerical Help	5590		
Postage	1202	Total	\$52000
Incidentals	273		
Current	\$11995		
Equipment	1581		
	\$13576		
Chinese Office	851	Chinese Gifts	\$857
	\$14426		

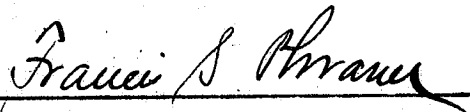
It was voted to reduce the extent of circularization for contributions and to authorize only the following:

- a. Second letter to the list of Friends likely to be interested in Dr. Cadbury's support.
- b. Pamphlet containing speeches at the Dinner, March 2d, to be distributed to a carefully selected list of approximately 2000.
- c. Printed letter by President Edmunds on the eve of his departure for China to be sent to contributors, most likely prospects, and to those who were probably in one of Dr. Edmunds' audiences of recent months. Edition limited to ten thousand.
- d. Reprinting Dr. Edmunds' articles on Famine Prevention as a special pamphlet; say 2000 copies, securing if possible the financial assistance of other agencies.
- e. Reprinting Dr. Edmunds' researches on the Magnetic Field of the Earth in China, say 2000 copies, securing if possible the financial assistance of other agencies.

The details of these five items being left to President Edmunds on the understanding that the cost of items d and e be reported to the Finance Committee for confirmation.


Secretary

APPROVED



Chairman

TRUSTEES CANTON CHRISTIAN COLLEGE

MINUTES

FINANCE COMMITTEE

April 5, 1922

The Committee met at 52 William Street at 4 PM. Present - Mr. F.S. Phraner, Chairman, Mr. Herbert Parsons, Mr. Frederick Osborn, Dr. C.K. Edmunds.

Minutes of March 9th were approved.

A letter dated April 5th from Mr. M.H. Day resigning as Home Secretary was read, and the Secretary was instructed to write Mr. Day accepting his resignation and to express the Trustees' appreciation of his faithful services under very difficult circumstances. The Assistant Treasurer was authorized to pay Mr. Day's salary for one month after his arrival in Oregon at the end of such westward cultivation campaign as he would arrange for in consultation with President Edmunds.

The expense of distributing to a selected list 1000 copies of the illustrated supplement from the New York World of March 26th with a brief printed appeal was authorized.

The investment of the latest installment of the Charles M. Hall Endowment Fund, \$5,250, was committed to Mr. Phraner. The investment of this fund in First Mortgage Bonds of the Mortgage Bond Company of New York was authorized.

It was voted to recommend to the Board of Trustees at their next meeting that Miss Katharine C. Griggs be elected Assistant Treasurer.

The President was instructed to organize the Cultivation work for money and for staff in his own office as distinct from the Offices of the Secretary and the Treasurer of the Trustees and to adopt a budget basis for these operations, an approved budget being also required for the office of the Trustees.

The Assistant Treasurer presented the following brief and approximate estimate for the present financial situation:

NEEDS

April 5, 1922

Deficit 1920-21	\$28,000
Canton needs prior July 1st (not including water works)	45,000
New York needs prior July 1st	8,000
Summer outward travel	7,000
New York Office and salaries July and August	5,000
	<u>\$93,000</u>

RESOURCES

Bank	\$ 13,000	
Saleable Bonds	<u>3,000</u>	\$ 16,000
Mrs. Straight due		16,000
Estimated gifts as in 1921 for April, May and June		<u>27,000</u>
		\$ 59,000

The need of an appropriation for the immediate revision of the

Water Supply at Honglok was discussed, but it was decided that no funds could as yet be made available for that purpose.

In the absence of any proposed budget from the field it was voted to recommend to the Trustees at their next meeting that a total current expense budget for 1922-23 involving not more than \$65,000 in gifts from America be authorized.

The Assistant Treasurer was instructed to reduce the New York Office expenses by releasing one clerk and leasing less space for the year beginning May 1, 1922.

It was voted that so far as feasible members of the staff travelling to and from the field should use intermediate steamers or take second class passage on the Canadian Pacific Line.

President Edmunds' plan to postpone his departure for China until after Mr. Grant's arrival in New York in July was approved.

President Edmunds submitted the accounts connected with his lecture tour during January and February and those of the publicity campaign connected with this tour and with the dinner of March 2nd in New York. It was noted that the receipts from the lecture fees covered all expenses of the tour and also those of the promotion dinner.

It was voted to reimburse President Edmunds for the payments made to publicity agents during January, February, March and April up to a limit of \$1200.

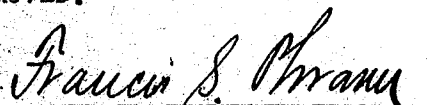
The Staff needs for 1922-23 were briefly reviewed. It was voted that no replacements for those coming on furlough could be afforded except the expense of Dr. Stifler as Professor of Physics. The expense connected with replacing the staff members retiring from service at the end of this fiscal year was authorized.

The expense connected with adding four unmarried members to the staff (exclusive of the agricultural staff) was authorized on the condition that at least three of these be assigned to the Middle School, that every effort be made to secure the maximum feasible enrollment in that school and that the total counted on as gifts from America should not exceed the \$65,000 noted in previous action with reference to the Budget.

The Committee adjourned at 5:30 P.M.


Secretary

APPROVED:


Chairman

Annual
Minutes of Meeting of Trustees, April 7, 1922.

The Trustees met at their office at 156 Fifth Avenue, New York, April 7th, at 3:30 o'clock.

PRESENT: Dr. Comfort, Dr. Edmunds, Messrs. Gillies, Osborn, Parsons, Phraner, Dean Watts; also Miss Griggs and by invitation Mr. Alexander Baxter.

Excuses for necessary absence had been received from Professor Laird and Dr. Parkhurst.

Mr. Parsons presided and prayer was offered by Dr. Comfort.

The minutes of December 16th were approved as read.

Report of Assistant Treasurer. The Assistant Treasurer distributed copies of the Bursar's report in abridged form covering the two years 1919-1921 and quoted some explanatory statements regarding this report from Bursar's letter B22.11, Feb. 3/22, calling particular attention to the fact that the \$22,000 gold which is available because of the drop in exchange last year had been credited by the Bursar to current expense and that current account had been charged about \$20,000 on account of building deficits.

Election of Officers. On motion it was voted that the Assistant Secretary be instructed to cast a ballot for the continuance in office for the coming year of the following officers of the Board: President, Herbert Parsons; First Vice-President F.S. Phraner; Second Vice-President, C.H. Parkhurst; Secretary, W. Henry Grant. It was noted that the office of treasurer is at present vacant.

Report of Executive Committee.

1. (a) On recommendation of the Committee and in view of the request of Mr. Osborn to be relieved from membership on the Education Committee, it was voted to drop his name from that Committee and to request him to continue to act as a member of the

Finance Committee.

(b) On recommendation of the Committee it was voted to elect as members of the Education Committee, Dr. Parkhurst and Dean Watts.

(2) President Edmunds reported briefly regarding the significance of the Report of the Commission on Christian Education in China, to be published in the near future, particularly in its recognition of the work of Canton Christian College. The presenting of this report to the mission boards having work in China has brought to the fore the problem of the feasibility of the Christian colleges in China entering into some organization through which they might make a united appeal for financial support. Some informal suggestions along this line in typed form were presented for consideration. In this connection it was noted that the possibility of some such union of campaign effort between Robert College, the American College at Beirut, Yale in China and Canton Christian College has been informally considered by those most closely interested. After some discussion, on motion it was agreed that the matter of taking up negotiations with these colleges as occasion may arise be left with the Executive Committee.

(3) On motion it was agreed to confirm the appointment, - to which the Trustees individually had already given approval, - of Mr. W. Henry Grant as an accredited delegate to represent the Trustees of Canton Christian College at the National Christian Conference to be held at Shanghai, May 2-11, 1922.

Report of Finance Committee.

The Chairman, Mr. Phraser, reported that the Committee had recently held two meetings, on March 9th and April 5th respectively, and referred to the minutes of those meetings for the detail of

Trustees' Minutes 4/7/22

5.

action taken, the following items being brought before the Trustees and acted upon as follows:

(1) On recommendation of the Committee, on motion it was agreed 3/9/22 "that such adjustments be made in the account of Mr. Kenneth Duncan as would restore him to regular furlough basis for the year 1921-22 on the understanding that he will maintain himself during 1922-23 and reenter active service at the beginning of the academic year 1923. The details were referred to the President of the College with power."

(2) After some discussion of the best method of procedure in connection with the campaign for funds at Penn State College for the financing of a residence at Canton Christian College for their representative, Mr. G.W. Groff, on motion it was agreed to refer the matter to Dean Watts and President Edmunds for further report.

(3) The action of the Committee accepting the resignation of Mr. Mahlon H. Day and expressing the Trustees' appreciation of his faithful services was on motion approved.

(4) The resignation of President ^{Dr} C.K. Edmunds as Assistant Treasurer of the Trustees was presented and on motion accepted. It was voted to elect Miss K.C. Griggs as Assistant Treasurer.

(5) Report was made that with the Committee's approval President Edmunds plans to postpone his departure for China until after Mr. Grant's arrival in New York in July.

(6) It was voted to approve the recommendation of the Committee to reimburse President Edmunds for payments made to publicity agents during January, February, March and April up to a limit of \$1,200.

(7) Staff Needs for 1922-23. On motion the following recommendations of the Committee were approved: No replacements for

those coming on furlough can be afforded except the expense of Dr. Stifler as Professor of Physics. The expense connected with replacing the staff members retiring from service at the end of this fiscal year was authorized.

The expense connected with adding four unmarried members to the staff (exclusive of the agricultural staff) was authorized on condition that at least three of these be assigned to the middle school, that every effort be made to secure the maximum feasible enrollment in that school and that the total counted on as gifts from America should not exceed \$65,000, noted in previous action with reference to the budget.

On motion the Report of the Finance Committee was approved.

Report of Education Committee.

(1) On recommendation of the Committee after reviewing the requests for staff received from the field, and in view of the limitations set by the Finance Committee, it was voted to approve the appointment of Dr. Stifler as Professor of Physics for 1922-23 on the understanding that \$1200 H.K. will be provided by the China Medical Board to supplement the \$4800 H.K. salary and allowances provided by Canton Christian College. The appointment of instructors to replace those retiring as follows:

Ivan H. Ware in Economics and Mathematics, Charles H. Haines in Economics and English, Edward R. Van Sant in English, Egbert H. Walker in General Science, Misses Beatrice N. Snow and Naomi L. Babson for the Western School, a Dean of Women (to serve also as an instructor), and Miss L.D. Loshe as Professor of English or a suitable substitute if Miss Loshe is not available. It is understood that at least three of these instructors or their equivalent be

assigned to the Middle School.

(2) In accordance with recommendation of the Council, session 530, December 21/21, it was voted to create the rank of assistant professor, making the grades of professional ranking in the College of Arts and Sciences as follows: Instructor, Assistant Professor, Associate Professor, Professor. //

(3) It was voted in accordance with the recommendation of the Council, Session 530, Dec.21/21, to approve the following promotions in the faculty of the College of Arts and Sciences: Au Lai Chau to the rank of Assistant Professor of Chinese Literature, Chan Tak Wan, to the rank of Assistant Professor in Chinese History, Chiu Yan Tsz, to the rank of Assistant Professor of Analytical Chemistry, J.N.Keys to the rank of Assistant Professor of Education. //

Report of Building Committee. In the absence of the Chairman, Dr. Edmunds called attention to the very urgent request from the field that \$36,000 be made available for improvement of the water system.

At the request of the Chairman Mr. E.J.Gillies made an informal report of his recent visit to the College.

On motion the meeting was adjourned at 5:50 p.m.

Respectfully submitted,

Approved

K.C. Briggs

Assistant Secretary.

President of the College

Notes

May 3, 1922

Miss K. C. Griggs,
Assistant Treasurer

My dear Miss Griggs:

I have conferred with Mr. Parsons and Mr. Phraner and they concur in authorizing the expenditure of \$5000 Mex. for pump and engine for improved water supply at Honglok. I am, therefore, cabling the field to that effect.

Faithfully yours,

President of the College

CHE es

Copy to Canton 8/2/22

TRUSTEES - CANTON CHRISTIAN COLLEGE

MINUTES OF AN EXECUTIVE CONFERENCE

New York City
June 20, 1922

Mr. Herbert Parsons, President of the Board of Trustees, and Dr. Charles K. Edmunds, President of the College, met in conference on June 20th at 52 William Street, at 2:30 P.M.

A letter from W. S. Richardson was read offering in behalf of Mr. John D. Rockefeller, Jr. to cover the deficit in current expenses as of the date of July 1, 1922, as a special contribution.

It was agreed to accept Mr. Rockefeller's gift on the conditions proposed and the following estimate was approved for submission to Dr. Richardson.

CANTON CHRISTIAN COLLEGE

Estimated Expenses to June 30, 1922

June Expenses thru New York

New York Office and Staff on Furlough	\$ 3740
Special Multivitation	600
Publicity thru C.K.E.	1167
Canton Hospital Balance	660

\$ 6,167

Net Disbursements a/c Field

Drafts to Bursar outstanding)	
June 1 account year 1921-22)	30,000
Special appropriation a/c Water System	<u>2,900</u>
	\$39,067

Resources

Cash in Bank June 1, 1922	17,772	
Gifts a/c 1921-22 June 1, 1922	8,063	
Pledge from Mrs. McCormick	5,000	<u>\$25,855</u>

Net Deficit 1921-22	\$13,212
Deficit a/c 1920-21	\$28,140
Total Deficit July 1, 1922	\$41,352

Herbert Parsons

President of the Board of Trustees

C.K. Edmunds

(copy of minutes
handwritten by Dr. E.
K.C.)

TRUSTEES OF THE CANTON CHRISTIAN COLLEGE

Minutes of Executive Committee

June 27, 1922

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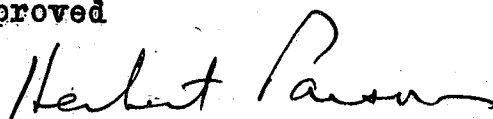
The Executive Committee met at 52 William street, New York City,
June 27, 1922, at 2.30 p.m.

Present: Mr. Herbert Parsons, presiding
Mr. W. Henry Grant, and
Dr. Charles K. Edmunds

1. The conference between President Edmunds and Mr. Parsons on June 20 was reported and the action then taken confirmed. Mr. Grant was asked to draft an appropriate resolution to be sent to Mr. John D. Rockefeller, Jr.
2. The temporary investment of surplus cash in bank was referred to Mr. Grant with power.
3. It was agreed that President Edmunds should visit the College during September, October and November, and return to the U. S. A. by January for a further financial campaign. The necessary traveling expenses were authorized, together with a continuance of present salary and allowances on condition that if Mrs. Edmunds accompanies the President it shall be without expense to the Trustees.
4. The continuance of Clinton N. Laird as Dean of the College of Arts and Sciences for 1922-23 was confirmed.
5. Various phases of the administration and organization on the field were discussed; and President Edmunds was requested to restudy conditions and personnel with a view to establishing greater efficiency and better definition and coordination of the various departments.
6. The question of policy with reference to TEMPORARY BUILDINGS was discussed, and it was agreed that the Trustees are in general opposed to the erection of temporary buildings and that the erection of any such proposed building, exceeding in cost \$1,200.00 Hkg. Cur., shall first be approved by the Trustees.
7. The action of the Council or of its Executive Committee in increasing the number of SCHOLARSHIPS was discussed, and it was agreed that expenditures for scholarships should be limited to the proposals included in the Budget as agreed to by the Trustees. Mr. Grant was authorized to cable this to the College.

8. Action on the revision of the Statutes was postponed until President Edmunds' return to U.S.A.
9. The relation of the College to the Canton Hospital and to other denominational boards was discussed. It was agreed that organic connection with these other bodies should be regarded as primarily a matter to be dealt with between the Trustees and the appropriate home board, and should be dealt with on the field only after an appropriate relationship had been established between the controlling boards.
10. The offer of the Wesleyan University Society to support Mr. and Mrs. Ronald Rees on the faculty of the College of Arts and Sciences was reported. It was agreed to accept the services of Mr. Rees as Associate Professor of History with the possibility of other assignments as well.
11. The question of an informal relationship between the College and the American Board's School for Girls in Canton was presented by Mr. Grant and it was agreed that he should deal with this matter and report progress to the Trustees.
12. The financial settlement with Mr. L. L. Henson, Jr., was discussed and it was agreed that in view of his youth and his own anxiety as to his health which led him to return to America, the Assistant Treasurer be authorized to pay Mr. Henson one hundred dollars salary reserve on demand.

Approved



Chairman

CHARLES K. EDMUNDS

Secretary

8/2/22 typed from
hds. writt. minutes
for forwarded to N.Y. office
by Dr. Edmunds.
kcs

Meeting of Finance Committee
Trustees of the Canton Christian College
October 9, 1922.

The Committee met at 52 William Street, New York, at 4 p.m.

Present- Mr. Herbert Parsons presiding, Mr. Grant, Mr. Osborn and Miss Griggs.

It was voted to request the Secretary to prepare a resolution in memory of Mr. Francis S. Phraner, for many years the Chairman of this Committee.

Report of Assistant Treasurer. It was voted to approve an estimated budget of expenses of \$35,000 for the New York end for the current year, July 1, 1922-June 30, 1923, as outlined below:

Trustees' Office, including \$3,100 of President's maintenance	\$10,500
Cultivation including \$4,700 of President's maintenance	13,200
Staff on furlough and all insurance items payable here but not including the transportation of staff to field or payment of salary reserve at completion of term of service	<u>10,800</u>
Estimate cabled to field June 20/22,	34,500
Furlough salary Mr. Baber not included in above,	455
Approximate total,	<u>\$35,000</u>

Contributions July 1/22 to October 9/22.

Total gifts received, Asst. Treas. Acct.	17,677
Designated for yr. 1921-22 or specially designated current year	<u>5,675</u>
This bal. includes \$5000 from Mrs. Straight, \$3,000 of which is applicable to current expenses	<u>\$12,002</u>
Applicable to current budget-----	2,000
	\$10,002

It is to be noted that this \$5000 from Mrs. Straight brings her total payments to date on her pledge of \$10,000 a year for five years up to \$12,000 ~~-\$4,000 in 1921 and \$8,000 in 1922.~~ By vote of Trustees (Apl. 15, 1921) ~~the first \$10,000 can be applied to current expenses if no salary.~~ ^{Res. here} ~~1921-22.~~

Corn Exchange Bank Account. The \$20,000 taken from checking account and put into two certificates of deposit in the Corn Exchange Bank early in July has not yet been disturbed, the Bursar having presented for payment in that time only three drafts totaling \$11,000.

*Ans. 10 before
approved March 1/23
OK for*

\$27,000 is still outstanding in drafts to the Bursar.

The list of bonds owned by the Trustees was presented. It was noted that certain bonds fall due in 1922.

The Committee voted approval of complying with request of Mr. Milton Van Dyke to pay his insurance premium this year-- approximately \$50.- and charge it against his retirement and insurance account.

On the recommendation of the Secretary approval was given of a temporary arrangement of continuing Mr. K.S.Fung,- Secretary for Promotion among the Chinese in this country,- until February 1,1923 on a part time basis as follows: He is to receive salary of \$75 a month for eighteen hours work a week and is to be given an advance of \$150 now, to enable him to pay tuition for study at Columbia this semester, this to be deducted from his salary at the rate of \$25 monthly.

Furlough Salaries and Allowances.

(1) Mr. R.E.Baber. In view of agreement made with Mr. Baber in 1919 at the close of his first term at the College,- a period of three and a half years,- and in view of his reappointment to the staff, on motion approval was given to President Edmunds' tentative agreement with him that he be paid furlough salary for seven months at the rate of \$65 a month,- a total of \$455.00.

(2) Mr. Wilfrid E. MacDonald. It was voted to authorize payment to Mr. MacDonald during furlough, for the present academic year, (a) a monthly salary of \$150, and (b) rental of living quarters, approx. \$45., and (c) tuition fees, which in his case will be only a nominal amount.

(3) Mr. Arthur R.Knipp. It was voted to empower Mr. Grant after consulting with Mr. Knipp as to his financial needs during the

period of his furlough to agree upon an arrangement as to salary and allowances.

Furlough Salary and Allowances and Reappointment to Staff.

(1) Mr. C.W.Howard. It was voted to authorize payment to Mr. Howard during furlough in the present academic year (a) a salary of \$200 and (b) an additional sum up to \$150 per month to cover his own expenses when absent from his family and including expenses of cultivation work and investigation of the silk business in this country.

(2) It was voted to authorize Mr. Grant and the Education Committee to settle the terms of Mr. Howard's reappointment to the staff as recommended from the field.

(3) Mr. F.A.McClure. In view of the unusual circumstances involved in Mr. McClure's case, both as regards furlough and reappointment, it was voted to authorize the Secretary in consultation with the Education Committee to find a solution ~~an~~ financial and otherwise of Mr. McClure's relation to the College in the immediate future. It was hoped that in the meantime some recommendations might be received from the field bearing on his reappointment.

At the completion of the transaction of necessary business there was an informal conference in regard to the securing of additional members on the Board of Trustees.

On motion the meeting was adjourned at 4:50 p.m.

Approved

Herbert Parsons

Acting Chairman

K.C. Briggs
Secy. pro tem

Minutes of Meeting of Trustees, Oct. 20, 1922.

The Trustees met at their office, 156 Fifth Avenue, New York, at 3:30 p.m., October 20, 1922.

Present- Mr. Parsons, presiding, Dr. Comfort, Messrs. Davison, Grant, Osborn, Drs. Parkhurst and Smith. Also Miss Griggs.

Excuses for necessary absence had been received from Prof. Laird and Dean Watts.

The meeting was opened with prayer by Dr. Comfort.

The minutes of the annual meeting of April 7/22 were approved as read.

Report of the Secretary.

Mr. Grant explained that invitation had been extended by the Committee of Reference and Counsel of the Foreign Missions Conference of North America to the Trustees to take advantage of a new provision in the constitution of the Conference as amended, giving a larger share of representation in the Conference and also involving a larger contribution toward its expenses. On recommendation of the Secretary it was voted that the Trustees accept this invitation, authorizing the Finance Committee to decide on the matter of the amount of the annual contribution from the Trustees toward the expenses of the Conference.

Report of the Executive Committee.

On presentation by the Secretary the following memorial minutes and resolutions as presented by him were adopted:

Memorial Minutes on Francis S. Phraner
who died June 21, 1922.

Mr. Francis S. Phraner was the son of the Rev. Wilson Phraner, D.D. He was for many years a resident of Summit, New Jersey, where he was active in almost every benevolent movement in that community, while engaged in business in New York. He was in the famous Princeton Class of 1879.

Mr. Phraner was a trustee of Canton Christian College for twenty-one years, being elected to membership May 28, 1901. He attended the next meeting of the Board June 25, 1901, and served till the day of his death. He was elected and became Vice-President of the board April 11, 1919. He became the efficient Chairman of the Finance Committee February 24, 1902, having probably served upon that Committee shortly after taking his seat as a trustee, and continuing in that capacity and as Chairman of the Committee till the time of his death. He gave personal attention to many details of a financial nature and took a courageous and optimistic view regarding the necessary advanced appropriations, covering the annual budgets, appointments, and whatever seemed to be imperative to the good working of the College, especially the acquiring of sufficient land for the ever-growing institution.

He also gave regularly and generously toward the running expenses, and occasional special unrecorded gifts to promote interest in the cause.

RESOLVED that the Trustees of the Canton Christian College record with deep sorrow their loss in the death of Mr. Francis S. Phraner as a member, vice-president, and chairman of their Finance Committee, and that a copy of this minute be sent to Mrs. Phraner with the sincere sympathy of this board.

Memorial on Edwin J. Gillies
who died October 18, 1922.

Mr. Edwin J. Gillies of New York was elected as an Advisor to the Trustees October 12, 1905, in which capacity he served till he was elected and became a Trustee January 15, 1921. He took a deep interest in the College, arranged luncheons at downtown clubs and met and entertained members of the faculty, and finally visited the College October 7, 1921, with his sister, Miss Florence A. Gillies, which visit was reported upon at the last meeting of the Trustees.

RESOLVED, that the Trustees record their appreciation of the kindly services so often given in promotion of the College and their sense of loss in his sudden death, and that a copy of this minute be sent to his sisters with sincere sympathy for their loss of a devoted brother.

Memorial Minute, Miss Romiett Stevens, Ph.D.
who died August 7, 1922.

Miss Romiett Stevens, Ph.D., Professor of Education at Teachers College, Columbia University, was a charter member of the Canton Christian College Women's Central Committee and its Chairman since November 1921.

RESOLVED that the Trustees record their sense of loss and their appreciation of her efficient and unselfish activities in behalf of the College, and that a copy of this minute be sent to her father with an expression of their sincere sympathy.

RESOLVED that the Trustees of Canton Christian College record their appreciation of a special gift from Mr. John D. Rockefeller, Junior, of \$41,352 to enable them to close their books June 30, 1922 without a deficit and that the Secretary be instructed to communicate this resolution with the cordial thanks to Mr. John D. Rockefeller, Jr.

RESOLVED that the Trustees record their grateful appreciation of the gift of \$1,000 to establish the Matthew and Lydia Laird Memorial Scholarship Fund and the secretary is instructed to send a copy of this resolution as an expression of their grateful acknowledgment to each of the five members of the Laird family, - Warren P. Laird,

Robert Hayes Laird, Clinton Nevius Laird, Frank Judson Laird, Mary Laird Millard/, who gave this Scholarship in memory of their parents.
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Report of Finance Committee.

(a) On recommendation of the Committee Mr. F. Trubee Davison was unanimously elected a member of the Finance Committee.

(b) On recommendation of the Committee it was voted to approve of cabling to the field at once authorizing the expenditure of \$9400 gold for work on the water system as requested in cable received from the field on October 14th.

(c) On recommendation of the Committee it was RESOLVED that any two of the following trustees shall be empowered to enter the vault held in the name of the Trustees of the Canton Christian College at The National City Safe Deposit Company (Fifth Avenue Branch), - Messrs. W. Henry Grant, Charles H. Parkhurst, Herbert Parsons, David Eugene Smith, F. Trubee Davison, Frederick Osborn.

Report of Education Committee.

(a) On recommendation of the Committee it was voted that Mr. C.W. Howard be reappointed in accordance with the Council's recommendations of March and June 1922, as Professor of Sericulture in the School of Agriculture, this reappointment having been definitely recommended as a part of the budget of the School of Agriculture.

(b) On recommendation of the Committee it was voted that Mr. F.A. McClure be reappointed to the staff for work in botanical research conditional upon funds being found to meet the Trustees' share of his budget, - it being noted that the Bureau of Plant Industry of the U.S. Department of Agriculture stands ready to employ Mr. McClure for half time service in botanical research on his return to China, and to pay him for six months preparation work under their direction from January 1, 1923.

The Building Committee made no report.

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The Committee on New Trustees recommendation of the Chairman voted to elect Mr. F. Trubee Davison a member of that Committee.

At the conclusion of necessary business at the request of the Trustees Mr. Grant gave an informal report of his recent visit at the College.

On motion the meeting was adjourned at 4:35 p.m.

Com.
Referring to Minutes approved
on these dates

Respectfully submitted,

Approved

Robert Osborn
Assist. Secy.

W. Henry Grant
Secretary

~~Copy for S. Smith.~~

Approved by the
Board of Managers
of the College of
Agriculture,
Nov. 12, 1922

~~Proposed revised~~

B Y L A W S

of the

B O A R D O F M A N A G E R S

of the

COLLEGE OF AGRICULTURE OF THE CANTON CHRISTIAN COLLEGE

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ARTICLE I. (~~Art. I of original By-Laws~~)

OBJECT

The Object of the Board of Managers of the College of Agriculture of the Canton Christian College is with the sanction of the Trustees of the Canton Christian College to organize the existing Agricultural Department of the Canton Christian College into a full College of Agriculture which shall maintain the highest standards of agricultural research and practical efficiency.

ARTICLE II.

NAME AND UNIVERSITY FEDERATION

The College of Agriculture of the Canton Christian College (or University) shall on ratification of these By-Laws be thereafter known as the Ling Nan Agricultural College. The Ling Nan Agricultural College shall be an integral part of the Canton Christian College (or University) (in Chinese "Ling Nan Nung Foh Tai Hok") (or some equivalent title to be adopted by the joint action of the Trustees of the Canton Christian College and the Board of Managers of the Ling Nan Agricultural College.) The agricultural instruction and work carried on by the Ling Nan Agricultural College (hereafter known as the L.N.A.C.) shall be the only agricultural instruction and work carried on in the name of the Canton Christian College (or University), and the agricultural degrees shall be conferred by the Canton Christian College (or University.)

The Canton Christian College (or University) shall be at liberty to advertise and otherwise refer to the L.N.A.C. as the College of Agriculture of the Canton Christian College (or University.)

ARTICLE III (~~Art. II in original By-Laws~~)

THE BOARD OF MANAGERS

1. Membership. The Board of Managers shall consist of not less than five nor more than eleven members. Vacancies in this Board shall be filled by the Board at the annual meeting or at a special meeting called for the purpose, the election being by ballot and subject to final approval by the Trustees of the Canton Christian College (or University.) The President or Vice-President of the Canton Christian College (or University) together with the Executive Secretary of the Board of Managers and the Dean of the College of Agriculture, shall be exofficio members of the Board.

2. Officers.

a. The Officers of the Board of Managers shall consist of a President, one Vice-President, and a Secretary-Treasurer. They shall be elected from among the Board by ballot at each annual meeting.

b. The Board shall appoint an Executive Secretary to take charge of promotion and cultivation work.

ARTICLE IV (~~Art. III of original By-Laws~~)

DUTIES

The duties of the Board of Managers shall be:

a. To supervise the work of the College of Agriculture and plan for its necessary extension.

b. To refer all appropriate measures of the Board to the Council of the Canton Christian College (or University) for execution and to receive and pass upon reports and recommendations of the Canton Christian College (or University) Council in regard to the College of

Agriculture.

c. To decide the annual budget of the College of Agriculture based on funds already in hand or definitely pledged; and to audit the annual expenditure of the same.

d. To be responsible for the adequate maintenance of the College of Agriculture.

e. To secure on the recommendation of the Dean an adequate professional staff for the College of Agriculture.

ARTICLE V (~~Art. 4 of original By-Laws~~)

MEETINGS

Two regular meetings shall be held each year, one in March and one in September. The annual meeting for the election of officers and presentation of reports shall be held in September. Special meetings may be called by the President or Vice-President or upon the written request of three members of the Board. Notice of the time and place of any meeting shall be mailed to each member not less than five days before the meeting. A majority of the members shall constitute a quorum.

ARTICLE VI

The L.N.A.C. accepts representation on the Council of the Canton Christian College (or University) according to the statutes, Art. VIII. Actions of the Council affecting the L.N.A.C. shall be subject to review by the Board of Managers of the L.N.A.C.

ARTICLE VII

All professional services and public facilities furnished by either institution to the other shall be so furnished in accordance with principles or a scale of charges to be agreed upon by the Trustees of the Canton Christian College (or University) and by the Board of Managers of the L.N.A.C.

ARTICLE VIII

~~MEMORANDUM ON THE RELATION OF THE TRUSTEES OF CANTON CHRISTIAN COLLEGE AND
BOARD OF MANAGERS OF THE COLLEGE OF AGRICULTURE OF CANTON CHRISTIAN
COLLEGE IN THE MATTER OF LAND HOLDINGS. Presented by President C.E.
Edmunds No. 1, 1922.~~

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1- The land holdings of the Board of Managers of the College of Agriculture are to be regarded as of two kinds:-

1. Those areas adjacent to the holdings of the Trustees of C.C.C. within or adjacent to the District of Honglok.
2. Those areas far removed from Honglok, whether on the Island of Honam or elsewhere.

2- Land of this second group shall be under the full and unmodified control of the Board of Managers of the College of Agriculture. But in view of the probable future development of other departments under the auspices of the Trustees of C.C.C. and in view of the interests of the institution as a whole in comparison with the College of Agriculture which after a limited period will probably need more land than can be acquired in the vicinity of Honglok and may therefore transfer at least some phases of its work to other more remote locations, the interest of the Trustees of C.C.C. in all land adjacent to their present holdings is to be recognized as paramount.

3- Hence the Trustees of C.C.C. shall retain the title to all land they already hold except such pieces as may lie within the areas hereby definitely assigned to agriculture in order to consolidate the agricultural areas, and be offset by the exchange of equal areas already bought by the College of Agriculture or allocated to the Board of Managers by the Provincial Government, but needed to consolidate the land desired for the rest of the institution.

4- All land within the District of Honglok or adjacent thereto held by the Board of Managers of the Agricultural College shall be subject to a permanent first option by the Trustees of C.C.C., - that is the Board of Managers shall not sell or otherwise dispose of any such area to any other party than C.C.C. without first giving C.C.C. the opportunity to buy or to lease the same, at the original purchase price plus interest at $3\frac{1}{2}\%$ per annum and being refused by the Trustees of C.C.C.

5- Land held by C.C.C. Trustees which can be assigned to agriculture either quasi-permanently or temporarily (other than such areas as may be exchanged as hereinbefore provided) may be leased to the Board of Managers for agricultural purposes for long or short terms as circumstances may dictate.

6- It is hereby agreed that all land within the area enclosed by the line A-B-C-D-E-F-G-H-I-J-K-L-M-N-O-P-Q-R-S-T-U-V hereinafter called "The Division Line" as depicted on the accompanying map entitled "Sketch Map Showing Division of Land between Board of Managers of the College of Agriculture and the Trustees of C.C.C." and dated November 1, 1922, shall be held by the Trustees of C.C.C. and any land within this division line now held by the Board of Managers of the College of Agriculture or hereafter acquired by them under the allocation given by the Provincial Government shall be transferred to the Trustees of C.C.C. either by exchange for an equal area or sum of areas outside of the aforesaid division line, now held by the Trustees of C.C.C., or by purchase at the same price paid by the Board of Managers.

7- Similarly, the land lying outside of the division line shall be definitely and permanently assigned to the College of Agriculture and any areas lying outside this division line now held by the Trustees of C.C.C. shall be exchanged for an equal area or sum of areas lying within this division line, now held by the Board of Managers or hereafter acquired by them; any present holdings of the Trustees of C.C.C. outside of this division line in excess of areas covered by the first set of exchanges effected as provided for above, shall be leased to the Board of Managers for agricultural purposes until covered by later exchanges.

8- Within the division line, areas available for agricultural purposes may be rented to the Board of Managers as follows:-

9- Areas west of coordinate 443 and south of coordinate 580 may be leased for a term of ten years, subject to renewal in five year periods.

10- Areas lying west and north of the C.C.C. entrance canal may be leased for a term not extending beyond June 10, 1943, subject to renewal for any term mutually agreed upon at the expiration of the first lease, but in case of the government's ordering bund or harbor improvements involving such sections said leases must necessarily terminate.

11- Any other areas within the division line may be rented to the Board of Managers for agricultural purposes only on short terms not exceeding five years, excepting in the case of building sites depicted on the approved Layout of the C.C.C. which the Trustees shall have the right to withdraw from agricultural uses at any time on not less than six months notice, with the further understanding that in the case of a site designated in the approved Layout whereon a permanent building for the College of Agriculture or a permanent residence may be built, the lease of the site in question for the purpose designated may be extended to June 30, 1943 and be renewable for any term mutually agreed upon at the expiration of the first lease.

12- In the leases provided for above the annual rental shall be at the rate of seven dollars local silver per mau.

13- Any building or other improvement, temporary or permanent, erected by the College of Agriculture on any land leased to the Board of Managers by the Trustees of C.C.C., shall be subject to the approval of the Trustees of C.C.C. as to both location and character, but the Trustees of C.C.C. shall not be required to assume any other responsibility with reference to the improvements on such areas either during any such lease or on the termination of the same, except in the case of a permanent building erected on a site designated in the general group plan of C.C.C. If the Board of Managers of the College of Agriculture erect such a building, its design and construction shall be subject to the approval of the Trustees of

C.C.C., and in the event of the College of Agriculture withdrawing from such a building, the Trustees of C.C.C. shall undertake to buy the same at a price to be fixed by arbitration or to rent the building before erecting any further building of their own for purposes which could properly be served by said building left vacant by the College of Agriculture. The Board of Managers shall have no right to use the building for other purposes than those for which it was designed, except with the consent of the Trustees of C.C.C. nor shall they rent or lease it to any other party or parties except with the consent of the Trustees.

14- Buildings erected by the Board of Managers on land held by them or leased to them and lying outside the division line shall not be subject to any restriction or control on the part of the Trustees of C.C.C. except that arising out of the foregoing condition of prior option on the part of C.C.C. should the College of Agriculture withdraw from said areas or cease to use the same for agricultural purposes, excepting also any building erected with 464, 468/547, 554, the location, design and character of which shall be subject to the approval of the Trustees of C.C.C.

15- The Trustees of C.C.C. and the Board of Managers of the L.N.A.C. shall each have a permanent and undisputed right of way along the main roads belonging to the other which give access to public highways, but shall each also have the right to establish and enforce suitable traffic regulations within their respective areas.

16- Along the division line between the land held by the Trustees of C.C.C. and the Board of Managers of the L.N.A.C., a permanent road shall be developed wherever feasible and maintained at joint expense.

17- Moreover two permanent roads, one in continuation of a road projected south easterly from the southern end of the N.S. esplanade of C.C.C. and the other leading westerly or south-westerly from the southwest corner of the C.C.C. holdings shall be developed and maintained by the Board of Managers of the L.N.A.C. Pending the development of these roads the Trustees of C.C.C. shall have right of way across the L.N.A.C. property along these lines.

ARTICLE LX

If at any time, differences arise between the parties to this agreement which cannot be reconciled by conferences, the Trustees of the Canton Christian College (or University) and the Board of Managers of the L.N.A.C. shall be equally free to terminate all existing agreements by giving five years notice. In the event of such a termination, any disputed question respecting property or funds shall be determined by the arbitration of three persons, one of whom shall be named by the Trustees of the Canton Christian College (or University), one by the Board of Managers of the L.N.A.C. and the third by the two thus appointed.

ARTICLE X ~~(Art. V. of original By-Laws)~~AMENDMENTS

The By-Laws may be amended by a two-thirds vote at any regular meeting of the Board and shall become immediately effective subject to final ratification by the Trustees of the Canton Christian College (or University.)