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Administrative
Board of Trustees 1923

TRUSTEES CANTON CHRISTIAN COLLEGE

March 1, 1923

Minutes Finance Committee

The Committee met at 52 William Street, New York City at 4 PM, March 1, 1923. Present - Mr. Herbert Parsons, presiding, Mr. W.H. Grant, C. K. Edmunds. (The following Minutes were approved in absentia after reading by Mr. Trubee Davison.)

The Minutes of October 9th were read and approved after amendment of the reference to Mrs. Straight's gift.

(1) The bases for the distribution of institutional expenses as recommended by the Council, Session 545, October 30, 1922, p.710-711 were approved.

(2) The action of the Council of October 9, 1922 (p.706) regarding the adjustment of certain charges against the College of Agriculture for 1921-22 on account of administration, cultivation and other services was approved as follows:

In view of the very great burden which the Board of Managers of the College of Agriculture has assumed in connection with inaugurating that College and of Mr. Chung's efforts to promote further interest, it was agreed:-

- (1) That the charge on account of Vice President Chung's office be L.S. \$2,000 leaving the balance of L.S. \$4,000 to be carried by the Trustees as indicated in the Bursar's report.
- (2) That the full amount of tuition paid by all students registered under the College of Agriculture (including sub-freshmen) be credited to the College of Agriculture, but that the cross charge for teaching services on account of sub-freshmen be not made.
- (3) That L.S. \$2,000 of the debit balance in the Herbarium account be carried forward to 1922-23 as covered by stock in hand.

It was agreed that the foregoing action should in no wise constitute a precedent for dealing with future budgets or reports.

(3) The complete Report for 1921-1922 as ^{presented} prepared by the Bursar was accepted with appreciation of the great labor involved in its preparation.

(4) (a) The Budget for 1922-23 as presented by the Council - calling for contributions to the amount of \$75,000 U.S. Cur. on the understanding that the operating deficit of the College of Agriculture will be met in full by the Board of Managers - was approved.

(b) The following estimate of present financial condition was reviewed:-

ESTIMATE OF PRESENT SITUATION - March 1, 1923
(Exclusive of Agricultural College)

Gifts to date - (July 1, 1922 to Feb. 28, 1923)	\$29,325
Pledges Outstanding and Interest	23,500
Expectations based on "Repeating Contributors" etc.	11,500
	<hr/> 64,325
Total Gifts required by Budget	75,000
	<hr/>
Balance	11,675
Exchange	4,000
Extra Items	4,800
	<hr/>

Approximate Total \$20,500

To the above total account expenses till June 30, 1923 should be added the minimum expenses for July and August, say \$27,000, making \$50,000 which should be especially raised this Spring.

(5) (a) The purchase of the U.M.S. Hospital Building as urged by the Council, session 544, Oct. 23, 1922, page 708, was approved in general.

(b) It was decided that an effort be made to secure special funds to cover the full cost of the University Medical School property and to recommend to the Board that the whole matter of purchase and use of this property be left to the Finance Committee with power.

(c) The Committee voted to make a further payment of \$5,000 to the Christian Association of the University of Pennsylvania before July 1, 1923.

(6) It was voted to recommend the acceptance of Mr. O. E. Pomeroy's resignation as Bursar and that homeward travelling expenses be paid in full. Mr. Grant was asked to draft a resolution expressing appreciation of Mr. Pomeroy's services.

(7) The suggestion of President Edmunds that the item of salary paid him July 1 to Dec. 31, 1922 be reduced by \$700, and the item of house rent for the same period be reduced \$300, while the item of traveling expenses for his trip to China and return be increased by \$1,000 was approved.

(8) President Edmunds' suggestion that beginning March 1, 1923 his salary be reduced to the monthly rate of \$400 and house rent to \$150 was approved on the understanding that he will enter in full on his monthly expense accounts the necessary excess living expenses incurred in connection with the work of cultivation and administration.

(9) The adjustment of Retiring Funds on account of Messrs. Edmunds, Graybill, Groff and Laird as recommended by the Bursar in his letter and schedule of April 3, 1922, requiring the addition of \$1,500 to the Budget for the current year was approved.

(10) The necessary expenditures in connection with the reappointment of Messrs. Howard and McClure as recommended by the Education Committee were approved.

Trustees Canton Christian College
Minutes Finance Committee
March 1, 1928

-3-

✓ (11) Mr. Grant was asked to draft a resolution of thanks to Captain Robert Dollar of San Francisco for his contribution of \$10,000 to the endowment of the College.

(12) (a¹) The traveling expenses and extra maintenance in U.S.A. of F. C. Tong, account cultivation were authorized, details being left to President Edmunds with power.

(a²) The homeward traveling expenses of Mrs. Read and Mr. Lyon were authorized.

(b) The traveling expenses of Miss Griggs to Canton in accordance with action of Executive Committee were authorized.

APPROVED

Herbert Larson
acting Chairman

Secretary

March 1, 1923

Finance Committee

(1) Approve the basis for the distribution of institutional expenses as recommended by the Council p.710-711:

Extracts from Council Minutes pp.710-711

- (a) New York Administration is to be distributed to all schools except the College of Agriculture in proportion to the cost of maintenance of the modern trained staff.
- (b) The cost of administration in the President's office at Honglok is to be distributed to all schools in proportion to the cost of maintenance of the entire staff of each school.
- (c) For the Vice President's office the administration expenses are to be distributed to all schools in proportion to the cost of staff maintenance plus tuition fees in each school.
- (d) The Cultivation expenses of the President's Office at Honglok are to be added to cultivation expenses in the U.S.A. and remain undistributed.
- (e) The undesignated Cultivation expenses of the Vice-President's Office are to be distributed according to schedule presented by the Vice-President. For the years 1921-22, 22-23, and 23-24, this schedule of weights is as follows: College of Arts and Sciences 1, College of Agriculture 4, Middle School 2, Over-Seas School 2, Primary School 1.
- (f) For the Bursar's and Business Manager's office the total expenses are to be distributed to all schools in proportion to the cost of staff maintenance plus tuition fees.
- (g) For the various Departments of general service such as medical, band, lectures, and similar items as well as the Department of Public Works, including the launch, the operating deficits, so far as they are not included in charges already specifically allocated, are to be distributed to all schools in proportion to the costs of staff maintenance plus tuition fees.
- (h) The Supervisor's office expenses and expenses general to the sub-collegiate schools are to be distributed in proportion to staff maintenance plus tuition fees of these schools.
- (i) The cost of Library books and journals is to be charged to the school for which they were bought; general books, magazines, newspapers and expenses of running the library are to be distributed to all schools except the Primary

Schools in proportion to staff plus tuition fees, but taking the College of Arts amount in full, College of Agriculture at one-half of total, Middle School at one-tenth of total and the Over-Sea School at one-tenth of its total.

- (j) Hongkong Branch School is to be distributed between the Colleges and the Middle School in proportion to cost of staff maintenance plus tuition fees.

- (2) Approve the action of the Council of Oct. 9, 1922 (P. 706) regarding the adjustment of certain charges against the College of Agriculture for 1921-22 on account of administration, cultivation and other services.

Extract from Council Minutes p. 706

It was agreed that the Council approve the following statement of Dr. Edmunds:

At the request of Vice President Chung, Dr. Edmunds presented the question of adjusting the charges entered on the Bursar's report of the College of Agriculture for 1921-22 on account of certain items of administration, cultivation, services by staff of the College of Arts and Sciences and the Herbarium.

In view of the very great burden which the Board of Managers of the College of Agriculture has assumed in connection with inaugurating that College and of Mr. Chung's efforts to promote further interest, it was agreed, pending confirmation by the Trustees:-

- (1) That the charge on account of Vice President Chung's office be L.S. \$2,000 leaving the balance of L.S. \$4,000 to be carried by the Trustees as the Bursar may recommend.
- (2) That the full amount of tuition paid by all students registered under the College of Agriculture (including sub-freshmen) be credited to the College of Agriculture, but that the cross charge for teaching services on account of sub-freshmen be not made.
- (3) That L.S. \$2,000 of the debit balance in the Herbarium account be carried forward to 1922-23 as covered by stock in hand.

It was agreed that the foregoing action should in no wise constitute a precedent for dealing with future budgets or reports.

(3)

Accept the complete Report for 1921-1922 as prepared by the Bursar.

(4)

Approve the Budget for 1922-23 as presented by the Council calling for contributions to the amount of \$75,000 U.S. Cur. on the understanding that the operating deficit of the College of Agriculture will be met in full by the Board of Managers.

(5)

Approve of applying the Carpentier Fund to the purchase of the U.M.S. Hospital Building as urged by the Council, session 544, Oct. 23, 1922, page 708.

Extract from Council Minutes page 708:

Recognizing the necessity of educating the people of the surrounding villages to an appreciation of modern hygiene and medicine, and the desirability of training at least a small number of nurses and internes, as well as to stimulate interest on the part of our premedical students, the Council urges the Trustees to apply the Carpentier Fund to the purchase of the U.M.S. building that it may become available for a dispensary and small hospital and thus inaugurate the clinical base which must first be developed before attempting anything more in the way of medical education.

(6)

Recommend acceptance of Mr. Pomeroy's resignation as Bursar, with authorization expenses homeward.

(7)

Recommend the election of Mr. _____ as Treasurer of the Board of Trustees and Chairman of the Finance Committee.

(8)

Approve the suggestion of President Edmunds that the item of salary paid him July 1 to Dec. 31, 1922 be reduced by \$700, and the item of house rent for the same period be reduced \$300, while the item of traveling expenses for his trip to China and return be increased by \$1,000.

(9)

Approve President Edmunds' suggestion that beginning March 1, 1923 his salary be reduced to the monthly rate of \$400 and house rent to \$150, on the understanding that he will enter in full on his monthly expense accounts the necessary excess living expenses incurred in connection with the work of cultivation and administration.

(10)

Approve adjustment of Retiring Funds on account of Messrs. Edmunds, Graybill, Groff and Laird as recommended by the Bursar in his letter and schedule of April 3, 1922, requiring the addition of \$1,500 to the Budget for the current year.

(11)

Authorize the necessary expenditures in connection with the reappointment of Messrs. Howard and McClure as recommended by the Education Committee.

(12)

Adopt resolution of thanks to Captain Robert Dollar of San Francisco for his contribution of \$10,000 to the endowment of the College.

(13)

- Authorize- Traveling expenses and extra maintenance in
- (a) U.S.A. of F.C.Tong, account Cultivation.
 - (a) Homeward traveling expenses of Mrs. Rand and Mr. Lyon.
 - (b) Traveling expenses of Miss Griggs to Canton in accordance with action of Executive Committee.

March 2, 1923.

RESOLVED that the Trustees of the Canton Christian College record their grateful thanks to Mr. Robert Dollar for his generous gift of \$10,000 toward a much needed endowment fund in support of the College and for the good example he has thus set to American business men who are related to our China trade as well as to all the friends of Education in that country.

March 1, 1923.

SUMMARY OF BUDGET 1922-23

extra copy

U.S. Cur. @ 5

Figures in () are from Report for 1921-22

<u>SCHOOLS</u>	Expenses	Receipts	Deficits	Credit
College of A.&S.	76,556 (77,098)	26,832 (28,960)	49,724 (48,138)	
College of Agric.	120,765 (87,370)	60,382 (45,461)	60,383 (41,909)	
Middle School	53,845 (49,239)	45,780 (42,943)	8,065 (6,296)	
Overseas "	17,223 (13,261)	13,975 (13,619)	3,248	(358)
Prim. "	23,460 (22,952)	24,680 (26,884)		1,220 (3,932)
Western "	4,210 (5,015)	2,500 (3,703)	1,710 (1,312)	
SCHOOLS TOTALS	296,059 (254,934)	174,149 (161,570)	121,910 (93,365)	
<u>GENERAL</u> Undistributed Cult. & Extnan.	22,114			
Repairs, etc.	7,100			
"Institutional"	2,495 (4,559)	25,100 (29,967)		
enl. Emergency	600			
ALLOCATED TOTALS	32,309 (65,781)	25,100 (29,967)	7,209 (35,814)	
TOTALS	328,368 (320,716)	199,249 (191,537)	129,119 (129,179)	
Supplied by Board of Mngrs. Coll. Agric.			60,383 (41,909)	
" " Trustees C.C.C. a/c Budget			68,736	
" " " " " " Loss by Exchange			<u>6,264</u>	
Total required to meet Council's-				75,000
(Budget)				(87,270)

328368

4000

4800

9000

346168

*Extr. items
water sys*

Total required to meet Council's- 75,000
(Budget) (87,270)

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Canton Christian College

OEP
2/24/23

1st draft 1923-24 Budget

1.

Hong Kong Currency

		Expenses Institutional Total incl. Inst.	Receipts	Trustees' Deficit
3.	College of Arts	40,591 -	197,706 -	59,274 -
	L.M.S.&W.M.S. Grant	---	---	12,289 -
4.	College of Agric. say H.K.	11,829 -	250,000 -	125,000 -
	Board of Managers		125,000 -	---
6.	Middle School	18,496 -	102,569 -	88,100 -
7.	Overseas Chinese School	6,920 -	34,104 -	27,695 -
8.	Primary School	7,863 -	52,510 -	54,074 -
9.	Western School	1,507 -	6,757 -	5,500 -
	School Totals	86,716 -	643,646 -	494,932 -
1.1	General Expenses		59,260 -	59,260 -
1/5	General Income (net General Emergency)		50,500 -	50,500 -
			2,000 -	2,000 -
	Trustees Deficit		704,906 -	545,432 -
				159,474 -
			704,906 -	704,906 -

New York in Gold \$ 50 55,400
Canton in Gold say 24,600

Balance of Deficit HK\$ 80,000 - G\$ 40,000 -
\$5579,474 - 43,750 -

159,474 - G\$ 83,750 - Amount to be raised

30% - 29%
545 / 159
1635

Copy

Canton Christian College

OHP
2/23/23.

1st Draft 1923-24 Budget

1/1

Hong Kong Currency

Institutional Expenses	Department Payments	Department Receipts	Distributed to Schools	Carried on General
1. N.Y. Administration	23,950 -	---	23,950 -	---
2. N.Y. Cultivation	31,450 -	---	---	31,450 -
2. President Adm.(Canton)	6,352 -	---	5,552 -	800 -error
2. President Cult. "	13,590 -	---	---	13,590 -
2. Vice President Adm.	5,414 -	---	5,414 -	---
2. Vice President Cult.	9,894 -	---	9,894 -	---
2. Bursar	16,810 -	---	16,810 -	---
5. Supervisor	50 -	---	50 -	---
10. Library & Museum	7,547 -	2,250 -	5,297 -	---
10. Herbarium (Arts College Share)	1,250 -	600 -	650 -	---
11. Medical Works	19,407 -	13,907 -	5,500 -	---
12. Service Departments	41,625 -	32,200 -	9,425 -	---
12. Insurance	320 -	---	---	320 -
12. Repairs to Buildings	10,689 -	10,689 -	---	---
13. Plant from Budget Funds	13,100 -	---	---	13,100 -
14. (Bookstore Press)Launch	1,500 -	---	1,500 -	---
16. Lectures & Meetings	200 -	---	200 -	---
16. Languages Teachers	2,040 -	2,040 -	---	---
16. Boy Scouts	500 -	500 -	---	---
16. College Band	594 -	100 -	494 -	---
16. Hong Kong Branch School	1,980 -	---	1,980 -	---
	208,262 -	62,286 -	86,716 -	59,260 -

In calculating institutional expenses \$5552 was used for Presidents Adm.

instead of \$6352, hence \$800 is included in general.

my.

TRUSTEES CANTON CHRISTIAN COLLEGE

MINUTES OF EXECUTIVE COMMITTEE, MARCH 1, 1923.

THE Committee met at 52 William Street at 5 p.m.

Present Mr. Herbert Parson, presiding, Mr. W. Henry Grant and Dr. Edmunds.

The following minutes were approved, in absentia after reading, by Dr. Charles H. Parkhurst.

1. The nominations made by President Edmunds Nov. 17, 1922 were approved as follows:

(W.K.Chung	Senior Vice President
(J.M.Henry	Second " "
(J.M.Henry	Acting Executive Secretary
a (O.E.Pomeroy	Supt. of Bldgs. & Grounds till 6/30/23
(M. Cotta	Assist. Supt. Bldgs. & Grounds till 6/30/23

1. (c) (H. B. Graybill) Members at large Exec. Comm. till June 30, 1923.
(Alexander Baxter)

(I.C.Lam) Members at large till June 30, 1923

- c) *see attached slip.*
2. (a) The Revised By-Laws of Board of Managers of the College of Agriculture as adopted by the Board of Managers Nov. 12, 1922 were approved.
- (b) The proposed agreement on land holding as adopted by Board of Managers College of Agriculture, Nov. 12, 1922 was approved in general on the condition that the leases given to College of Agriculture for land within the division line should not exceed ten years subject to renewal and in case the College of Agriculture were asked to withdraw from an area on which it had made substantial improvement the question of compensation be settled by mutual agreement at that time, or by arbitration. The rewording of the text of the proposed agreement was referred to Mr. Grant and Dr. Edmunds,
3. The action of the Executive Committee of the Council in making Mr. W. R. Augur, Manager of the College Store, in accordance with President Edmunds' letter to him of November, 1922, was confirmed.

my

TRUSTEES CANTON CHRISTIAN COLLEGE

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(M. Cotta	Assist. Supt. Bldgs. & Grounds till 6/30/23
(M. Cotta	Supt. " " " July 1/23-June 30/24.

(Alex. Baxter	Member of Council as rep. College of Arts and Sciences in addition to Dean.
(S.K.Wei)

b (K.T.Yeung)	Members of the Council at large till June 30, 1923
(I.C.Lam)

c) *See attached slip.*

2. (a) The Revised By-Laws of Board of Managers of the College of Agriculture as adopted by the Board of Managers Nov. 12, 1922 were approved.
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3. The action of the Executive Committee of the Council in making Mr. W. R. Augur, Manager of the College Store, in accordance with President Edmunds' letter to him of November, 1922, was confirmed.

4. The President's nomination of Miss K. C. Griggs to be Executive Secretary at the College for a short term was confirmed, the details being referred to President Edmunds with power.
5. (a) The engaging of a suitable person^{or persons} to serve as Assistant Secretary and Assistant Treasurer in the Trustees' Office was authorized.
(b) The transfer of Miss Spivey to Canton while Miss Steele is on furlough and also the engagement of an office secretary to replace Miss Little were authorized.
6. Mr. Grant was asked as Secretary of the Board, to draft resolutions expressing appreciation for the cooperation of the Wesleyan Mission in providing Mr. Rees as Associate Professor of History, and the action of New Zealand Presbyterian Mission in recommending similar cooperation by their Board.
7. The appointment of C.K.Tse to serve part time in the Trustees' Office as Chinese Secretary for the year beginning July 1, 1923 and to serve at Canton as Assistant Executive Secretary on his return to China in 1924 was authorized.
8. It was agreed that the Secretary of the Board shall be the Secretary of each of the standing Committees with the understanding that when the President of the College is in New York he shall perform the secretarial duties for each standing Committee in behalf of the Secretary of the Board.

Respectfully Submitted,

Approved


President.

Acting Secretary of the
Committee

Trustees of the Canton Christian College

Minutes of Meeting March 2, 1923.

The December meeting of the Board having by unanimous consent been postponed to this date the Board met at 156-5th Avenue, New York, at 3:30 p.m., March 2, 1923.

PRESENT: Mr. Herbert Parsons, presiding. Messrs. William Wistar Comfort, F. Trubee Davison, W. Henry Grant, Warren P. Laird, David Eugene Smith, Ralph L. Watts, Charles K. Edmunds. Also Miss K.C. Griggs and Professor C.W. Howard on invitation.

ABSENT: Excuses for necessary absence had been received from Mr. Frederick Osborn and Dr. Charles H. Parkhurst.

The meeting was opened with prayer by Mr. Grant.

The Minutes of the meeting of October 20, 1922, were approved as read.

Report of Secretary.

Mr. Grant called attention to the results of the special meetings held by Dr. Sherwood Eddy in mid-December at the College at which 114 students and other residents of the campus made public profession of Christian faith. He also reported on the very successful sale which was held under the auspices of the Women's Central Committee at the home of Miss Amy Ferris. It was voted that the Secretary express to Miss Ferris, in behalf of the Trustees, their appreciation of her generous help in this connection.

Report of Executive Committee. (1) On recommendation of the Executive Committee the nominations made by President Edmunds in his letter of November 17, 1922 were approved as follows:

- (a) (W.K. Chung Senior Vice President
- (J.M. Henry Second " "
- (J.M. Henry Acting Executive Secretary
- (O.E. Pomeroy, Supt. of Bldgs. & Grounds till 6/30/23.

Mins.of Trustees Meeting 3/2/23 -2-

- (a) Cont. (M. Cotta Asst.Supt.Bldgs.& Grounds till 6/30/23
(M. Cotta Supt.Bldgs. & Grounds July 1/23-June 30, 1924.
- (b) (Alex. Baxter, Member of Council as rep.College
(of Arts and Sciences in addition
(to Dean.
(S.K.Weii)
(K.T.Yeung) Members of the Council at large
(I.C.Lam) till June 30,1923.
- (c) (H.B.Graybill) Members at large Exec.Comm. till
(Alex. Baxter) June 30,1923.

(2) The Revised By-Laws of the Board of Managers of the College of Agriculture as adopted by the Board of Managers Nov.12,1922 were presented and on recommendation of the Executive Committee were approved with the exception of Article VIII, the rewording of which, together with the special agreement on land-holding therein referred to, was ~~on recommendation of the Executive Committee~~ ^{(Crestone) c.r.t} referred back to Mr. Grant and Dr. Edmunds with power to present the same forthwith to the Board of Managers, with the understanding that the proposed agreement on land-holding was approved in general on the condition that leases given to the College of Agriculture for land within the division line should not exceed ten years, subject to renewal, and in case the College of Agriculture were asked to withdraw from an area on which it had made substantial improvement the question of compensation be settled by mutual agreement at that time or by arbitration, and that plans for buildings on land held by the Board of Managers of the College of Agriculture should be approved by the Trustees.

(3) The appointment of Mr. W.R.Augur as Manager of the College Store, in accordance with President Edmunds' letter to him of Nov.1922, was confirmed.

(4) The President's nomination of Miss K.C.Griggs to be Executive

Mins. Trustees Meeting 3/2/23

-3-

Secretary at the College for a short term was confirmed, the details being referred to President Edmunds with power.

(5)-a The engaging of a suitable person or persons to serve as Assistant Secretary and Assistant Treasurer in the Trustees' Office was authorized.

b The transfer of Miss Spivey to Canton while Miss Steele is on furlough and also the engagement of an office secretary to replace Miss Little were authorized.

(6) RESOLVED that the Trustees express to the Wesleyan Missionary Society their gratitude and pleasure at the action of that Society in indicating its purpose and intent to support a representative upon the staff of the Canton Christian College and their satisfaction in learning that the Rev. Ronald Rees, M.A., has been so appointed and is now at the College as Associate Professor of History.

They also learn with grateful and hopeful expectations that the Executive Council of the New Zealand Presbyterian Mission in Kwangtung has taken similar action and has forwarded the same to their board in New Zealand.

That thus three British missions, the London Missionary Society being the first, have taken the lead in what we hope will be a general move toward cooperation in building up a well-staffed Christian College of high standard at Canton.

They are now cheered to learn that the South China Mission of the American Baptist Foreign Missionary Society recently passed a resolution approving of cooperation in the work of the College.

(7) The appointment of C.K.Tse to serve part time in the Trustees' Office as Chinese Secretary for the year beginning July 1, 1923 and to serve at Canton as Assistant Executive Secretary on his return to China in 1924 was authorized.

(8) It was agreed that the Secretary of the Board shall be the Secretary of each of the standing Committees with the understanding that when the President of the College is in New York he shall perform the secretarial duties for each standing committee in behalf of the Secretary of the Board.

Report of Education Committee.

On motion of Dr. Smith

as Chairman of the Education Committee the following nominations which had been made by President Edmunds, Nov. 17/22, were approved:

- (C.N.Laird, Dean of College of Arts and Sciences for 1922-23
 (to act until Mr. Duncan as his successor assumes
 (office after his arrival on the field.
- ✓ 1. (K. Duncan, Dean of College of Arts and Sciences from Sept.
 (1st (approximately) 1923.
- (C.N.Laird, Acting Dean of Men, Nov. 17, 1922 to June 30, 1923.
- (H.C.Brownell, Dean of Men beginning July 1, 1923.
- (Julia Fisher, Dean of Women from Sept. 1, 1922.

The following promotions recommended by Dean Laird and approved by President Edmunds were confirmed:

- ✓ 2. (Dr. John C. Griggs, Associate Professor, to be Professor of
 (English Literature from Nov. 17, 1922.
- (Mr. Chan Shau Yi, Instructor, to be Assistant Professor of
 (Chinese Literature from Nov. 17, 1922.

3. The action of the Appointment Committee of the College of Arts and Sciences regarding the cancellation of the reappointment of Mr. R.E. Baber, as expressed in President Edmunds' letter to him Oct. 17, 1922, was confirmed.

✓ 4. The action of the same Committee in agreeing to Mr. A.S. Campbell's withdrawal at the end of the scholastic year 1922-23 on the conditions set forth in Council Minutes 553, Nov. 13, 1922, was confirmed.

✓ 5. The action of the Appointment Committees of the Middle School and College of Arts and Sciences in retiring Mr. George E. Lyon and Mrs. Minnie C. Rand at the end of the present scholastic year in accordance with Vice President Henry's letters to them of Dec. 29, 1922, was confirmed.

6. The action of the Appointment Committee of the Middle School in extending the term of service of Mr. H.B.Refo for one year beginning July 1, 1923, was confirmed.

7. On motion it was agreed that beginning with those now on furlough all staff members and their wives when on furlough be required to pass medical examinations by an approved physician before confirmation of their reappointment for service at Canton, and that those concerned be forthwith so advised.

8. On motion it was agreed that pending payment by the College of Agriculture, for the services of Mr. C.W.Howard as Professor of Sericulture beyond Dec.30, 1922, the Trustees underwrite his maintenance and seek from special interests contributions sufficient to cover his maintenance beginning July 1, 1922 and continuing through another term of service on the field, on the understanding that the Board of Managers of the College of Agriculture will in due time reimburse the Trustees on account of Mr. Howard's maintenance as from January 1, 1923. Details to be left to President Edmunds with power.

9. On motion the reappointment of Mr. F.A.McClure for a term of three years as Assistant Professor of Botany in the College of Arts and Sciences was approved on the understanding that half of his time will be devoted to researches for the Bureau of Plant Industry of the U.S. Department of Agriculture and that part of his time may be assigned to the College of Agriculture, these auspices to reimburse the Trustees proportionately for the service rendered to them respectively, details being referred to President Edmunds with power.

10. On motion it was agreed that subject to the final approval of the Education Committee, the President be authorized to appoint

three instructors for the Middle School to replace those withdrawing at the end of the present scholastic year.

11. And that similarly the President be authorized to replace those withdrawing from the staff of the College of Arts and Sciences in the departments of Biology, Physics and Economics; and to appoint an additional member to the department of English in the College of Arts and Sciences.

Report of Finance Committee.

1. The bases for the distribution of institutional expenses as recommended by the Council, Session 545, Oct.30,1922, p.710-711 were approved.

2. The action of the Council of October 9,1922 (p.706) regarding the adjustment of certain charges against the College of Agriculture for 1921-22 on account of administration, cultivation and other services was approved as follows:

In view of the very great burden which the Board of Managers of the College of Agriculture has assumed in connection with inaugurating that College and of Mr. Chung's efforts to promote further interest, it was agreed,

(a) That the charge on account of Vice President Chung's office be L.S. \$2,000 leaving the balance of L.S. \$4,000 to be carried by the Trustees as indicated in the Bursar's report.

(b) That the full amount of tuition paid by all students registered under the College of Agriculture (including sub-freshmen) be credited to the College of Agriculture, but that the cross charge for teaching services on account of sub-freshmen be not made.

(c) That L.S. \$2,000 of the debit balance in the Herbarium account be carried forward to 1922-23 as covered by stock in hand.

It was agreed that the foregoing action should in no wise constitute a precedent for dealing with future budgets or reports.

3. The complete Report for 1921-22 as presented by the Bursar was accepted with appreciation of the great labor involved in its preparation.

4. The Budget for 1922-23 as recommended by the Council was presented and explained by President Edmunds, and on motion the Budget calling for contributions to the amount of \$75,000 U.S.Cur. on the understanding that the operating deficit of the College of

Agriculture will be met in full by the Board of Managers, was approved.

President Edmunds presented the following estimate of present financial condition: March 1, 1923

(Exclusive of Agricultural College)

Gifts to date (July 1, 1922 to Feb. 28, 1923)	\$29,325
Pledges outstanding and Interest	23,500
Expectations based on "Repeating Contributors"	11,500
	<hr/> 64,325
Total Gifts required by Budget	75,000
	<hr/>
Balance	10,675
Exchange	4,000
Extra Items	<hr/> 4,800

Approximate Total \$20,500

To the above total account expenses till June 30, 1923 should be added the minimum expenses for July and August, say \$27,000, making ^{nearly} \$50,000 which should be especially raised this spring.

5. (a) The purchase of the U.M.S. Hospital Building as urged by the Council, session 544, Oct. 23, 1922, page 708, was approved in general.

(b) On motion it was agreed that an effort be made to secure special funds to cover the full cost of the University Medical School property and ~~to recommend to the Board~~ that the whole matter of purchase and use of this property be left to the Finance Committee with power.

(c) On motion a further payment of \$5,000 to the Christian Association of the University of Pennsylvania before July 1, 1923, was authorized.

6. On recommendation of the Finance Committee Mr. O.E. Pomeroy's resignation as Bursar was accepted and the payment of homeward traveling expenses in full was authorized. Mr. Grant was asked to draft a resolution expressing appreciation of Mr. Pomeroy's services.

7. The suggestion of President Edmunds that the item of salary paid him July 1 to Dec. 31, 1922 be reduced by \$700, and the item of house rent for the same period be reduced \$300, while the item of traveling expenses for his trip to China and return be increased by \$1,000 was approved.

8. President Edmunds' suggestion that beginning March 1, 1923 his salary be reduced to the monthly rate of \$400 and house rent to \$150 was approved on the understanding that he will enter in full on his monthly expense accounts the necessary excess living expenses incurred in connection with the work of cultivation and administration.

9. The adjustment of Retiring Funds on account of Messrs. Edmunds, Graybill, Groff and Laird as recommended by the Bursar in his letter and schedule of April 3, 1922, requiring the addition of \$1,500 to the budget for the current year was approved.

10. The necessary expenditures in connection with the re-appointment of Messrs. Howard and McClure as recommended by the Education Committee were approved.

11. The following resolution presented by Mr. Grant in behalf of the Finance Committee was approved:

RESOLVED that the Trustees of the Canton Christian College record their grateful thanks to Mr. Robert Dollar for his generous gift of \$10,000 toward a much needed endowment fund in support of the College and for the good example he has thus set to American business men who are related to our China trade as well as to all the friends of Education in that country.

12. a- On recommendation of the Committee the traveling expenses and extra maintenance in the U.S.A. of Mr. F.C. Tong were authorized on the understanding that they would be charged against Cultivation, the details being left to President Edmunds with power.

b- The homeward traveling expenses of Mrs. Rand and Mr. Lyon were authorized.

c- The traveling expenses of Miss Griggs to Canton in accordance with action of Executive Committee were authorized.

Report of Building Committee. Professor W.P. Laird reported for the Building Committee that though there had not been a formal meeting of the Committee, the individual members had given their assent to the following recommendations:

1. That presentation sketches of the proposed Science Hall be prepared immediately and that the preparation of the necessary working drawings be authorized.

2. That both presentation sketches and working drawings of a typical section of the proposed wall and covered way along each side of the main esplanade be prepared immediately so that the graduating classes may be induced to assume the cost of erecting sections of this covered way which is calculated greatly to enhance the value and appearance of the campus.

3. That Mr. James R. Edmunds, Jr., of Baltimore be employed to prepare these drawings on the understanding that he be reimbursed forthwith for office expenses incurred in that connection and accept a later payment of his fee when funds for the aforesaid constructions are actually in hand.

On motion the foregoing recommendations of the ^{Building} Committee were approved.

Report of Committee on New Trustees.

President Edmunds in concurrence with Vice President Chung having nominated Dr. Tsin (Chien) Shue Fan, first graduate from the Middle School of the College to be a trustee, on motion of Prof. Smith Dr. Tsin was elected a member of the Board.

Report of Committee on Statutes.

The Committee on Statutes reported progress in that the Committee had received the revision as drafted by the Council during October and November 1922 and had reviewed the same but desired to give it further consideration before asking for action by the Board. Meanwhile the Statutes pp. 8-20 and By-Laws of the Council pp. 20, 21, 22 are in force as passed by the Council Nov. 13, 1922, Sess. 553. In particular, however, the section (Art. VII, Sec. 6) dealing with the powers and duties of the Bursar was presented for action at this time so as to clarify existing difficulties of interpretation. After some discussion, on motion the whole matter was laid on the table.

- - - - -

Report of Prof. C.W. Howard on Sericulture.

On invitation to the chair, Prof. C.W. Howard made a brief report regarding the work in Sericulture and the exhibit of such which was made in connection with the International Silk Exposition. The Trustees expressed appreciation of Mr. Howard's services in this connection.

On motion the meeting adjourned at 5:30 p.m.

Respectfully submitted,

Approved,

Henry Grant
Secretary.

C. W. Edmunds
Acting Asst. Secy.

March 22, 1923.

Resolution adopted at a conference of Messrs. Lucius C. Porter, Leighton Stuart, Edward Hume, Charles K. Edmunds, March 20, 1923.

RESOLVED that the Canton Christian College, Yale-in-China, as the American nucleus of the proposed Central China University Federation, West China Union University, Shantung Christian University and Peking University shall take steps to form a joint promotion campaign to be begun as soon as adequate preparation can be made, under the direction of Tambllyn and Brown; that the Board of Trustees for each of these institutions appoint two representatives (perhaps one a Trustee and one an officer of administration from the field) to form an organising committee; and that this committee ^{invite} ~~write~~ the other colleges in China to unite in this campaign in so far as they are willing to do so on the basis of the principles laid down in the Report of the China Educational Commission.

CANTON CHRISTIAN COLLEGE

EXECUTIVE COMMITTEE

MINUTES OF MEETING

April 2, 1928

Committee met at 52 Williams Street, New York City at 4 PM.

Present: Mr. Herbert Parsons, presiding, Rev. Charles E. Parkhurst, Mr. W. Henry Grant, President C. K. Edmunds.

The proposal to move the offices to 18 East 41st Street and to lease suitable quarters there for three years beginning May 1st while retaining two rooms at 156 Fifth Avenue until November 1st was approved.

The appointment of Miss Ida C. Himes as Assistant Secretary of the Trustees ~~and as Secretary to the President of the College~~ was approved.

President Edmunds reported a cablegram on March 7th from the College expressing approval of the proposition to locate the Union Language School on the College Campus and suggesting that the proposal with reference to Dr. Harvey was in general viewed with favor ~~and~~ that the financing of such a proposal would have to be provided for in the estimates of next year and could not be undertaken at this time. *but*

The question of association with the Near East Colleges for purposes of economy in administration was discussed, as was also the question of association with the other Mission Colleges in China for purposes of a joint promotion campaign. The resolution adopted by an informal conference on March 20th of representatives from various Chinese Colleges was read and it was decided to appoint Mr. Grant and President Edmunds to represent the Trustees in the formation of the preliminary organizing committee proposed with the understanding that our affiliation with the China Colleges be limited to promotion and would not involve administration.

Meeting adjourned at 5:10 PM.

Respectfully submitted

Approved

Herbert Parsons

President.

C. K. Edmunds
Acting Secretary of the
Committee

MINUTES OF ANNUAL MEETING
TRUSTEES CANTON CHRISTIAN COLLEGE

April 13, 1923

The Trustees met at 156 Fifth Avenue, New York, April 13, 1923 at 3:30 PM.

Present: Mr. Herbert Parsons, presiding. Messrs. W. W. Comfort, F. Trubee Davison, C. K. Edmunds, W. Henry Grant, F. H. Hawkins, Frederick Osborn, C. H. Parkhurst, D. E. Smith; and by invitation Dr. Thomas Cochrane of London.

Excuses for necessary absences had been received from Professor W. H. Laird and Dean Ralph L. Watts.

Dr. Parkhurst offered the opening prayer.

President Parsons expressed a special welcome to Mr. Hawkins and Dr. Cochrane.

The Minutes of March 2d were approved as read.

The special committee, consisting of Mr. Grant and Dr. Edmunds, appointed to revise the text of the agreement regarding land holding by the Board of Managers of the College of Agriculture and the Trustees of Canton Christian College, recommended certain alterations in Article VIII which was on motion adopted in the revised form as follows:

ARTICLE VIII

Land Holding

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

I. Those areas adjacent to the holdings of the Trustees of C.C.C. within or adjacent to the District of Honglok.

II. 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

Minutes, Trustees Meeting April 13, 1923

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 lease or to buy the same, at the original purchase plus interest at 3% per annum, and being refused by the Trustees of C.C.C. *Price fixed*

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 section 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 within lines 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.

Mr. Grant presented the following resolution concerning Mr. Pomeroy which was unanimously adopted:

Resolved that the Trustees record their grateful appreciation of the conscientious and devoted services Mr. Owen E. Pomeroy has rendered as Bursar of the Canton Christian College during the past years, and their high regard for the constructive ability he has displayed in working out and dealing with the manifold problems of financing and accounting; their regrets that he finds it advisable to sunder the relationship so long existing and their assurance of the good will which shall ever bind him to the growing interests of the College.

Report of the Treasurer.

In behalf of the Treasurer,

Dr. Edmunds as Acting Assistant Treasurer, presented the following summary of the Financial Report for the first half of the current fiscal year 1922-23 as received from the Bursar dated January 20, 1923: (See next sheet)

President Edmunds also reported that about \$36,000 had yet to be raised to meet obligations for the year ending June 30th.

COMMITTEE REPORTS

Executive Committee.

The action of the Committee in leasing office quarters at 18 East 41st Street for three years beginning May 1st at an annual rental of \$1700 was approved as was also the action of the Committee in retaining two rooms at 156 Fifth Ave. until at least Nov. 1, 1923.

The appointment of Miss Ida C. Himes as Assistant Secretary was approved.

The action of President Edmunds in cabling Canton in general approval of locating the Union Language School on the College Campus was approved.

The Committee reported that they were in conference with representatives of the Near East Colleges and also with those from Mission Colleges in China on the question of cooperation in administration and promotion. The action of the Committee in appointing Mr. Grant and Dr. Edmunds to represent the Trustees in the formation of a preliminary organizing committee to discuss a coordinating basis of Mission Colleges in China was approved.

for the Committee

COPY

Canton Christian College

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1/20/23

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Budget Accounts

H.K. Currency

1.

	Report	Budget	Report
Payments	1921-22	1922-23	1/2 year end. 12/31/22 1922-23
2. N.Y. Admin. E.	86,031.54	47,000 -	23,500 - Est.
2. Administration	42,586.98	44,791 -	22,356.06
3. College of Arts	93,884.12	97,883 -	40,795.40
4. College Agriculture	167,046.87	242,330 -	82,960.40
5. Supervisor's Office	---	50 -	52.34
6. Middle School	49,622.29	53,726 -	27,605.43
7. Overseas Chinese School	13,888.40	21,050 -	8,244.15
8. Primary School	20,886.92	22,835 -	10,890.97
9. Western School	5,209.92	5,740 -	3,678.22
10. Library & Museum	9,304.08	5,821 -	3,739.29
11. Medical Department	12,889.68	17,264 -	9,299.95
12. Service Departments	36,880.13	48,164 -	18,676.89
13. Plant from Budget Funds	30,862.23	6,160 -	6,244.81
14. Business Depts. net, Chan Man Chue & Emergency	2,638.44	1,500 - 2,200 -	2,766.89 1,000 -
16. Miscellaneous Depts.	6,274.54	6,320 -	3,982.32
Total	578,006.14	622,834 -	265,793.12

Receipts

3. College of Arts	31,564.26	32,423 -	19,217 -
4. College of Agriculture	90,922.27	121,565 -	32,900.88
Board of Managers	76,124.60	120,765 -	50,059.52
For Inst. Expenses		8,000 -	4,000 -
6. Middle School	55,020.50	58,875 -	34,239.15
7. Overseas Chinese School	20,162 -	22,160 -	11,822.70
8. Primary Schools	34,915.70	33,230 -	20,183.75
9. Western School	5,375.40	5,000 -	1,728.85
11. Medical Department	11,573.30	12,105 -	8,363.90
12. Service Department	21,289.99	22,000 -	12,194.90
13. Institutional Income	47,718.18	45,210 -	28,810.00
16. Miscellaneous Depts.	405.04	2,526 -	---
Total	395,071.24	483,859 -	223,520.65

Education Committee.

On recommendation of Dr. Smith, as Chairman of the Education Committee, the following nominations by President Edmunds for appointment were confirmed:-

Richard B. Falkenstein to be Instructor in Biology, College of Arts and Sciences, for three years.

William E. Hoffman, to be Associate Professor of Biology beginning September 1924, on a married basis, for five years.

C. E. Taylor, to be Assistant Professor of Economics, with possibility of some bursarial function, on a married basis, for five years.

Sun Lum and C. K. Lam to be instructors in Physics in the College of Arts and Sciences.

To be instructors in the Middle School, Leon M. Bower, Walter K. Belt, Miss Helen Hall.

In each case the details were left to President Edmunds with power.

On motion the action of the Committee in planning for the transfer of Miss Margaret H. Riggs to the College of Arts and Sciences as Assistant Professor of English and in notifying the True Light Middle School that the Trustees are unable to continue the contribution of a teacher to that institution, was approved.

Committee on Statutes.

Dr. Smith presented the draft as revised by the Committee with the aim of relieving the members of the Council from an undue burden of legislation and increasing the authority and responsibility of the President. Special attention was directed to page 14 concerning the duties and powers of the Bursar. On motion the Committee on Statutes, Messrs. Smith, Comfort and Edmunds, were empowered to edit the text in accordance with the aims as set forth by Dr. Smith.

Finance Committee. On request of the Chairman, in behalf of the Finance Committee, Dr. Edmunds presented the Budget for 1923-24 as recommended by the Council. (See the following summary sheets)

On motion the Budget was referred to the Finance Committee with power.

On motion Mr. Leolin H. Keeney was appointed Assistant Treasurer at a salary of \$1500 a year for one-third time.

On the invitation of the Chairman, Mr. Hawkins addressed the meeting, speaking especially on securing further affiliations with other societies and expressing his appreciation of Mr. Donald Rees the representative of the Wesleyan Missionary Society, now on the staff of the College.


Dr. Thomas Cochran also responded with greetings on the invitation of the Chairman.

Report of the President of the College

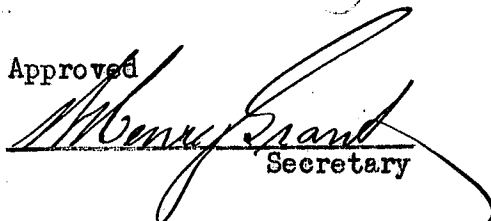
Dr. Edmunds presented briefly the urgent needs of the College: a working capital of not less than \$100,000, and endowment of two million dollars, as imperative items in the way of physical plant, a science building, a power house and several residences. He declared it impossible to administer the College with any degree of success while compelled to devote so much time to the securing of funds, especially for the ordinary current expenses.

On motion the meeting adjourned at 5:30 PM.

Respectfully submitted


Acting Asst. Secy.

Approved


Secretary

*President's
Office*

Trustees of the Canton Christian College
Minutes of the Finance Committee, May 11, 1923.

The Committee met at 52 William Street, New York, at
3:30 P.M., May 11, 1923.

PRESENT: Mr. Herbert Parsons, presiding. Mr. Frederick
Osborn, Mr. W. Henry Grant, President Edmunds,
(Mr. F. Trybee Davison was unable to attend owing
to absence from the city.)

1- The cablegram received May 5th from Canton was considered.
Mr. Pomeroy's offer to continue as Bursar until Mr. Chui's return,
on condition that his financial compensation be as outlined in his
letter of Jan. 31/22, was discussed. President Edmunds also reported
Mr. Pomeroy's letter of April 14/23, just received. The following
cable message was authorized: "Under the circumstances O.E. Pomeroy's
offer is accepted beginning July 1, 1923. Referring to your letter of
April 14, 1923, would say if you are willing to (act as) Bursar under
new regulations mailed April 17, 1923, await conference."

2- President Edmunds was requested to present to the Com-
mittee data regarding the compensation of officers of administration
so that the whole question of the basis of their maintenance could
be reviewed prior to taking further action on the case of Mr. Pom-
eroy.

✓ +
3- A letter from Mr. Roger S. Greene, as Director of the China
Medical Board of the Rockefeller Foundation, dated May 5th, was read,
offering to contribute \$77,700 Hongkong currency toward the con-
struction and equipment of a Science Building on the understanding
that an equal amount in cash or valid pledges be otherwise secured
for the same purpose on or before December 31, 1923; and further
offering in due time to contribute \$15,000 Hongkong currency toward
the endowment of this building. It was agreed to accept this offer
and to express our appreciation to the China Medical Board. (This is
in addition to the \$10,000 U.S. Cur. already voted for equipment in
the matter of apparatus.)

4- The Assistant Treasurer was authorized to transfer his current bank account from the Fifth Avenue Branch of the Corn Exchange Bank to the Grand Central Branch of the Corn Exchange Bank and to arrange for any member of the Finance Committee to sign checks in the absence of the Assistant Treasurer.

5- It was voted in view of Mr. Kenneth Duncan's reappointment as Dean of the Faculty of Arts and Sciences to grant him a monthly allowance of fifteen dollars U.S. currency in addition to his salary on the regular basis.

6- It was voted to pay the annual net premium on ten thousand dollars life insurance for Dean Duncan and to charge the annual net premium on five thousand dollars additional insurance against his Retiring Fund.

7- It was agreed that in general ten thousand dollars life insurance should be carried for each of the principal officers of administration, each case to be dealt with separately on the recommendation of the President.

8- The payment for special surgical treatment and hospital expenses for Mr. F.A. McClure, estimated at about \$150 U.S. currency, was authorized.

9- The minimum budget of current expenses for 1923-24 was approved on the basis of a total of \$84,000 U.S. currency to be provided from America through gifts and income from endowment, on the understanding that while approving items covering the regular payments on account of Staff already appointed and such additions as may be specifically covered by increased income, together with the general running expenses of an absolutely necessary character, the Executive Committee of the Council and the Bursar shall defer expenditures of all kinds which can be avoided, including land, buildings (except as paid for by Chinese as funds are made available for the purpose), equipment, improvements and repairs, excepting as may be specifically approved by the Finance Committee of the Trustees.

Respectfully submitted,

Approved:

Herbert Parsons
Chairman.

W. K. Edmunds
Acting Secretary.

TRUSTEES OF CANTON CHRISTIAN COLLEGE

Executive Committee Minutes of Nov. 8, 1923.

The Committee met at 52 William Street, New York at 4:00 P. M. Thursday, November 8, 1923. Present: Mr. Herbert Parsons, presiding, Dr. Charles Parkhurst, C. K. Edmunds and by invitation Mr. F. Trubee Davison, Rev. James M. Henry and Mr. Leolin H. Keeney.

President Edmunds nominated for the Council as Members at Large for 1923-24 S. K. Wei, K. T. Yeung, I. C. Lam, C. N. Laird, J. N. Keys. On motion the nominations were approved.

As members at large of the Executive Committee for 1923-24, Dr. Edmunds nominated H. B. Graybill, Kenneth Duncan. On motion these nominations were approved.

The text of the proposed agreement with the Wesleyan Methodist Missionary Society of London concerning their building residence on the Campus of Canton Christian College, having been previously circulated, and read was approved. (See copy attached).

A letter from the Secretary of the Foreign Missions Committee of the Presbyterian Church of New Zealand, dated July 21, 1923, accepting the invitation to maintain a representative on the Faculty of the College of Arts and Sciences was reported and President Edmunds was requested to express hearty appreciation to the New Zealand Board for this cooperation.

It was agreed that the Trustees should accept representation on the Committee for coordinating the Colleges in China and the presentation of their work in the United States.

The policy of making an annual contribution to the National Christian Council of China was approved.

President Parsons presented a letter from Miss Mabel C. Mead as Chairman of the Women's Central Committee, dated October 31, concerning the need for a promotional meeting in New York City under

the direct auspices of the Trustees. President Parsons was authorized to express appreciation for what the Women's Committee requested to have done and are doing and to say that the Trustees will address themselves to the opportunity to which Miss Mead in behalf of her Committee has called attention.

The Committee adjourned at 5:00 P. M.

Respectfully submitted,

Approved:

Acting Secretary.

TRUSTEES CANTON CHRISTIAN COLLEGE

Finance Committee Minutes of Nov. 8, 1923.

The Committee met at 52 William Street at 5:00 P. M., Thursday, November 8, 1923.

Present: Mr. Herbert Parsons, presiding. Mr. F. Trubee Davison, C. K. Edmunds and by invitation Dr. Charles Parkhurst, Rev. James M. Henry, and Mr. Leolin H. Keeney, Assistant Treasurer.

The minutes of July 16th having been previously circulated and read by the individual members of the Committee they were taken as read and approved.

As business growing out of these previous minutes, the following items were further discussed:

1. Policy of regarding contributions from the American Silk Association or from individuals for the Department of Agriculture not as contributions to the Managers of the School of Agriculture but as gifts to the Trustees to be administered, leaving the Board of Managers free to supplement these contributions for sericulture as well as to maintain in full the other departments of the School of Agriculture. President Edmunds' letter of October 17, 1923 to Acting President Baxter was approved.

✓ The gift of \$4,000. U. S. Currency from Edward E. Bradley for a cold storage plant to the Department of Sericulture was reported as was also the promise of funds sufficient for a fifty-basin filature to be supplied by Mr. Eugene Atwood. Hearty appreciation of these contributions was expressed.

✓ 2. The imperative need of an adequate filter for the campus water supply was stressed by President Edmunds and on motion it was agreed to recommend to the Board that the necessary installation should be authorized at a cost not to exceed \$ 15,000 Hongkong currency.

3. The need of endowment and how to secure it in association with other Mission Colleges was discussed on the basis of the memorandum presented by President Edmunds. (copy attached.)

It was agreed to present the whole matter to the Board of Trustees at their next meeting for their consideration rather than that of the Finance Committee alone,

The following items dealt with in Mr. Grant's letter of July 28 and previously approved by all members of the committee individually were formally confirmed.

4. An appropriation of \$2500 Hongkong Currency to supplement the gift of \$6,180 from Mr. Y. P. Ma for two staff cottages; to be charged against the budget item of "Emergencies".

5. An appropriation of \$1,000 Hongkong Currency toward a temporary hospital building; to be charged against the "Emergencies" item in the budget.

6. An appropriation of \$100 Gold a year toward the expenses of the Committee on China Colleges as approved by the Executive Committee *was allowed.*

7. Special allowance of \$25. Hkg. Currency per month to Mr. Baxter as Acting President so long as he acts as such.

8. The appointment of Mr. Ivan H. Ware as Acting Bursar at a monthly salary of \$150 Hkg. Currency and with life insurance for \$5,000 was approved.

9. An appropriation of \$250. Hkg. Currency per year to the National Christian Council was approved in accordance with the action of the Executive Committee of this same date. (See P23.183)

10. The investment of a gift of \$15,000 Hongkong Currency from Mr. L. T. Taam either in a pair of houses on the campus or in a C. C. C. center in Canton City was authorized. (See Minutes of the Exec. Com. Session 85, p. 118, Sept. 18, 1923.

11. The need of a power plant was briefly discussed.

On motion the Committee adjourned at 5:00 P. M.

Respectfully submitted,

Chas. Edmunds
Acting Secretary.

Approved:

Pres.

TRUSTEES OF CANTON CHRISTIAN COLLEGE

Minutes of the Meeting of November 9, 1923.

The Trustees met at 18 East 41st Street, New York City,
November 9, 1923, at 3:30 P.M.

Present: Mr. Herbert Parsons, presiding. Messrs. C. H. Parkhurst,
D. E. Smith, W. P. Laird, W. W. Comfort, F. Trubee Davison,
✓ Frederick Osborn, W. Henry Grant, C. K. Edmunds, Ida Himes, Assistant
Secretary, and by invitation Vice-President J. M. Henry and Mr.
L. H. Keeney, Assistant Treasurer.

Excuses for necessary absence had been received from Dean
Ralph L. Watts and Mr. F. H. Hawkins.

Dr. Parkhurst offered the opening prayer.

The minutes of April 13, 1923 were approved as read.

The Assistant Treasurer made a brief report including three
recommendations: First, that an auditor be appointed to audit the
New York Office accounts. Second, that the auditor and the Assistant
Treasurer be authorized to check up the list of securities at
least once a year. Third, that a Trust Company be appointed cus-
todian of the securities held by the Trustees. The report was re-
ferred to the Finance Committee with power.

✓ Dr. Edmunds reported a cable from Canton showing that the
Board of Managers of the College of Agriculture was clear of in-
debtedness to the Trustees on November 1, 1923.

REPORT OF THE EXECUTIVE COMMITTEE

1. On recommendation of the Committee which met on
November 8, 1923 at 52 William Street with the following present:
Mr. Herbert Parsons, presiding, Dr. Charles Parkhurst, Dr. C. K. Edmunds
and by invitation Mr. Trubee Davison, Rev. James M. Henry and
Mr. L. H. Keeney, the following nominations for Members at Large of

the Council for 1923-24 were approved: S. K. Wei, K. T. Young, I. C. Lam, C. N. Laird, N. J. Keys. For Members at Large of the Executive Committee for 1923-23, H. B. Graybill, Kenneth Duncan.

2. The text of the proposed agreement with the Wesleyan Methodist Missionary Society of London concerning their building a residence on the campus of Canton Christian College was presented. On motion it was voted that the agreement should be redrafted to conform more nearly to the type of agreement with the London Missionary Society with the understanding that if Mr. Andrews thinks it will not pass his Board the officers of the Trustees will have authority to execute the present draft of the agreement.

3. The Committee reported that the Foreign Missions Committee of the Presbyterian Church of New Zealand had accepted (by letter of July 21, 1923) the invitation to maintain a representative on the Faculty of the College of Arts and Sciences. It was voted to express hearty appreciation to the New Zealand Board for this cooperation, and refer to the Executive on the field the confirming of the choice of representative.

4. The Committee's recommendation that the Trustees accept representation on the Committee for coordinating the work of the Mission Colleges in China and the presentation of their needs in the United States was approved.

5. The policy of making a contribution to the National Christian Council of China as recommended by the Committee was approved.

6. Dr. Edmunds reported a letter to President Parsons from Miss Mabel C. Mead as Chairman of the Women's Central Committee, calling attention to the need for a promotional meeting in New York City under the direct auspices of the Trustees. On recommendation of the committee Mr. Parsons was authorized and requested to express

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appreciation for what the Women's Committee has done and to reply that
her suggestion would be acted on.

REPORT OF THE FINANCE COMMITTEE

The Finance Committee met on November 8, 1923, at 52 William St.
with the following present: Mr. Herbert Parsons, presiding,
Mr. Trubee Davison, Dr. C. K. Edmunds and by invitation
Dr. Charles Parkhurst, Mr. L. H. Keeney and Rev. James M. Henry.

They reported action on the following items:

✓ 1. The policy of regarding contributions from American in-
terests or individuals for the development of special enterprises of an
industrial sort as gifts to the Trustees to be administered by them,
as expressed concerning the gift for the Department of Sericulture in
President Edmund's letter to Acting President Baxter under date of
October 17, 1923 was approved. Although it was the sense of the
meeting that caution should be observed in undertaking industrial
enterprises and that the educational aims should be kept well in mind
and our undertaking limited in accordance therewith, it was voted to
accept with hearty appreciation the offer of Mr. Eugene Atwood to
provide a 50 basin filature for the Department of Sericulture. A
hearty vote of thanks was also expressed for Mr. E. E. Bradley's gift
of a cold storage plant for the Department of Sericulture to cost not
over \$4,000 U.S. Currency.

✓ 2. The recommendation of the Committee to authorize the
expenditure of not more than \$15,000 U.S. Currency for the installation
of an adequate filter for the College water supply was on motion
approved by the Board. ✓

✓ 3. On recommendation of the Committee an appropriation of
\$2500 Hongkong Currency was approved to supplement the gift of

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\$6,180 from Mr. Y. P. Ma for two staff cottages; to be charged against the budget item of "Emergencies".

4. On recommendation of the Committee an appropriation of \$1,000 Hongkong Currency was made toward a temporary hospital building; to be charged against the "Emergencies" item in the budget.

5. An appropriation of \$100 U.S. Gold for the year 1923-24 toward the expenses of the Committee on China Colleges was approved.

6. A special allowance of \$25. Hongkong Currency per month to Mr. Baxter as Acting President so long as he acts as such was approved.

7. The appointment of Mr. Ivan H. Ware as Acting Bursar with a monthly salary of \$150 Hongkong Currency and with life insurance for \$5,000 was approved.

8. The Finance Committee was authorized to appropriate \$250 Hongkong Currency in accordance with the action of the Executive Committee, for the National Christian Council for the years 1923-24 and ~~1924-25~~ ^{\$250 Hongkong Currency}.

9. The Board approved the recommendation of the Finance Committee to invest the gift of \$15,000 Hongkong Currency from Mr. L. T. Taam either in a pair of houses on the campus or in a C.C.C. center in Canton City, provided Mr. Taam would not approve of spending the money toward the expense of installing the filter for the College water supply, details being referred to Mr. Baxter as Acting President with power.

10. The need of endowment and how to secure it in association with other mission colleges was discussed on the basis of the memorandum presented by Dr. Edmunds (Copy attached). On motion

the Board declared itself in favor of a financial campaign in 1925, the scope of the campaign and the method of carrying it out to be referred to the next meeting of the Board.

STATUTES COMMITTEE

Dr. Comfort reported progress on the part of the Committee on Statutes.

REPORT OF THE PRESIDENT OF THE COLLEGE

Dr. Edmunds presented briefly the needs of the College; calling special attention to the substantial increase of students in the collegiate grades reporting a total of 35 A. B. graduates from the College and the increased enrollment of women. ✓

REPORT OF VICE-PRESIDENT HENRY

Mr. Henry made an enthusiastic report of conditions at the Collegē, stressing the wide opportunity for service to China and pleading for the Trustees to realize the scope of their enterprise.

The meeting adjourned at 6:30.

Respectfully submitted,

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Assistant Secretary

Approved:

Henry Grant
Secretary.

President.

ITEMS on FINANCE COMMITTEE of TRUSTEES, CANTON CHRISTIAN COLLEGE,
Bursar of College and Budget Committee of Council.

Recommended to Committee on Statutes by the
Finance Committee, December 10, 1923.

b. Finance Committee. The Finance Committee shall be composed of at least five Trustees, including the Treasurer and Secretary if those offices are filled, three of which shall constitute a quorum.

The Finance Committee shall have charge and control the funds and securities of the Corporation.

It shall examine the securities of the corporation at least once a year and report thereon to the Trustees.

The Finance Committee shall invest the funds of the Corporation, sell and reinvest the same or change said investments at its wise discretion and is empowered to direct the transfer of registered securities.

The Finance Committee shall have power to authorize the execution, by the proper officers, of conveyances, releases and contracts, including acceptances of bequests and devises, which in its opinion require action before the next regular meeting of the Trustees.

The Finance Committee shall have full power to proceed by legal action in the collection of any principal or interest upon any debt to the corporation which may be overdue and unpaid.

The Finance Committee shall designate in what banks or trust companies the cash of the corporation shall be deposited and shall designate the person or persons to sign the checks with or in the absence of the Treasurer.

The Finance Committee shall designate the safe deposit where the securities of the corporation ^{shall} ~~are to~~ be kept. Any two members of the ⁿ ~~Finance~~ Committee certified to the Depository shall have admission to the deposit vaults in the name of the Trustees. A Trust Company, may, however, be

designated as assistant custodian with any one member of the Finance Committee so certified.

Expenditures authorized by any other standing committee shall not be made until the Finance Committee certify to the Treasurer that there is money available for that purpose.

The Finance Committee shall within the limits of its authority pass upon all extra budget items coming up for action between stated meetings of the Trustees.

It shall report and issue the regulations for the instruction of the Assistant Treasurer, Bursary, and Business Manager or Controller regarding matters of a fiduciary and business order.

The Finance Committee shall appoint an auditor to audit the accounts once each year and report thereon to the Trustees.

a. Appointment.

2. The Bursar. The Bursar shall be appointed by the Finance Committee of the Trustees. In case of sudden disability or withdrawal a substitute may be appointed by the Executive Committee of the Council until the Finance Committee takes further action.

b. Powers and duties. It shall be the duty of the Bursar to receive or deposit in approved banks, all college monies received in China or remitted by the Trustees. He shall make all purchases for the College and on proper executive authorization pay all bills, salaries and other charges originating at the College in accordance with the regulations of the Trustees or Treasurer. The Bursar shall have charge of shipments and storage of all supplies. The Bursar shall keep full accounts, vouchers, etc., of all his transactions and furnish a monthly statement of his receipts and disbursements and status of funds to the Executive Secretary at the College, to the President and to the Treasurer ~~of~~ or Finance Committee of the Trustees. His signature shall be necessary on all contracts and documents of a financial nature in China in the name of the College, and shall be attached when all requirements of the Statutes and By-Laws and instructions of the Treasurer or Finance Committee have been duly complied with.

c. The Bursar is responsible directly to the Trustees for the funds in his hands and it is his duty to see that all contracts, orders for goods, and orders to pay out money on College accounts are properly authorized by the Trustees; or by the Council or by the Executive officers, acting in accordance with the Statutes or By-Laws or Resolutions of the Trustees. He must therefore make sure that no unauthorized payments are made and must hold up any contract, order or payment until he assures himself that it is properly authorized. In case the other members of the budget committee question the decision of the Bursar as to the authorization of any item, the other members by a unanimous recorded vote may decide the question as to the authorization, but may not force the immediate issuance of an order or the signing of contract or payment of money held by the Bursar for other purposes without first consulting the Trustees.

Meeting of Finance Committee,
Trustees Canton Christian College, at
Mr. Parsons' office, 52 William Street, December 10, 1923, 4:00 P.M.

Present: Herbert Parsons, Frederick Osborn, F. Trubee Davison,
W. Henry Grant, Mr. Parsons presided. Mr. Grant took the minutes.

1. The Finance Committee approved and recommended to the Statutes Committee the items for Statutes on the Finance Committee, Budget Committee and Bursar. (Documents attached)

2. The sale of \$2,000 U.S. Certificate of Deposit was approved.

3. An advance on account of \$2,000 to cover shipment of cows to Canton to be placed in the hands of Mr. Frank Hinkley, in San Francisco who will see that the money is properly disbursed in paying for express, crating and other items incident to shipping was approved.

4. The recommendations in Mr. Keeney's letter of November 9, which were referred to the Finance Committee with power, vis, (a) to employ as auditors of the Assistant Treasurer's accounts, Messrs. William Waddell and Wood was approved, provided they would do the work at the same rate as in the case of Robert College. (b) The Farmers Loan and Trust Company was approved as the Depository of the Securities belonging to the Corporation. (c) The assistant Treasurer was authorized to examine the securities with the custodian prior to the Annual Meeting of the Trustees and report thereon to the Finance Committee.

5. F. Trubee Davison was nominated by the Finance Committee for Treasurer, his nomination to be later confirmed by the Trustees.

✓ 6. It was voted that Mr. W. Henry Grant's gift of \$350 on April 29, 1922 for screening the U.M.S. Building be credited to the Girl's Dormitory Fund.

✓ 7. It was voted that the Vassar Alumnae Fund of \$5,000 less \$183.15 previously expended be credited to the Girl's Dormitory Fund.

8. Concerning making some part of the general fund available for use by the Assistant Treasurer as a small working capital, it was agreed to decide by circular letter when occasion called for further loans from the funds.

Approved:

Chairman.


Secretary.

MEMO RE C.C.C. PROPOSED ENDOWMENT CAMPAIGN, 1925

NEED

To cover present operating deficit	\$2,000,000
To stabilize present work	1,000,000
To supplement present annual Mx. total gifts	500,000

THREE POSSIBLE COURSES

- (A) An independent campaign; not very practicable.
- (B) A campaign in association or coordination with other Colleges in China. Much inertia of denominational boards et al to overcome. At best coordination rather than cooperation maximum obtainable, except with Peking University and Yale in China - possibly those two and C.C.C. could go ahead as to campaign without waiting for the other Colleges in China to come to an agreement. We should at least agree with the other Colleges in China to coordinate our presentations in U.S.A.
- (C) A nation-wide campaign in association with the Near East Colleges for say \$2,000,000 each. Associated on the basis of non-denominational character of organization and likelihood of appeal to the same group or run of supporters.

Our need imperative
 An adequate campaign separately not feasible
 Logically could operate under both (B) and (C)

For Near East Colleges. Mr. Staub as Executive Secretary very cordial to the idea of cooperation with C.C.C., thinks the Trustees of those institutions would be favorably influenced were we to let it become known to them that we plan a campaign for \$2,000,000 in 1925, as they are planning a campaign at that time.

Decision re 1925 must be made now, so as to permit adjustments that would bring to U.S.A. at that time the members of our staff best qualified to help. Inaction now will be essentially a negative action so far as 1925 is concerned.

Our utmost efforts along normal lines fail to meet our current needs by about \$25,000 Gold a year; while the securing of what we do get by present methods so completely engrosses the attention of the Executive that proper administration of the work itself is impossible. If a campaign for endowment is not approved, some step must be taken to relieve the present condition.