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Annual Meeting, Board of Governors
October 1912
Toronto -

BOARD OF GOVERNORS
WEST CHINA UNION UNIVERSITY.

Minutes of the Annual Meeting held in Toronto,

October 10-11, 1912.

The Board of Governors of West China Union University met in the Temple Building, Toronto, on October 10th, 1912, at 10 a. m.

The following members were present:- Rev. J. F. Goucher, LL.D., Rev. T. S. Barbour, D. D., Rev. F. M. North, D. D., Dr. H. T. Hodgkin, Mr. Mornay Williams, Prof. R. P. Bowles, D. D., Mr. N. W. Rowell and Rev. T. E. E. Shore, D. D.

Mr. H. T. Silcock was present as an alternate representative of the Friends' Foreign Mission Association.

There were also present the following missionaries from West China:- Rev. E. W. Wallace, Rev. J. Taylor, Rev. C. R. Carscallen and Rev. G. E. Hartwell.

Dr. Goucher read a portion of Scripture from Luke 12, and prayer was offered by Mr. Wallace.

Dr. Goucher introduced Dr. North, as the representative from the Methodist Episcopal Church, in the place of Bishop Stuntz who had resigned.

Dr. Hodgkin stated that the Board of the Friends' Foreign Mission Association had appointed H. T. Silcock to represent their Board at the meeting of the Board of Governors.

The Secretary read communications from Mr. W. O. Gantz, Prof. Michael E. Sadler and Bishop Stuntz stating their inability to be present.

47. INVITATION TO MEMBERS OF UNIVERSITY STAFF.

Resolved, that the three members of the University staff who were present, namely, Rev. E. W. Wallace, Rev. C. R. Carscallen and Rev. Joseph Taylor, be invited to sit with the Board and take full part in the discussion.

48. INVITATION TO MISSIONARIES.

Resolved, that any other missionaries who may desire to do so, be invited to attend the meetings of this Board.

49. ARTHRINGTON FUND TRUSTEES.

A communication was read from Arthington Fund Trustees, stating their inability to make any further grant to the West China Union University this year.

50. APPOINTMENT OF A BUSINESS COMMITTEE.

Resolved, that a Business Committee consisting of Mr. Williams, Dr. Hodgkin, Dr. Shore and Dr. North be appointed, who shall revise the order of procedure in connection with the Agenda for this meeting and who shall also be constituted a Nominating Committee to nominate the officers and committees for the ensuing year.

51. MINUTES OF EXECUTIVE.

The minutes of the Executive Committee meetings of December 5th and June 11th were read by the Secretary and approved. The minutes of the meeting of the Executive Committee of October 9th were order to be read at a later session.

52. REPORT OF ACTING VICE-PRESIDENT OF UNIVERSITY.

The report of the Acting Vice-President of the University, Rev. J. L. Stewart, was read. Resolved that the Report be accepted and placed on file.

53. MINUTES OF SENATE.

Dr. Shore reported that no minutes or communications had been received from the Senate during the past year, with the exception of the report of the Vice-President.

54. CONSECUTIVE NUMBERING OF MINUTES OF SENATE.

Resolved, that we reaffirm the minute #17 of the last meeting of this Board and draw the attention of the Senate thereto.

55. SECRETARIES REQUESTED TO FURNISH HELPFUL INFORMATION TO CAMPAIGN COMMITTEE.

Resolved, that the Secretaries of the various Boards interested, be requested to furnish to the Campaign Committee, through Mr. Taylor, any information received from the Mission fields, bearing on the University, which might be of service in the campaign.

56. CO-OPTING ADDITIONAL MEMBERS. x

Resolved, that the Nominating Committee present a recommendation as to the co-opting of additional members on this Board.

57. REPRESENTATION ON BOARD OF GOVERNORS.

Dr. Frank Mason North was reported to represent the Methodist Episcopal Church Board in lieu of Dr. Stuntz. x

58. APPOINTMENTS BY BOARD OF GOVERNORS TO THE SENATE.

The question of election to the Senate from the members of the Faculty was discussed, and it was

Resolved, that section 7, clause (b) (2) re appointment of members of the staff of the University to the Senate, be understood by the Board of Governors to call for annual approval.

59. APPOINTMENT OF MEMBERS OF SENATE TO SUBMIT RECOMMENDATIONS RE APPOINTMENTS TO SENATE.

Resolved, that four members of the Senate, (Jos. Taylor, H. T. Silcock, C. R. Carscallen and E. W. Wallace) be asked to submit a recommendation re appointments to Senate this year.

60. HOURS OF MEETING.

Moved that the hours of meeting be from 10.00 to 12.30 and from 2.00 to 5.00, subject to such change as may be found necessary.

61. DR. NORTH'S INABILITY TO ATTEND REMAINING SESSIONS OF THE BOARD.

Dr. North stated that owing to urgent business in New York it would be necessary for him to leave on an afternoon train and thus will not be able to attend further sessions of this Board meeting.

It was therefore suggested that the afternoon's session be devoted to University Plans and University Fund.

AFTERNOON SESSION.

Meeting opened by Dr. Goucher, who read a portion of Scripture from the 6th Chapter of St. John.

Dr. North led in prayer.

62. ADDITIONAL MEMBERS FOR BOARD OF GOVERNORS.

Resolved, that the Executive be empowered to approach the following persons, in the order named, with a view to their serving as members of this Board and in the event of their being willing to undertake the responsibility the Executive Committee have power to proceed to the election, namely:

J. W. Flavelle, LL.D.
Rev. W. H. Rice, Ph.D.
R. M. Jones, D. Litt
Shailer Matthews, D. D.

63. REPORT OF NOMINATING COMMITTEE.

Chairman, - Rev. J. F. Goucher, LL.D.,
Vice-Chairmen - N. W. Rowell, K.C., M.P.P.
A. J. Crossfield
Secretaries - Rev. T. E. E. Shore, D. D.,
H. T. Hodgkin, M. D.

Treasurer - Rev. T. S. Barbour, D. D.
Executive Committee - Mornay Williams
Rev. J. F. Goucher, LL.D.
Rev. T. E. E. Shore, D. D.
Rev. T. S. Barbour, D. D.
Dr. H. T. Hodgkin.

64. REPORT ON UNIVERSITY PLANS.

Mr. Mornay Williams reported for the Executive Committee in the matter of the competition for the selection of a University architect.

From the four competing architects, only three sets of plans were received.

Mr. Raymond C. Ricker acted as architectural advisor and submitted a report, which was read to the Board.

Plans were viewed and considered by the Board.

Dr. Hodgkin read statement from architect No. 3.

The Chairman requested the missionaries to express their opinion as to the advisability of having the architecture of the West China Union University, distinctly Chinese or European, which request was responded to by C. R. Carscallen, H. W. Wallace, Jos. Taylor and G. E. Hartwell.

Moved that architect No. 3 be selected as architect for West China Union University.

Before vote was taken, Dr. North moved that the vote should be taken by ballot. This was carried.

The scrutineer (Mr. Wallace) reported that nine ballots were cast, eight in favor of architect No. 3 and one in favor of architect No. 1. It was therefore decided that architect No. 3 was the successful competitor.

The chairman, Dr. Goucher, on opening the sealed envelopes containing the names of the competing architects, reported that the name of the successful competitor was Messrs. Fred Rowntree and Son of London, England.

65. ARCHITECT NO. 4.

Resolved, that if any question arises in regard to architect No. 4, the same be referred to the Executive Committee.

66. OPENING OF SEALED ENVELOPES.

On opening the other sealed envelopes it was found that the plans of Messrs. Stoughton & Stoughton although having been forwarded on September 28th had not been received. It was decided to leave the matter over until the next morning, awaiting further information.

67. BUILDING AND ENDOWMENT FUND.

A minute from the Executive Committee meeting of June 11th was read, regarding the Building and Endowment Fund.

68. REPORT OF CAMPAIGN COMMITTEE.

A report was presented by the Chairman of the University Fund Campaign Committee, -Rev. Joseph Taylor, giving a statement of the work which this Committee had been doing in New York. It was thought best that the West China Union University Committee join with the committee

representing the interests of the Nanking University, so that there might be a combined appeal made in a few of the centres in the United States. A meeting has been arranged for in Philadelphia and also in Chicago. Dr. Hodgkin is also arranging to go to Indianapolis and try to secure a meeting there.

69. INVITATION TO DINNER FROM MR. AND MRS. ROWELL.

The Board of Governors accepted the invitation of Mr. and Mrs. Rowell to dinner at their home.

October 11th, 1912.

MORNING SESSION.

The meeting was opened by Dr. Goucher reading a portion of Scripture, and Dr. T. S. Barbour leading in prayer.

70. MINUTES OF EXECUTIVE COMMITTEE, October 9th.

The minutes of the meeting of the Executive Committee October 9th, were read, and approved.

71. REPORT OF COMMITTEE COMPOSED OF MEMBERS OF UNIVERSITY FACULTY RE APPOINTMENTS TO SENATE.

That the following members of the University Faculty be approved as members of the Senate:

Dye, D. S.	Wallace, E. W.
Stewart, J. L.	Davidson, R. J.
Bayne, P. M.	Kilborn, O. L.
Simkin, R. L.	Neumann, E. B.

Resolved that this Report be adopted.

72. ARCHITECTURAL PLANS.

Resolved, that a letter be addressed to Messrs. Fred Rowntree & Son, giving a complete statement of all the facts, concealing nothing, and that accompanied with that, we request them to allow the opinion of our advisor to be given in regard to their plans with those of the fourth architect, stating at the same time that that advisor had

no knowledge of the persons and that no such knowledge would be given him; and that a similar letter be sent to Messrs. Stoughton & Stoughton. That this letter be prepared by the Committee on Architectural Plans, and that if the consent of Messrs. Rowntree be obtained, a new competition will be opened and a decision made by the Executive Committee.

75. REPORT OF THE TREASURER.

December 8, 1911 - October 8, 1912.

GENERAL ACCOUNT.

Cr.	By Balance December 8, 1911 -----	\$ 759.60	
	Payment, Methodist Episcopal Branch, for working capital as per Assessment June 1910.-----	300.00	
	Payment for purchase of additional land as per Assessment June 1910. Canadian Methodist Board----	1200.	
	American Baptist Board... 1200.	2400.00	X
	Payment for Budget of 1912 as per Assessment December 1911 Canadian Methodist Board----	1250.	
	Friends' Association-----	1250.	
	American Baptist Board-----	1250.	3750.00
	Interest on deposits, First National Bank, Boston-----	37.08	
		<u>\$7246.68</u>	
Dr.	To Payments to Rev. E. W. Wallace, expenses in preparing studies -----	\$ 420.00	
	Advance made to Rev. G. B. Neumann Treasurer of University - one half of "working capital", as voted December 1911-----	650.00	
	Bill for printing pamphlet "Appeal for Teachers	28.00	
	Bill for stenographic work, New York, December, 1911.	49.45	
	Travel to June meeting of Executive Committee	48.50	
	Bill for printing eight sets blank forms for use of Treasurer-----	15.81	
	Carried forward -----	1211.76	

Brought forward -----	\$1211.76
Miscellaneous Expenses - Telegram ----	.55
Advance to Campaign Committee -----	100.00
Balance, October 8, 1912 -----	<u>5934.37</u>
	<u>\$7246.68</u>

BUILDING ACCOUNT.

Cr. *Change*
 By Donation, Chairman Emergency Committee
 for Normal Building for Men----- \$4383.01

ENDOWMENT ACCOUNT.

Cr. By Donation, Rev. R. M. Miller ----- 5.00

FINANCIAL STATEMENT - Oct. 8, 1912.

Funds in hand -

General Account -----	\$5934.37
Building Fund, Normal School -----	4383.01
Endowment Fund -----	<u>5.00</u>

Total of funds -- \$10,322.38

Account First National Bank, Boston, as per statement October 8, 1912 -----	10,233.74
Cash-----	<u>88.64</u>

\$10,322.38

Assets - General Account -

Balance in hand, as above-----	\$ 5,934.37
<i>appear</i> Due on Assessment, for purchase of additional land, June 1910	
Friends' Society -----	200.00
Due on Assessment for Budget of 1912	
American Methodist Society -----	1,250.00
Due on Assessment for purchase of additional land, 1910 -	
American Methodist Society -----	1,200.00
Friends' Association -----	<u>1,200.00</u>

Total ----- \$9,784.37

(?)

Liability - Due Rev. D. S. Dye for payment	
for apparatus -----	\$170.31
Balance -----	9614.06
	<hr/>
	\$9784.37

74. TREASURER TO ADVANCE FUNDS TO CAMPAIGN COMMITTEE.

Resolved, that the Treasurer be authorized to advance funds to the Campaign Committee, to be charged to the University Fund until such times as the Campaign Fund is able to carry itself.

75. INTEREST ON ACCOUNT AND LOANS TO BE CHARGED TO THE GENERAL ACCOUNT.

Resolved, that until otherwise ordered the Treasurer credit interest on all accounts to the General Account and charge interest on loans to the General Account.

76. DEPOSIT ACCOUNT.

Resolved, that the Treasurer be instructed to keep the Deposit Account in the First National Bank, Boston.

77. INVESTMENTS.

Resolved, that the Executive Committee be authorized to make investments from time to time with the available funds.

78. EXPENSES OF MEMBERS OF BOARD OF GOVERNORS.

Resolved, that in the case of the members elected by the participating missionary organizations, those organizations be understood to pay the expenses of their own delegates to the meetings of the Board of Governors; and that in the case of co-opted members, the Board of Governors make itself responsible for their expenses, if any, on such a scale as may be decided upon by the Executive Committee.

79. AUDITING TREASURER'S ACCOUNTS.

The auditing of the Treasurer's Accounts was referred to the Business Committee.

80. INTRODUCTION OF DR. CLAUDE FREEMAN.

At this point, Dr. Goucher introduced Dr. Claude Freeman, on furlough from China.

81. APPOINTMENT OF COMMITTEE TO PREPARE BUDGET FOR CURRENT YEAR.

Resolved, that a committee be appointed to prepare the Budget for the current year - Dr. Barbour, Prof. Bowles and Mr. Silcock.

82. DECLARATION OF TRUST FROM CANADIAN METHODIST CHURCH.

Dr. Shore read a letter from Mr. N. W. Rowell, submitting copies of a proposed Declaration of Trust for the holding of the University property in Chengtu by the Canadian Mission on behalf of the Board of Governors of West China Union University.

Resolved, that the completion of this matter be referred to the Executive Committee with power.

83. APPOINTMENT OF COMMITTEE TO REPORT ON ARRANGEMENTS FOR WORK FOR THE EDUCATIONAL SECRETARY.

Dr. Goucher, Mr. Wallace, Mr. Taylor and Mr. Carscallen were appointed a committee to report on (b) and (c) of item 23 of the Agenda, namely, "Financial arrangements for the Secretary" and "Control of Educational Secretary's work on the field."

October 11th, 1912.

AFTERNOON SESSION.

The meeting was opened by Dr. Goucher, who read a passage of Scripture from 11th Chapter of Hebrews.

Prayer was offered by Messrs. H. T. Silcock and E. W. Wallace.

84. LETTER TO BE FORWARDED TO MESSRS. FRED ROSENBERG & SON, AND MESSRS. STOUGHTON & STOUGHTON.

(See attached).

85. REPORT OF COMMITTEE ON THE BUDGET.

Dr. Barbour presented the report of the Committee on the Budget, recommending as follows:-

Budget 1912-13.

General Expenses of University estimates as for 1911-12.	\$2,200.	1	x
Reimbursement "Working Capital"	300.	1	2
E. W. Wallace, Sup't of Schools:			
Salary	\$1,000.		
Outfit in return to China	150.	1	
Passage to W. China	800.		
Freight	60.		
House Rent	250.		
House Furnishing	300.		
Field Expenses -			
Personal Teacher	60.		
Gateman	20.		
Travel	100.		
Assistant	90.		
	3,050.		
Payments to Architects	800.		
Work of Executive Committee	500.		
	<u>\$6,830.</u>		x

See letter
2

86. CAMPAIGN EXPENSES.

Resolved, that the Treasurer be authorized to meet payments of Campaign expenses upon order of the Campaign Committee.

87. HOUSE FOR EDUCATIONAL SECRETARY.

Resolved, that the item re house for Rev. E. W. Wallace be excluded from the Budget 1912-13, and that it be put upon the University Fund, and also the item "School attached" be provided for out of the General Budget but apart from Mr. Wallace's expenses.

88. INTRODUCTION OF DR. CARMAN.

Dr. Carman, General Superintendent of the Methodist Church, Canada, was introduced by the Chairman.

89. APPROPRIATIONS FROM PARTICIPATING MISSIONARY ORGANIZATIONS.

Resolved, that the Board call for an appropriation on the part of the participating missionary organizations of \$750. each, making a total of \$8,000., to cover the Budget for current expenditures for 1912-13.

90. EXPENDITURES IN CONNECTION WITH ERECTION OF HOUSE FOR MR. WALLACE.

Resolved, that the Executive Committee be empowered to advance from the Current Fund to the University, if necessary, an amount not exceeding \$8,500. to meet expenditures involved in the erection of a house for Mr. Wallace.

91. PLANS FOR HOUSE FOR THE EDUCATIONAL SECRETARY.

Resolved, that when the architect is selected for the West China Union University, he be asked to submit plans for a house for the Educational Secretary.

92. FORECAST OF BUDGET.

Resolved, that the Executive Committee be instructed to prepare forecast of Budget for the next four or five years and report to the Boards of the participating missionary organizations.

93. SUPPLEMENTARY ESTIMATES.

A communication was received from the Friends' Foreign Mission Association giving a minute of the action of their Board regarding the receiving of supplementary estimates and action thereon by the Executive Committee.

Resolved, that the other Boards be communicated with and requested to take similar action.

Copy of Minute of F. F. M. A.

Union University Budget and Supplementary Estimates.

"Upon the recommendation of the China Committee, we agree to the following proposal made by the Board of

Governors of the West China Union University, namely, that the Executive Committee of the Board of Governors shall have power to pass the Budget of the University, when, for any reason, the Board of Governors is unable to pass it, provided also that a copy of the Budget has been sent to every member of the Board of Governors not less than one month prior to the meeting of the Executive at which such action is taken. We further agree that the Executive Committee shall have power to pass supplementary estimates, when submitted by the Senate, provided that no question of principle be involved in the expenditure, which, in the judgment of the Executive Committee, should have the sanction of the Board of Governors before such authorization be given.

94. EDUCATIONAL SECRETARY.

Minute from the Canadian Methodist Board re the release of Mr. Wallace was read, and ordered to be incorporated in the minutes, as follows:

"In response to the request of the Board of Governors of West China Union University, Rev. E. W. Wallace was permitted to act as Educational Secretary in West China, his engagement as such to begin at the close of his present furlough - they to assume all responsibility for his support."

95. REPORT OF EDUCATIONAL SECRETARY.

The Educational Secretary presented a report of his year's preparation, and the following recommendations:

(1) That the C. M. N. be requested to put the services of Mr. H. G. Brown for part time at least, at the disposal of the Normal Department of the University, for the work in religious instruction.

(2) That the Board of Governors take steps to secure immediately a specialist in Manual Training for the Normal Department.

(3) That in the selection of men for the department of Agriculture of the University, the requirements of the Normal Department for elementary teaching of Agriculture be considered and that at least one of the men appointed be a specialist in the teaching of nature study and agriculture in primary and secondary schools.

Item No. 1 was referred to the Board of the Canadian Methodist Church.

Items 2 and 3 were referred to the Executive Committee of the Board of Governors.

96. REPORT OF COMMITTEE APPOINTED WITH REGARD TO THE WORK OF EDUCATIONAL SECRETARY.

Resolved, that there shall be an Advisory Committee of five, that the Committee shall consist of two representatives of the Junior and Senior Primary work and two selected by the Senate, and Rev. E. W. Wallace, who shall be chairman.

97. TIME AND PLACE OF NEXT MEETING.

The time and place of the next meeting of the Board of Governors is left with the Executive Committee, to be fixed at its next meeting.

98. PRESIDENT OF THE UNIVERSITY.

Resolved, that the present arrangement be not disturbed for the ensuing year, and that the Executive Committee be asked to still further prosecute enquiries in regard to some person who might be disposed to accept the position, with a view to recommendation to this Board.

99. APPOINTMENT OF MR. CLIFFORD M. STUBBS.

Resolved, that this Board, having heard a statement from Dr. Hodgkin, endorses the recommendation of the appointment of Mr. Clifford M. Stubbs, by the F. F. M. A. Board.

100. PERMANENCY OF APPOINTMENTS TO UNIVERSITY STAFF.

Dr. Shore read communications from the American Baptist, Friends' Foreign Mission Association and Canadian Methodist Boards, regarding permanency of appointments to University staff. The Secretary was requested to communicate with the Methodist Episcopal Board in this matter.

101. POLICY OF NORMAL DEPARTMENT.

No action by the Board, awaiting developments in this work and recommendations from the Senate on the field.

102. HONORARIUM TO BE PAID TO COMPETING ARCHITECTS.

Resolved, that the firms of Messrs. Silcock & Reay, and Gordon & Helliwell be each paid the sum of \$200., for plans submitted to competition, and that it be referred to

Executive Committee to make arrangements with successful architect as to allowing them \$200. and that the Committee be empowered to deal with the fourth firm after correspondence has been received regarding same.

103. RECONSIDERATION OF ACTION REGARDING A BUDGET.

Resolved, that we reconsider the previous action adopting a Budget of \$3000. for the year. Carried.

104. BUDGET FOR CURRENT EXPENDITURES.

Resolved, that the Budget for current expenditures for the year 1912-13 be made \$4,000. and that each Board be asked to contribute \$1,000. to this amount. || ✓

105. RECONSIDERATION OF COLLEGE PLANS.

Resolved, that the participating missionary organizations be requested to reconsider their plans for respective mission colleges with a view to submitting their plans to the official architect appointed by this Board of Governors to bring into harmony with the general architectural scheme for the University buildings. || ✓

106. PREPARATION OF ANNUAL REPORT.

Resolved, that Dr. Shore be asked to prepare report this year, including a carefully prepared financial statement.

107. AMENDMENT OF BY-LAW.

Dr. Hodgkin moved the following amendment, of which due notice had been given: By-Law 1 (d),

"There shall be an Executive Committee of five, who, between the meetings of the Board of Governors, shall have full power to act. Its action shall be brought up for ratification at the succeeding meeting of the whole Board of Governors. || ✓ *vote?*

108. BUILDING AND PLANT SUPPLIES.

Resolved, that the Senate be asked to consider the matter and that the Executive be empowered to act on their advice.

109. LETTER OF RECOMMENDATION TO CAMPAIGN FUND COMMITTEE.

Resolved, that the Secretaries be instructed to give a letter of recommendation to the members of the Campaign Committee to be used in the Campaign Fund Canvass.

110. AUDITING OF ACCOUNTS.

Moved that the Executive Committee be empowered to appoint a Chartered Accountant, as Auditor. X |

The Board adjourned with prayer by Dr. Goucher.

REPORT ON DRAWINGS SUBMITTED IN COMPETITIVE DESIGN
FOR THE WEST CHINA UNION UNIVERSITY, CERNGTU, SZECHWAN.

Oct. 9, 1912.

By Raymond C. Ricker.

To the Board of Governors, West China Union University.

Gentlemen:-

Before you are the designs submitted by three of the four firms of architects selected to enter this competition. Each set of drawings has been numbered only -- no names indicated -- so that the respective authorship of the drawings is entirely unknown. I beg to submit the following report upon the three sets received.

According to the terms of the requirements, the drawings fall into three heads, and the different sets of designs will first be taken up in order of these heads, and later each set summarized. The three divisions or heads are:

- I. Layout of the Central University Plot.
- II. Plans for Medical College Building.
- III. Plans for Normal College Building.

Under I, the location of Administration Building, Library and Assembly Hall, together with layout of roads, etc., on the plot of approximately 1100 feet by 600 feet is required.

1. - Set No. 1. The buildings are closely grouped at south center of plot, leaving a large campus to the north of the three buildings and sites for additional University Buildings noted at East and West ends of the plot. Layout of grounds is too straight and stiff for best effect and buildings crowded too close together; though the relative arrangement, with Assembly Hall in center opposite the entrance gates, and Administration Building and Library at either end of quadrangle in front of Assembly Building, is good.

Set No. 2. The three buildings are located on the north half of the Central Plot leaving a large campus space to the south. In this design there is no architectural effect or grouping, the buildings being simply arranged in a row while the entrance is at one corner of the plot and inconspicuous; and a great, bare campus is bounded by a road like a race track, either necessitating the students going long distances around from these buildings to others, or laying out their own paths as convenience dictates.

Set No. 3. The scheme is excellent. The grouping architectural, the roads and walks laid out for both beauty and convenience. Skill is shown in adjusting the layout to the present buildings and roads in a harmonious scheme. This plan is the best and shows most ability in meeting the total requirements.

II. Medical College Building. In the statement of requirements sent to the architects, the cost of building and equipment is put at £5,000 or \$25,000 Gold. It is stated that the cost of the C. M. M. Hospital in Chengtu was about \$25,000 Gold which, if erected now in Toronto, would be \$75,000 to \$150,000. However, owing to probable advance in prices in the near future it is recommended to estimate the whole cost at \$50,000 to \$75,000. I have taken the last figure -- which perhaps would be double the cost of the Hospital. This will give us a safe margin at least. 15 cents per cubic foot is about the average cost of such a building in U.S.A. and forms the basis of our calculations.

- (a) Suitability of plan for the work to be done.
- (b) Suitability of design (including plan) to the Chinese environment, climate, etc.
- (c) Whether the scheme submitted can be built for the amount stipulated.

Set No. 1 (a) A very comprehensive layout, but containing nearly enough lecture rooms and laboratories to supply the University! Physical and Chemical Laboratories may or may not be needed in this building, but the Biological Laboratory might be omitted. The ground floor plan extends around a court making a large ground area, which, while in some ways pleasing, is for the most part only one storey high and must have practically the same foundations and the same roof as for a two storey building; while the cost would be only slightly lower than that for the extra walls to make a two storey building; as well as placing the rooms at greater distances than if they were in two storeys and on a smaller plan. The rooms as provided would probably furnish all needed space for the College work for some time. The basement is under only part of the building.

(b) Verandahs extending around three sides of the exterior look well, and might be desirable in tropical latitudes, but at 30 degrees they are not necessary, and besides darkening the rooms add greatly to the expense of the building. The exterior treatment is pleasing, being semi-Chinese in style - a rather foreign type of building with roof of a modified Chinese form - a matter that must be of considerable interest and pleasure to the Chinese, for whom the school is built.

(c) As to the cost. The cubic contents of the building measure 710,065 feet, whereas we can reckon only 500,000 cubic feet according to the above mentioned data and somewhat less if the equipment be included in the sum available. Also, so large a portion of the building being one storey, the cost must be reckoned even higher. This design, then, so far fails to meet the requirements.

Set No. 2. (a) A compact two-storey and basement design, containing a number of small rooms, two each Chemical Laboratories and Dissecting Rooms (which seems unnecessary for a school of this size), a Physics Laboratory, and only one lecture room (Physics), and three class rooms together with several small laboratories. The layout does not show particular skill in design and would not seem to be desirable.

(b) The design is totally foreign to Chinese ideas and lacks that character which would make the Chinese feel at home in such surroundings.

(c) Cubic contents 338,400 feet -- considerably within the limit of size for building and equipment.

Set No. 3. (a) In plan architectural, well arranged in distinct sections embracing the various departments of medical studies, such as Pathological Section, Descriptive Surgery and Medicine, Physiological and Anatomical Sections with their appropriate laboratory and lecture rooms and professors' rooms adjoining while the two-storey or galleried Pathological and Anatomical Museums occupy the center rear wing. In the basement at one end only are certain subsidiary but desirable rooms. The stairways at either end of the building are most conveniently located in the center sectional divisions. Toilet facilities adjoining the stairs on the first floor, and also on a Mezzanine in the West wing, are conveniently located. The scheme is admirably studied out, has abundant light, no outside porches to darken the rooms or add expense to the usable space.

(b) The design is more thoroughly Chinese in feeling than No. 1, having a more characteristic roof and a small projecting hood of harmonious design running around most of the building above the ground floor windows, to serve as a suitable protection from the bright sun, yet not so much as the wide verandahs nor so expensive. A fine feature is the increased height of ceilings in the larger rooms extending up into the roof space without materially increasing the cost; and the provision for necessary ventilation through the typical Chinese clear storey effect of the center and end pavilion roofs. It might be desirable under the new conditions in China to modify some of these extreme features of Chinese style.

(c) Cubic contents about 580,770 feet, somewhat over the estimated 500,000 allowable, perhaps necessitating a slight reduction in the size of the building. Some of the lecture rooms are probably larger than necessary, the Pathology and Anatomy Lecture Rooms having capacity for about 170 and those for Physiology and Surgery about 115 each.

III. Normal College Building. Requirements: Estimated cost \$1200 or \$6000. Two storeys and basement. Ground floor three feet above grade. The building to contain one public lecture room 45 x 25 feet or larger; one practice class room, one work room, and four class rooms, each 30 x 25 feet; study, porter's room and store room. We will take up the drawings as for the Medical Building.

Set No. 1 (a) All requirements as to rooms are met. The plan, as for Medical Building, covers a large area with extensive roof and verandahs and consequent long distances to travel from one portion of building to another, and undue expense in foundations and roof in proportion to usable space.

(b) Style harmonizes with Medical Building, and comments on that apply equally here.

(c) Cubic contents 267,739 feet. Figuring on the same basis as for Medical Building \$6000 Gold will build an \$18,000 building in America, and at 15 cents per cubic foot we may estimate 120,000 cubic feet. Clearly this scheme is quite beyond the specified cost, and either more funds would be necessary or the design be excluded.

Set No. 2.(a) Like the Medical Building compact, but plan not architectural, and halls quite too small to conveniently accommodate the students when changing classes.

(b) The tower, which is a special feature, gives quite a different character from the Medical Building, and is also totally devoid of Chinese feeling.

(c) Cubic contents 193,116 feet - also above the specified amount. The tower adds two rooms for the Chinese teachers more than the number specified. Deducting all the tower above the entrance still leaves 186,000 feet. The squareness and compactness of this design make it the very cheapest to build (Set No. 3 is more expensive only because toilet rooms are included, as they are not here), and allowing barely the rooms specified in the Requirements the cubic contents run more than 50% more than the funds indicated would probably build. However, a change in the cost must be allowed if the requirements are to be adhered to.

Set No.3 (a) A compact plan containing the required rooms well arranged with the lecture room at the rear of the first floor - a central feature shown by a slight projection from the line of the building. Area is minimum except for toilet rooms which, being provided (as others have not) are both interestingly treated and conveniently separated from, yet connected with, the

building. The scheme provides also a small room for the Principal and one for the Chinese teachers. The provision for future extension is pleasing and will make a good building when completed.

(b) Style in harmony with Medical Building.

(c) Contents of main building exclusive of toilet houses 175,750 feet as against 120,000 allowable for \$6,000, and 203,742 feet with toilets, furnace room, etc., added.

TO SUMMARIZE BY SETS:

Set No. 1. I. Layout of the Central Plot. A fair scheme, but too crowded and stiff. I would rank this 2.

II. Medical Building. Pleasing in design, with Chinese feeling; but not economical of space, and has verandahs darkening rooms and adding undue cost. In design ranks 2, in cost ranks 3.

III. Normal Building. Similarly pleasing design, but same defects as for Medical Building. In design ranks 2, in cost 3.

Set No. 2. I. Scheme for central plot poor. Ranks 3.

II. Medical Building. Lacking in feeling for Chinese surroundings and use, and in good interior and exterior design. In design and arrangement ranks 3. In cost ranks 1, being less than the amount allowed.

III. Normal Building. Lacking also in feeling for the Chinese environment and in interior design, in which it ranks 3, In cost the minimum possible and ranks 1 if toilet houses be considered in Set 3, but ranks 2 if they are omitted.

Set No. 3. I. Best layout and greatest skill shown in handling situation. Ranks 1.

II. Excellent study of needs of this building and most convenient and appropriate arrangement. Ranks in interior and exterior design as 1. In cost ranks 2, being about 16% above the allowance. However, our estimate being based on increase in West China prices in the future to double those say 1908-09, it might be possible to erect and equip this building for the amount specified if soon done.

III. Normal Building. Best design interior and exterior with additional provision for the problem of toilet facilities. In design ranks 1, in cost ranks 1, (toilets excluded for uniform basis of comparison.

TABLE OF RANKS.

SETS HEADINGS	SET No. 1		SET NO. 2		SET NO. 3	
	For Design	For cost	D.	C.	D.	C.
I.	2	-	3	-	1	-
II.	2	3	3	1	1 ^x	2
III.	2	3	3	2	1 ^x	1
TOTALS	- 3 2	1sts 2ds 3ds	1 1 3	1st 2nd 3ds	4 1 -	1sts 2nd 3ds.

x Elevations to be modified.

In conclusion. As these drawings are entirely preliminary and show not merely a probable scheme but rather the insight of the designer into requirements and peculiar needs of the situation, it is evident the matter of selecting the architect should be based on his skill in meeting these requirements and the thought and feeling of the Chinese as shown by these studies. Changes will have to be made in whatever designs are selected as fuller requirements become known and defined, and in now way depend on the schemes actually submitted at this time.

Therefore, weighing the points of merit as indicated above, I recommend to your honorable body that the architect whose skill has ranked him highest, whose designs are No. 3, be selected as the architect of the West China Union University.

Respectfully submitted,

(Sgd.) Raymond C. Ricker.

(C O P Y)

Toronto, October 11, 1912.

Messrs. Fred Rowntree & Son,
Messrs. Stoughton & Stoughton.

Dear Sirs:-

We are directed, on behalf of the Board of Governors of the West China Union University, to submit to you the following statement of facts.

1. As you know, a competition was opened by the Board for plans for the West China Union University. The following architects were invited to compete:

1. Messrs. Silcock & Reay
2. Messrs. Gordon & Helliwell
3. Messrs. Fred Rowntree & Son
4. Messrs. Stoughton & Stoughton.

The terms of the competition called for the delivery of the plans in the office of Dr. T. E. E. Shore by the 30th of September, 1912.

2. Letters of advice were received from architects No2, 1, 2 and 4, stating that plans had been forwarded. No such letter was received from No. 3. The identity of the writers was only known to Dr. Shore's clerk.

3. Three sets of plans were received at Dr. Shore's office on, or before the 30th of September, the senders of these plans being unknown to anyone, even to the clerk.

4. The Executive Committee and Board assumed that the three sets of plans received corresponded with the three letters of advice, and that the fourth architect had withdrawn from the competition.

5. The three plans were submitted to Mr. Ricker, acting as architectural advisor to the Board, and carefully considered by the Executive Committee and the Board; and the latter, after listening to the report of Mr. Ricker, recommending the appointment of No. 3 (unnamed) made the award accordingly. On opening the sealed envelope, it was discovered that the plans were those of Messrs. Fred Rowntree & Son. The other two sets of plans proved to be those from architects 1 and 2.

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6. Within an hour of this decision being reached, an advice notice was received from the Customs to the effect that the fourth set of plans had been received in the Customs Office, Toronto, on the 30th of September, but as appeared from subsequent investigation, by a mistake in the Customs Office, these plans were not delivered, although enquiry had been made by Dr. Shore's clerk. It is assumed that these plans are those from Messrs. Stoughton & Stoughton, though they have not yet been opened.

7. While there is no doubt that No. 3 is legally entitled to the award, the Board felt that in view of the very unfortunate circumstances existing as to the receipt of plans from No. 4, they desired to submit to Messrs. Rowntree & Son and Messrs. Stoughton & Stoughton, the question whether they agree that a new examination be had as between the plans Nos. 3 and 4, and a new award made. If this is consented to by Messrs. Rowntree & Son and approved by Messrs. Stoughton & Stoughton, Mr. Ricker, who has not been informed of the identity of any of the competing architects, will be requested to make a further report on the plans submitted by Nos. 3 and 4 and after considering his report the Executive Committee will make a new award.

Kindly inform us of your wishes in the premises.

Very respectfully yours,

(Sgd.) Mornay Williams, Chairman

T.F. Egerton Shore)
Henry T. Hodgkin) Joint Secretaries.

BOARD OF GOVERNORS
OF THE
WEST CHINA UNION UNIVERSITY.

AGENDA

1. President of West China Union University - Senate were requested to make nominations. See Senate minutes #95.

2. Chancellor of the University - Recommendation of Executive Committee - Minute #111 -

"Resolved, that this Executive Committee recommend the Board of Governors to give serious consideration to the question of appointing a Chancellor of the University."

3. Incorporation of the University - Recommendation of Senate (#78 of minutes) - Report of Committee, Mr. Mornay Williams and Mr. Rowell.

4. Constitution - Notice of Amendment given at last meeting of the Board of Governors, and voted on by Senate, as per minute #100 -

"Resolved, that we adopt the proposed amendment of the Constitution, Sec. 5 Par. B, so that the sentence shall read:-

'THE BOARD OF GOVERNORS SHALL HAVE POWER TO ADD TO ITS MEMBERSHIP A NUMBER OF PERSONS NOT EXCEEDING TWICE THE NUMBER OF ORGANIZATIONS PARTICIPATING.' "

5. Architect's Visit to Chengtu - Expenses in connection with same. This matter was considered by the Executive Committee in November last, and the following resolution was passed:-

"Minute #105 in reference to the payments covering expenses of architect's visit to Chengtu was considered, and action upon it was referred to the annual meeting of the Board of Governors."

6. Plans for University Buildings - (Administration Building, Middle School, and houses for Messrs. Wallace and Ricker.)

7. Senate - The Board of Governors is requested to approve the following appointments on the Senate (see Senate minutes #88):-
D. S. Dye, J. L. Stewart, P. M. Bayne, R. L. Simkin, E. W. Wallace, R. J. Davidson, O. L. Kilborn, G. B. Neumann, J. Beech, A. E. Johns, H. T. Silcock, J. Taylor, H. D. Robertson, C. R. Carscallen.

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8. Relation of Union Middle School to the University - See #36 Senate Minutes, #100 Executive Minutes, #86 Senate Minutes, and letter from Senate attached to minutes.
 - (a) Request that the Board of Governors include the Middle School in the Union University scheme.
 - (b) That the Missions and the Board of Governors assume the financial responsibility for site and building. (See Estimates, Senate Minutes, #86.)
9. Church Missionary Society and the University - See Minute of Senate #71, also letter from Secretary of Senate, July 31, 1913.
10. Immediate need of a man for the Department of Modern Languages, Minute of Senate #31 -

"Resolved, that we urge upon the Board of Governors the immediate need of a man for the Department of Modern Languages."
11. Furnishings for University Buildings - #64 Senate minutes,

"Resolved, that we request the Board of Governors as soon as the plans of any of the University buildings are sanctioned, to authorize the architect to arrange for the procuring of all furnishings and any foreign material that is necessary for the erection of these buildings."
12. Union Language School - Senate minutes #111 -

"Resolved, that the Senate take steps to commence instruction in the Union Language School next Spring, and ask for the approval of the Board of Governors."
13. Administration Building and University House #1 - Senate Minutes #65 -

"Resolved, that we request the Board of Governors to sanction the Treasurer of the West China Union University drawing upon the Treasurer of the Board of Governors to the amount of

 - (1) Two Thousand Dollars Gold (\$2000 Gold) on account for the purchase of material for the Administration Building.
 - (2) One Thousand Dollars Gold (\$1000 Gold) on account for the purchase of material for University house No. 1.
14. Budget for 1914 - Report of Executive Committee, November 1913. (#126)
15. Resolutions of appreciation from Senate to Board of Governors. Minutes of Senate #66 and #77.

16. Resolution of appreciation to Dr. Shore for services rendered in connection with the University.
17. Recommendations from British members of Board of Governors.

MINUTES of an INFORMAL MEETING of the BRITISH MEMBERS
of the BOARD OF GOVERNORS of the WEST CHINA UNION UNIVERSITY
with the CHAIRMAN of the BOARD, held at KING'S CROSS HOTEL,
LONDON, on the 12th DECEMBER, 1913.

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Present:- Dr. J.F.Goucher (in the Chair).
Dr. M. Sadler, Messrs J.E.Clark, A.J.Crosfield (Retiring
Member), H.W.Harris, F. Rowntree (University Architect),
& H.T.Hodgkin.

Election of President.

1. Minutes from the Executive Committee of the Board of Governors and the Senate of the University having been received, careful attention has been given to the whole question. While, from a British point of view, there does not seem to be any great urgency in regard to the appointment of a President, the meeting realizes that, from an American point of view, there may be serious loss by further waiting in the hope of finding a suitable man in England or America.

The qualifications of Dr. Beech being considered, the meeting is prepared to agree to his appointment, should the Board of Governors see fit to make the election. While we believe that he is, in many ways, well qualified for the position, it is felt that it might not be best, at the present time at any rate, to make the appointment a life one, and that there would be some advantage in indicating a definite term of service, though this should not be publicly announced.

Resignation of Dr. Shore.

2. It is suggested that Dr. Shore be co-opted as a member of the Board of Governors, both on account of his past invaluable services to the Board, and because his intimate knowledge of the situation will certainly be of assistance to the Board in the future, if he is able to serve in this capacity.

Election of Joint Secretary.

3. As the post of Joint Secretary on the American Continent becomes vacant through the retirement of Dr. Shore, it is felt that the Board should recognize the danger of assuming that the offices of the Board be always held in the same way by the various Participating Organizations. It is possible that, at this first change in the officers of the Board, it would be well to commence the idea of circulating the offices among the various Participating Organizations, without, however, adopting any hard and fast rule on this question.

Church Missionary Society and the University.

4. The meeting is glad to hear of the prospective participation of the Church Missionary Society in the University. We cordially welcome this prospect. We believe that the basis of admission should be the same as for the other Participating Organizations, an equal share of the capital sum already put into the University being contributed by any new Society entering, and, in future, an equal share of the running expenses being borne by the same, the agreement being, as in the case of the other Participating Organizations, that a College should be erected, and a man contributed to the staff of the University.

It was suggested that Mr. T.R.W. Lunt should be co-opted as a member of the Board of Governors, in view of the probable participation of the Church Missionary Society in the scheme.

Union Middle School, Chengtu.

5. It is recommended that, for the present, the control of the Union Middle School in Chengtu be assumed by the Board of Governors, subject to the approval of the Participating Organizations in whose hands the management of the school now rests. This action should be taken without prejudice to the ultimate future of the Union Middle School. It is suggested that buildings be erected as soon as possible on a site other than that of the University, but within easy reach of it.

(Plans for such buildings have already been prepared by Mr. Rowntree, in consultation with the Senate.)

Incorporation of the University.

6. The meeting agrees to the proposed incorporation under the Regents of the State of New York, and hopes that it may be possible to accomplish this in the near future. It believes that the University will further gain by becoming affiliated to Oxford and Cambridge, and also, if possible, to some University or Universities in Canada, and that steps should be taken towards this end as soon as the work of the University will justify our approaching the bodies concerned.

Application of a Man for Agricultural Teaching in the University.

7. This meeting asks the Board of Governors to adopt a definite policy for the opening of an Agricultural Department in the University within the next four or five years. If the Board is unable to take this step, this meeting asks that a clear statement in the contrary direction be put upon the Minutes, in order that the Friends' Foreign Mission Association may know how to deal with a specific application from a man who has trained for agricultural teaching, a definite reply to which application is being withheld until after the forthcoming meeting of the Board of Governors.

Finance.

- 8. The meeting suggests that there should be uniform action on the part of all the Participating Organizations in regard to the collection of funds. It suggests that the members of the Board of Governors, and others interested in the University, should use their influence to bring funds directly into the University Treasury, on the distinct understanding that capital expenses from henceforth shall be made from this Treasury, and not by pro rata contributions from the participating organizations.

Need of Instructor in Modern Languages.

- 9. The meeting suggests that, if the Church Missionary Society decides to participate in the scheme, they be requested if possible to provide an instructor in modern languages for the University, namely one who is competent to teach at any rate French and German, in addition to English.

Date of next Meeting of the Board of Governors.

- 10. This meeting suggests that three days immediately prior to the next meeting of the Continuation Committee be set aside for the above, and that these days be arranged as follows:-

One day for Meeting of the Executive of the Board of Governors.
Two days for the Meeting of the entire Board.

(The dates at present reserved by Members of the Continuation Committee, with a view to 7 out of the 10 days being used for the Committee, are September 17-27, 1914.)

Residences for University Teachers and others.

- 11. The Minute on this subject passed at the Executive of the Board of Governors, held in New York on the 26th of November (No. 124), has been considered. This meeting does not approve the principle of precise equality in size for the residences for professors in the University. It considers that due allowance must be made for the difference in function of different members of the staff, and for the different size of the families of the various members. This meeting hopes that the Board of Governors will reconsider the minute referred to from this point of view.

Plans for the Residences for E.W.Wallace and R.Ricker.

- 12. Minute 125 of the Executive of the Board of Governors has been considered. The University Architect has given information as to the way in which he proposes to deal with this request, and this meeting has taken upon itself the responsibility of authorizing Mr. Rowntree to prepare

detailed plans on the lines suggested, and send these out to Chengtu without delay, forwarding duplicates to the meeting of the Board of Governors. It is understood that the plans sent to Chengtu shall not be available for use unless and until released by cable from New York, after the meeting of the Board of Governors on the 17th January. The authorization of this course seems to be the only means of avoiding the delay of many months in the erection of the residences.

HENRY T. HODGKIN.

(Secretary to the Meeting.)

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2- Jan. 14, 1913.

74. Additional Land.

The Secretary, Dr. Shore, reported that in harmony with the instructions of the Executive Committee of November 9th, 1912, item No. 63, he sent the following cablegram to Chengtu, namely -

"Telegraph possibility purchase additional fifty acres University property. What do you estimate the cost will be?"

and that on December 4th he received the following reply by cablegram -

"Adjoining land can be purchased for \$22,000."

The question of purchasing this additional land was fully discussed and it was unanimously agreed by all members present that it is of first importance to secure this additional land at once if the money required can be raised. It was pointed out that as soon as Chengtu is made a treaty port and as soon as the Mission College buildings are erected, there will probably be a great increase in the price of land, in the vicinity of the University. Moreover, it was felt by the Executive that it might be disastrous to the carrying out of our plans for future University buildings if we should lose altogether the opportunity of purchasing the land now available. Accordingly, it was

RESOLVED, That the purchase of the additional fifty (50) acres of land for \$22,000. be authorized, if, and when within two months from the present date, each of the participating missionary organizations will accept responsibility for one-fourth of the total amount of the \$22,000 required; the Secretary to correspond at once and urge immediate response from the four Mission Boards, and also to cable to the Senate requesting them to keep the offer open if possible for two months or until the support of the participating Boards can be determined.

75. University Architects' Fees.

A letter from Dr. H. T. Hodgkin, dated December 13th, was read, giving the conclusions arrived at by Dr. Hodgkin in consultation with Mr. Fred Towntree as to the basis of Architects' Fees which should be paid by the Board of Governors in connection with plans for the West China Union University.

e. Jan. 14, 1913.

Information was also presented to the Executive Committee giving the basis of architects' fees charged in the case of the Canton Christian College Plans. It was

RESOLVED, That this matter be deferred until further information can be had from a number of Mission Boards interested in similar enterprises in China; Secretary to correspond.

76. University Architect's Visit to Chengtu.

Letter from Dr. Hodgkin was read urging the importance of an immediate visit by Mr. Rowntree to Chengtu, with a view to studying on the ground a lay-out of the University buildings and of discussing with the members of the Senate, matters of detail, including type of exterior of the University buildings. It was

RESOLVED, That the proposed visit of Mr. Rowntree to West China be deferred pending the purchase of fifty acres of additional land required and the completion of agreement as the basis of architects' fees, etc.

77. Superintendent of University Building.

78. Incorporation of the University.

79. Educational Secretary.

A letter was received from Rev. E. W. Wallace dealing with the question of freight allowance, travelling expenses from Ichang to Chengtu and arrangements for his house accommodation at Chengtu.

RESOLVED, That freight allowance to Ichang for Mr. Wallace be increased to \$175. and that all travelling and freight expenses from Ichang to Chengtu, (which would ordinarily be met by the Canadian Methodist Mission) be accepted as a charge against the Board of Governors.

RESOLVED, Further, that Mr. Wallace be authorized to rent suitable accommodation in Chengtu until his house shall be erected.

80. Report of the Treasurer.

The Treasurer, Dr. Barbour, reported a communication from Dr. Hodgkin dated December 18th, 1912, referring to a payment which the F.F.M.A. had made on account of a Ronio duplicator, ordered by the Senate amounting to \$94.04. The Treasurer was authorized to credit this amount to the F.F.M.A. and to call the attention of Dr. Hodgkin to the regulation that no University accounts must be paid by any of the Boards of the participating missionary organizations.

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Dr. Barbour reported that enquiries had been made as to the time at which payments should be made by the respective Mission Boards on account of the Budget for the current year. It was

Ex Jan. 14, 1913

RESOLVED, That tentatively it be understood that payments on account of the Budget shall be made by the participating missionary organizations on or before July 1st.

81. Application of George P. Bryce.

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Ex - Mar. 28 1913.

- 82. President for University.
- 83. Additional Land.

The Secretary presented reports from the Secretaries of the four participating Mission Boards in response to the request of this Executive Committee, that each of the four Boards should be responsible for the sum of \$5,500 toward a total of \$22,000 to purchase fifty (50) acres of additional land now available in proximity to the present University site.

Dr. Shore reported that the Canadian Methodist Board passed an appropriation of \$5,500. conditional upon each of the co-operating Mission Boards providing a similar amount.

Dr. North reported that the Methodist Episcopal Board would be unable to take any action in this matter until the meeting of their General Committee in November.

Rev. G. B. Huntingdon reported that the American Baptist Board decided to postpone action owing to their understanding that at least one of the other Boards would be unable to take any action at the present time.

Dr. Hodgkin reported that he was presenting the matter to the Friends' Board in February and would communicate information later.

In view of the cablegram sent by Dr. Shore to Mr. Bayne of Chengtu on January 18th, 1913, under instruction of the Executive Committee of January 14th, 1913, requesting them to hold the option on the available land until March 31st, it was

RESOLVED, That the Secretary, Dr. Shore be requested to send a cablegram to Mr. Bayne, the Secretary of the University Senate approximately as follows -

"Immediate action on option of fifty acres additional land impossible. Executive of Board of Governors authorize extension of option six months if not expensive to hold."

- 84. Meeting of Mr. Rowntree.
- 85. Mr. Raymond C. Ricker.
- 86. Pamphlet on University.

July 21, 1913.

87. Additional Land.

The Secretary reported correspondence from the various Boards respecting the appropriation of \$5,500. requested from each Board by this Executive Committee for the purchase of fifty acres additional land for the University at Chengtu, and also presented correspondence from the field showing urgent advisability for the immediate purchase of this land.

RESOLVED, That this Executive Committee of the Board of Governors of the West China Union University again brings to the attention of the Boards of the four participating missionary organizations the urgent necessity for the securing of fifty acres of additional land contiguous to the present University site, now available for purchase, and requests these Boards at their earliest convenience to appropriate each the sum of \$5,500 to make up the total of \$22,000 required.

88. RESOLVED further that this Executive Committee of the Board of Governors authorize the Secretary of this Committee to send a cablegram to the Senate at Chengtu, instructing the Senate to proceed with the purchase of the fifty acres of additional land with the assurance that one-half of the total sum required will be available on demand to the Treasurer of the Board of Governors and that the remaining portion, namely one-half of the amount, will be available in equal instalments of one-quarter of the total amount, in four and six months respectively.

89. The Treasurer, Dr. Barbour, presented the following general statement as to available funds, subject to verification in detail.

1. Building and Endowment Account.

On hand, Oct. 10th, 1912.	\$5.00
Receipts, Oct. 1912 - July 1913	<u>2621.40</u>
Total	\$2626.40

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Expenditures, Oct. 1912 - July 1913

Ex July 21-22, 1913. (Expenses of Endowment Fund Committee,
\$358.11; architects, etc. \$933.67) \$1291.78

Balance to Credit of account..... \$1334.62

11. Special Building Fund for Normal School
Building 4383.01

111. General Funds.

On Hand, Oct. 10, 1912. 5934.37

Receipts, Oct. 1912-July 1913 4450.00

Total \$ 10384.37

Expenditure, Oct. 1912 - July 1913 2746.30

7638.07

Assets to General Fund.

Unpaid Assessment for land, 1919 1200.00

Unpaid on Budget of 1912-13 2000.00

3200.00

Total credit to General Fund \$10838.07

(Of this sum \$4800 is held for purchase of land under assessment of 1910, leaving balance for general uses \$6038.07).

Interest (about \$300 to date) to be added proportionately to the above items.

90. Mr. Raymond C. Ricker.

Dr. Shore reported that in harmony with the suggestion made at last meeting of this Executive Committee, the Canadian Methodist Board had appointed Mr. Raymond C. Ricker as Missionary Builder in the Canadian Methodist Mission in West China, with the understanding that when Mr. Ricker's services would be required by the University he would be released by the Canadian Board, provided that the Board of Governours recoup the Canadian Board for outgoing expenses.

91. Mr. Ricker presented a report of his special preparation for work as University Builder and made a statement of his needs in the matter of supplies, etc.

92. RESOLVED, That the payment of \$200 to Mr. Ricker to enable him to prosecute special studies preparatory to going to China be confirmed.

July 21-22, 1913

The Chairman, Mr. Mornay Williams, was requested to arrange a conference between the University architect, Mr. Rowntree, and Mr. Ricker.

93. Dr. Goucher reported that he had interviewed Mr. Earl Taylor and Dr. Oldham (Dr. North being out of the city) and that these Secretaries of the M.E. Board assured him of the probable appropriation by their General Committee in November of the \$5,500 requested by this Executive Committee for additional University land.
94. University Architect, Mr. Fred Rowntree
95. Lay-out of University Plans.
96. Non-Concurrence in suggestion re securing Expert Landscape Architect.
97. Mr. Rowntree recommended in harmony with the views of the Senate that the Administration Building on the Central site be proceeded with at once, provided that the China Emergency Appeal Committee consents to the use of their contribution for a Normal School toward the erection of the Administration Building, on the understanding that at first a portion of the Administration Building will be used for Normal School work, and that later the China Emergency Appeal Committee's contribution will be used in the erection of a Normal School.

Mr. Williams presented a letter from Dr. Hodgkin enclosing one from Mr. Fox, Chairman of the late China Emergency Appeal Committee, approving of the temporary use of their Normal School contribution for the Administration Building, provided that Normal School work be conducted in this building and that later a Normal School building be erected.

This course was approved by the Executive Committee and Mr. Rowntree was instructed to prepare plans for the Administration Building, not to exceed \$10,000 in cost.

98. Heating and Lighting of Buildings.
99. Mr. Rowntree recommended that in the selection of a University Builder, special consideration should be given to practical experience in building operations, knowledge in the purchase of materials and ability to handle workmen. He spoke favorably of the qualifications of Mr. Walter Nicholls of England. A communication from Mr. Nicholls to Dr. Hodgkin offering to consider such an appointment was read.

The application of Mr. Raymond C. Ricker of Madison,

- 14 -

July 21-22, 1929.

N.J. was also considered. It was recognized that Mr. Ricker's training as an architect, his supervision of building operations in that training, his knowledge of the Chinese language and of the Chinese people through his five years' residence in West China, peculiarly fitted him for this position, It was therefore,

RESOLVED, That Mr. Raymond C. Ricker be appointed Superintendent of University Building, and that the Canadian Methodist Board be asked to release him now for this University work and that he proceed in the early Fall to West China.

100. Relation of Mr. Rowntree to Plans for Middle School

101. House for Educational Secretary

102. Architect's Fees.- The Secretary presented correspondence with a number of Mission Board Secretaries in America and England to ascertain their experience and views with regard to the basis of architect's fees in connection with buildings in China.

Mr. Rowntree stated his views in this matter.

After consultation, Mr. Rowntree agreed to the following terms, which were adopted by the Committee, namely:⊖

- (a) RESOLVED, That the cost of buildings be computed on the basis of seven pence per cubic foot.
- (b) RESOLVED, That the architect's fees shall be estimated on a basis of three per cent of the cost at seven pence per cubic foot. This fee is to cover complete plans and specifications with all details required to enable builder on the field to erect the buildings without further interpretation.
- (c) RESOLVED, That the architect shall at the time of submitting his plans for any building, submit a statement of the lump sum to be paid for architect's fees, estimated on above basis.
- (d) RESOLVED, That the terms of engagement of architect shall be subject to revision at the end of five years from the date of his appointment.

103. RESOLVED, That architect proceed at once with the preparation of the following plans -

- (a) Administration Building, not to exceed cost in West China of \$10,000. Gold.
- (b) Educational Secretary's House, not to exceed cost in West China of \$2,500 gold.
- (c) Building Superintendent's House, not to exceed cost in West China of \$2,500 gold.

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- (d) Medical College, not to exceed cost in West China of \$20,000 gold.
- (e) Middle School Building, not to exceed cost in West China of \$10,000 gold.
- (f) A tentative layout of grounds.
- (g) A bird's eye view of grounds and buildings as completed, for use in campaign literature.

104. RESOLVED, That Mr. Williams, Dr. Barbour and Dr. Shore be a committee with power to call for complete layout of grounds on receipt from the field of information of the purchase of additional land, or such other items as they may deem necessary.

RESOLVED, That the architect shall send to the Secretary two copies of blue prints of all plans, one copy to be sent by the Secretary to the Senate in Chengtu.

105. Architect's Visit to West China.

(a) The correspondence between Dr. Hodgkin and the Secretary and the action taken by the Executive Committee on January 14th, 1913, respecting the proposed visit of the University architect to West China were reviewed and the following resolution was passed by the Committee.

RESOLVED, That in view of the great value to the University of the visit of Mr. Rowntree to Chengtu, and of his present and prospective services in laying out the grounds and the location of the several buildings, we consider the sum of £500 is due Mr. Rowntree as his fee for his services referred to, the sum of £200 for his travelling expenses having been provided for from private sources.

(b) RESOLVED, Further, That the question of payment of this amount of £500 be referred to Dr. Hodgkin, in view of the correspondence with him, in the hope that he may be able to arrange the matter without calling upon the co-operating bodies to meet it; but that if Dr. Hodgkin be not able to arrange this, the matter be referred to the Committee previously appointed, consisting of the Chairman of this Committee, the Treasurer and the Secretary, with instructions to include the amount in next year's Budget and to suggest the way of raising the same.

106. Appropriations for Buildings.

RESOLVED, That the following partial appropriations be made from available funds, namely, \$2,000 toward cost of the Administration Building, \$1,000 toward cost of Mr. Wallace's House, \$1000 toward cost of Mr. Ricker's house.

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107. RESOLVED, That we express to the China Emergency Appeal Committee our appreciation of their willingness to allow their contribution for a Normal School for men at Chengtu to be used temporarily in the erection of the University Administration Building.

108. RESOLVED, That the Secretary send a letter of information to the participating missionary organizations pointing out the necessity of taking the \$2,000 above appropriated for University houses temporarily out of the funds now held for purchase of land. If no objection to this course be offered by any of the Boards within four months, the Treasurer be authorized to advance the above funds.

109. Opening of Medical College.

110. President of the University.

111. Chancellor of the University.

112. Incorporation of the University.

113. Fiscal Year.

RESOLVED, ~~That the date of the fiscal year be fixed to begin on January 1st, in accordance with recommendations of the Senate.~~ That the date of the fiscal year be fixed to begin on January 1st, in accordance with recommendations of the Senate.

114. Mr. Ricker's Expenses.

(a) RESOLVED, That the Treasurer be authorized to recoup the Canadian Methodist Board for any money which they have advanced to Mr. Ricker.

(b) RESOLVED, That Mr. Ricker's support be fixed tentatively on the basis of a Canadian Missionary as in the case of Mr. Wallace. This will include salary, \$1,000, furniture allowance \$300, freight \$120, incidentals, \$100, railroad, steamship, houseboat and other travelling expenses.

(c) RESOLVED, That a grant of \$650. be made to Mr. Ricker to cover purchase of surveying instruments, materials to experiment re cement, stereoptican and slides, etc.

(d) RESOLVED, That this Executive Committee authorize Mr. Ricker to visit England to consult with Mr. Rowntree just before leaving for China, and appoints Dr. Barbour and Dr. Shore a Committee with power to decide the route to be taken by Mr. Ricker to China, and in connection with his visit to his home and to England.

115. Return of Drawings to Messrs. Stoughton & Stoughton.

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116. Annual Meeting of Board of Governors.

117. RESOLVED, That the Chairman of this Committee, the Treasurer and the Secretary be a Committee on the Budget for the coming year, to consider estimates from the field and other necessary expenditures and that this Committee on the Budget notify the co-operating Boards respecting financial requirements for next year; and also report to this Executive Committee as early as possible. Payments on account of Budget in the meantime to be left to the judgment of the Treasurer of the Board.

118. Thanks to Mr. James Wood for use of rooms.

119. Invitation to Dr. Shore to attend next annual Meeting.

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- 120. Successor to Dr. Shore.
- 121. Dr. Endicott elected Secretary of Executive Committee.
- 122. Meeting of Board of Governors.
- 123. Consideration of Plans for Administration Building for Messrs. Wallace and Ricker.

124. RESOLVED, That in regard to the style of residences of men appointed by the Board of Governors, no discrimination as to size and cost be made in the various houses to be built; and that the cost of each house, including all charges for grading and other necessary expenses, shall not exceed \$2500 (gold)

125. RESOLVED, That the plans submitted by the architect for residences be re-submitted to him, with such suggestions of changes as shall be approved at this meeting, and with a statement of the limitations in total cost which the committee has adopted; and that further report from the architect be awaited before final action.

126. Budget for 1914.

The Treasurer, Rev. Dr. Barbour, gave a statement at some length showing the financial position of the Board, and outlining the requirements for the coming fiscal year. It was then,

RESOLVED, That the total Budget for the year 1914 be as follows -

General estimates on field.....	\$ 1,782.02
Estimates of Educational Secretary.....	1,592.00
Salary of Mr. Ricker.....	1,000.00
Estimated Home Expenditure.....	225.98
Travelling expenses, Mr. Ricker.....	800.00
	<u>\$5,400.00</u>

Share of each Board,.....\$1,350.00

127. RESOLVED, That the Budget be for the fiscal year beginning January 1st and ending December 31st, 1914.

128. Architect's Visit to Chengtu.

Minute #105 in reference to the payments covering expenses of Architect's visit to Chengtu was considered, and action upon it was referred to the annual meeting of the Board of Governors.