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UBC HEAD ARCHIVES  
COLLEGE FILES  
RG 11

Yenching  
Corres  
Lund, Gerrow + Co. 1923  
Lyford, Oliver + Francis  
1928-1940

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0043

The following AGREEMENT is hereby made  
between the Peking University and Messrs. Lund,  
Gernow and Co., Consulting Engineers, Peking,  
relating to work in connection with the build-  
ings of Peking University on the new site at  
Hai-Tien, near Peking:

- I. The said Engineers place at the disposal of the said University their services for the purpose specified in the following:
- 1) To carry out all necessary surveying and levelling required for structural, mechanical, electrical, sanitary, and general work. General surveys of the site and surroundings not to be included.
  - 2) To make all necessary plans and working drawings for all structural work; these to be executed in accordance with the architects' drawings and in consultation with the Resident Architect and/or the Director of the Construction Bureau.
  - 2a) To supervise and inspect all structural, mechanical, electrical, and sanitary work.

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- 3) To prepare such plans, working drawings, plan changes, and bills of quantities of mechanical, electrical and sanitary work, including Central Heating System, Electric Light and Power Supply, Hot and Cold Water Supply, Sanitary Installations and Sewage Disposal System, Gas Plant and Water Treatment Plant, as will enable the Construction Bureau to place the orders for material abroad, and as may be required for the carrying out of the work on the site.
  - 3a) To supervise and inspect all work mentioned in paragraph 3.
  - 4) To make all necessary specifications for material and workmanship, in case such have not already been furnished by the Consulting Architects and Engineers in New York, covering installations named in Sections 2 and 3.
  - 5) To prepare such estimates for work to be carried out as may be desired by the Construction Bureau, or as properly come within the scope of work intended.
  - 6) It is understood that the Construction Bureau will furnish the necessary number of experienced foremen, Chinese and Foreign, to ensure constant and adequate supervision of labour.
- II. 1) In order that the said Engineers shall be able to take the responsibility for structural and mechanical, electrical, and sanitary work, it is understood that they have the authority to inspect and approve all materials purchased, or to be purchased, in accordance with specifications furnished or prepared

(see paragraph I, Section 4). Should any purchased material be found not up to specifications, the said Engineers have the authority to reject such material. The said Engineers shall not be responsible for work carried out with materials not submitted to them for inspection or material not approved.

- 2) It is understood that the said Engineers have the authority to carry out such tests, as they may find necessary, or in consultation with the Director of the Construction Bureau, to carry out such experiments as they may find desirable in order to decide upon the most suitable materials and types to be considered.
- 3) It is further understood that the said Engineers shall not be responsible for work carried out at such times or by such methods with respect to which the said Engineers have not been consulted or for which their approval has not been given.

**III**

It is understood that the said Engineers shall be willing to furnish such plans and prints, calculations, and information as may be desired by the Board of Trustees in New York, and that the said Engineers be willing to work in cooperation with any such consulting architects or engineers in U. S. A. and any American man on the job as may be employed by the Board of Trustees.

**IV.**

- 1) For the services mentioned above, the said engineers shall receive from Peking University the following remunerations:

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- a) 3-1/2% on the total cost of the buildings, including all installations and the mechanical, electrical and sanitary equipment, beginning with January 1, 1923, and calculated quarterly on the basis of actual expenditures.
- b) a monthly fee beginning September 1, 1923 of Gold \$400.00 (four hundred only) at a fixed rate of exchange of U. S. Gold 0.50 - Mex. \$1.00.
- c) if the payment under (a) shall exceed an average of Gold \$600.00 per month the payment under (b) shall be reduced by an amount equal to such excess.

1000 fix

Luigi Guozzi

- 2) It be understood that suitable quarters be furnished for the resident engineer or engineers, at or near the site.
- v. 1) This agreement is to be in force until Dec. 31, 1925, and may be continued by mutual agreement, but may be terminated at any time before said date by either party at six months' notice.
- 2) This agreement looks forward to the retaining of the services of the said Engineers for a period of at least two years for the supervision and the running of the mechanical, electrical and sanitary equipment, after the plant is in operation, at a remuneration to be mutually agreed upon.

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IN WITNESS whereof the duly authorized officers of the Peking University have set their hands and seal, and the firm of Lund, Gernow & Co. have caused it to be signed, as of September first, 1923.

PEKING UNIVERSITY

Attest:

Julius B. Moss  
Secretary.

Frank H. Moore  
Vice-President of the  
Board of Trustees.

LUND, GERNOW & CO.

Attest:

J. Krause

Lund Gernow & Co.  
Lund Partner

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February 21, 1928.

Dear Mrs. Lyford:

In accordance with my suggestion yesterday afternoon, I am enclosing herewith one of our pledge cards.

Let me thank Mr. Lyford and yourself again for this generous assistance. You will understand what I mean when I add that to me personally this means much more than the amount of money involved because of the careful inquiry both of you made into the problem of missionary effort when you were in China and the well-informed attention you have given to Chinese affairs ever since. This gift is, therefore, an endorsement and expression of sympathy.

Very sincerely yours,

Mrs. Oliver Lyford,  
150 East 73rd Street,  
New York City.

JLS:O

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C O P Y

150 East 73rd Street  
New York City

March 5, 1928

Dear Dr. Stuart:

I have made a mistake in making out the record of our gift to Yenching University. If you will send me another, I will try to do it correctly.

I am enclosing a cheque for \$250. the first instalment on \$1,000. I will send another cheque in June and two in 1929 each for \$250. May I ask that a reminder be sent me as I sometimes forget to send the cheques when they are due?

Will you not let me know when you are in town and come to see us whenever you find it convenient.

Very cordially yours

(Signed)

Frances L. M. Lyford

This is from both Mr. Lyford and me.

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March 7, 1928.

My dear Mrs. Lyford:

I have our letter this morning enclosing a check for \$250. for which a formal receipt is enclosed. I am also enclosing another pledge card which we should like to have for our records in the office. So much for the business side of this transaction.

Let me tell you again how greatly I appreciate this evidence of the belief Mr. Lyford and you have in our work. I shall also look forward to seeing you from time to time as opportunity offers and suggest that you allow me to telephone when I find myself free and that you will be absolutely frank if the dates I suggest are not convenient.

Very sincerely yours,

Mrs. Oliver S. Lyford,  
150 East 73rd Street,  
New York City.

JLS:O

Encs.

Pledge card  
Formal receipt

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Lyford, Mr. & Mrs. Oliver  
150 East 73<sup>d</sup> St.  
New York City  
Mar. 7, 1928

Pledge \$1000 - on which \$250 rec'd

Gift received	3-7-28
Receipt #	1874
Entered in ledger	✓
" " " "	✓
" " " "	✓
Serial #	S-122
Filed	✓
X-refs	
2 Letters	3-7-28
Checks	
" " Cash	4
" " Bond	✓

Pledge letter in safe  
Taurus: "will send another check in June  
and two in 1929"  
Dr. Stuart says this is an "undesignated" gift

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C O P Y

March 21, 1928

Mr. E. M. McBrier, Treas.  
150 Fifth Avenue  
New York City

Sir:-

On March 5 I sent to the Peking University \$250.00  
as a first payment on a pledge of one thousand dollars to be  
paid by Mr. Lyford and myself semi-annually, the whole amount  
to be paid by the end of 1929. I do not need here to fill out  
the card to meet these conditions.

Yours truly

(Signed) Frances L. M. Lyford

Please notify me when the payments are due.

*orig. letter in safe - this pledge  
already recorded as of Mar. 7, 1928*

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March 22, 1928

My dear Mrs. Lyford:

Your recent letter addressed to Mr. McBrier has been handed to me for attention.

Please permit me to express to you in behalf of President Stuart and the trustees their gratitude for this generous gift of yourself and Mr. Lyford.

We have recorded the first payment of \$250 on March 5th and have made note that you expect to make the other payments semi-annually, the whole amount of \$1000 to be paid by the end of 1929. Notices will be sent to previous to due dates in accordance with your request.

Very sincerely yours,

*L M G*

Office Secretary

Mrs. Oliver Lyford  
150 East 73rd Street  
New York City

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July 16, 1928

My dear Mr. and Mrs. Lyford:

In forwarding to you the enclosed circular news letter from Dr. Stuart, I am reminded that we were to notify you of the due date for the second instalment on your pledge to Yenching University. The delay in looking after this reminder to you is due to the very heavy work in the campaign office incident to closing up the campaign after Dr. Stuart's departure for China. I hope our failure to send a notice earlier will not inconvenience you.

In your letter of March 5, 1928, you made the statement that the second instalment would be sent in June and asked that a reminder be sent to you, but I do not find that any set time was mentioned for the 1929 payments, and presume we should notify you about the first of the year and again in June 1929. Please let us know if this is agreeable to you.

Very sincerely yours,

Office Secretary

Mr. and Mrs. Oliver S. Lyford  
Dana Place  
Englewood, New Jersey

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Lyford, Mr. and Mrs. Oliver  
125 Dana Place  
Englewood, N. J.

Sept. 7, 1928

\$250.00 - 1928 Campaign Undesignated ( 2nd payment on pledge)

Gift received	9-7-28
Receipt slip #	2144
Entered on control record	✓
" " acct. card	✓
" " contr. list	✓
Serial No. on L. and P. card	122
Pledge signed	✓
X file card	✓
Letter ack. sent	8/17/28
Checked for O. L.	✓
" " class card	✓
" " stencil	✓

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September 12, 1928

My dear Mr. and Mrs. Lyford:

In the absence of Mr. Wannamaker, please allow me to thank you in behalf of the officers of the University for your check for \$250.00 in payment of the second instalment on your pledge.

We are enclosing herewith our official receipt #2144.

With sincerest thanks for your gift, we remain

Sincerely yours,

Acting Campaign Office Secretary

Mr. and Mrs. Oliver Lyford  
125 Dana Place  
Englewood, New Jersey

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December 3, 1928

My dear Mr. and Mrs. Lyford:

By special request of President Stuart, we are mailing you under separate cover a colored photograph to give you an impression of one unit of the architect's scheme of Yenching University. The physical equipment of the institution is nearing completion. It is universally recognized as being satisfactory and truly beautiful, harmonizing in a wonderful way with the scenery of the Western Hills and its setting among the ancient Chinese palaces and gardens. We hope that in the midst of this beautiful setting Yenching University will truly embody the spirit of Christ which will give new life to the China now evolving out of ancient Cathay.

You are two of the friends in America without whose generous and devoted help Yenching University could not have come into existence. We hope this picture will bring vividly to your conscience the value of what you have done and be a reminder of our lasting gratitude.

Very sincerely yours,

Assistant to the President

Mr. and Mrs. Oliver Lyford  
125 Dana Place  
Englewood, New Jersey

ODW:LM

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February 13, 1929

My dear Mrs. Lyford:

Thank you very much for your check for \$250.00 which came this morning in payment of the third quarterly instalment on your pledge to Yenching University.

Our official receipt is enclosed herewith.

Very sincerely yours,

Campaign Office Secretary

Mrs. Oliver Lyford  
125 Dana Place  
Englewood, N. J.

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Lyford, Mr. and Mrs. Oliver

125 Dana Place  
Englewood, N. J.

Feb. 13, 1929

\$250 on pledge #122 - 1928 Camp.-Undesig.

DATE	2-13-29
Receipt	2355
Interest	✓
	✓
	✓
Surplus	122 ✓
	✓
	2-13-29
	✓
	✓

*3<sup>rd</sup> quarterly instal.*

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MRS. OLIVER S. LYFORD  
125 DANA PLACE  
ENGLEWOOD, N. J.  
TELEPHONE: ENGLEWOOD 454

Mr. S. W. Mc Brien,  
150 Fifth Avenue  
New York City.

Dear Sir: -

Enclosed please find  
cheque for 250<sup>00</sup> being my  
final payment on my pledge  
of 1000<sup>00</sup> for your charge.

Yours truly

Frances L. M. Lyford.

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Mr. and Mrs. Oliver Lyford  
Englewood, N.J.

\$250.00 - last installment on \$1,000 pledge -  
1928 Campaign Undesignated

Gift received	7-18-29
Receipt #	2553
Classified record	✓
Classified	✓
Classified	✓
Classified card	122 ✓
Files attached	—
X files	—
Letter sent	7-18-29
Checked in O. L.	✓
" " class card	✓
" " stencil	✓

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Lyford  
January 30, 1930

My dear Mrs. Lyford: ✓

Will you pardon a dictated letter in my effort to finish up all the matters which require attention before I leave for the Coast day after tomorrow? I shall be gone about six weeks and for some ten days in Boston and vicinity immediately after returning East. I am, therefore, quite busy with preparation for this trip and keeping up with the various matters that continue to develop here. I want, however, to be sure to thank Mr. Lyford and yourself again for your unceasing kindness to me during the two visits I have had with you. I very much hope that it will be possible to see each one of you when I am back East and before starting for China.

Meanwhile, you will be interested to know that the arrangements for Mei Lan Fang have been completed. His arrangements are now under the direction of the China Institute, 119 West 57th Street, of which Dr. P. S. Kuo is the director. He is landing at Vancouver tomorrow and will come direct to New York. I feel sure that you will do all that you can to help make his stay here a success. Dr. Kuo would welcome any suggestions you may care to make to him, or to give you information about the time and place of his appearances. These details are not all worked out yet.

I was very glad to see Mr. Lyford in Boston and to have a hurried visit with the Sheltons in their cozy little home. I am looking forward to repeating this when next in Boston.

There is nothing very definite to report regarding my immediate efforts. You can imagine something of the difficulty of such efforts under present conditions, especially for any cause in China. In view of such conditions, I feel on the whole, rather encouraged at the treatment I am receiving, even though I cannot yet report any substantial figures in money.

With greetings to the other members of the family, I am

Very gratefully yours,

Mrs. Oliver S. Lyford ✓  
125 Dana Place  
Englewood, N. J.

JLS:KK

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Ms. 7  
Lyford, Mrs. Olives  
125 Dana Place  
Englewood, N. J.

Jan. 9, 1931

\$100 - 1929-30 Camp - undesig.

Bill received	1-9-31
Receipt slip	2922
Entered on control record	✓
" " acct. card	✓
" " contr. list	✓
Serial No. on L. and card	1122
Pinpoint signal attached	
X file card	
Letter ack. sent	1-10-31
Checked for O. L.	✓ ML ✓
" " <del>class card</del>	
" " stencil	Renewal ✓

by letter appeal  
Dec. 5 (Relig. folder)

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January 10, 1931

My dear Mr. and Mrs. Lyford:

At a time when the abnormal financial depression is adding greatly to our difficulties, we are even more grateful than usual for your generous contribution. It is only through such friends as you who continue faithfully to support Yenching that the University can continue its vitally important work. Please accept the thanks of the University for your generous gift.

Our official receipt for \$100 is enclosed herewith.

Cordially yours,

Assistant to the President

Mr. and Mrs. Oliver Lyford  
125 Dana Place  
Englewood, N. J.

ODW\*KK

*note of this sent G. L. S.*

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February 17, 1931

My dear Mr. and Mrs. Lyford:

President Stuart asks that we forward to you the enclosed letter of introduction to Mr. Philip Fugh and hopes that you may be able to see Mr. Fugh some time at your convenience while he is in New York.

Very sincerely yours,

New York secretary to President Stuart

Mr. and Mrs. Oliver Lyford  
125 Dana Place  
Englewood, New Jersey

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May 18, 1931

My dear Mrs. Lyford:

I have been watching for the opportunity to have another visit with Mr. Lyford and yourself, but somehow the days have slipped away, and at the last I have had to shorten the time for leaving here, so that all my plans have been more or less deranged. However, I shall look forward to seeing you both when in the country again, which I hope will not be too soon.

Goodbye and all good wishes.

Very sincerely yours,

Mrs. Oliver Lyford  
125 Dana Place  
Englewood, N.J.

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MRS. OLIVER S. LYFORD  
125 DANA PLACE  
ENGLEWOOD, NEW JERSEY

December 21<sup>st</sup>  
1931

Mr. S. M. Mc Brien,  
Peking University  
150 Fifth Avenue.

My dear Mr. Mc Brien,  
I am enclosing a cheque

for \$100 <sup>00</sup> which is our an-  
ual contribution to Yenching.

Hoping that you have good  
news from Dr. Stewart, believe  
me,

Sincerely yours,  
Frances L. M. Lyford.  
Mr. & Mrs. Oliver S. Lyford.

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December 22, 1931

Dear Friends:

We are deeply grateful for your generous gift. First, because we know that the present financial crisis makes it unusually difficult for our friends to help us; and second, because contributions coming under such circumstances give us the satisfaction of feeling that these friends have unusual confidence in Yenching University.

Gratefully yours,

Assistant to the President

Mr. and Mrs. Oliver S. Lyford  
125 Dana Place, Englewood, N.J.

ODW:KK

P. S. Enclosed is our official receipt for \$100.

c c to JLS

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Mr. & Mrs. Oliver S. Lyford

125 Dana Place  
Englewood, N. J.

Dec. 22, 1931.

\$100.00 - Undesignated (Annual contribution)

Gift received 12-22-31  
Receipt slip # 3130  
Entered on control record ✓  
" " acct. card ✓  
" " contr. list ✓  
Serial No. on L. and card 1266 ✓  
Pledge signal attached ✓  
X-file cards  
Letter ack. sent 12-22-31  
Checked for O. L. ✓  
" " class card MK ✓  
" " -stencil Renewal ✓

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*LC*

May 28, 1932

Dear Mr. and Mrs. Lyford:

I do not know whether Doctor Stuart had an opportunity to explain to you the most serious crisis Yenching University has ever faced - one which threatens a real catastrophe. We did not realize that we were actually face to face with such a crisis until the day before Doctor Stuart reached New York on his recent brief visit.

He was so much concerned about the situation, as we all are, that he wanted us to seek personal interviews in his name with every possible friend of the University in an effort to meet this crisis.

Will you be good enough to discuss the matter with Doctor S. P. Young, who represents Doctor Stuart in this particular matter?

Sincerely yours,

Assistant to the President

Mr. and Mrs. Oliver H. Lyford  
125 Dana Place  
Englewood, N. J.

ODW:KK

5-30-32 Dr. Young says  
she wishes to be  
seen later.

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Charge to the account of China Union Universities, 150 Fifth Avenue (Yenching) \$ \_\_\_\_\_

CLASS OF SERVICE DESIRED	
DOMESTIC	CABLE
TELEGRAM	FULL RATE
DAY LETTER	DEFERRED
NIGHT MESSAGE	CABLE LETTER
NIGHT LETTER	WEEK END LETTER

Patrons should check class of service desired; otherwise message will be transmitted as a full-rate communication.

# WESTERN UNION

NEWCOMB CARLTON, PRESIDENT

J. C. WILLEVER, FIRST VICE-PRESIDENT

NO.	CASH OR CHG.
CHECK	
TIME FILED	

Send the following message, subject to the terms on back hereof, which are hereby agreed to

June 23, 1932

*Oliver*  
 Mr. and Mrs. Alfred Lyford  
 125 Dana Place  
 Englewood, N. J.

Yenching University within ten thousand dollars of fund required obtain quarter million Rockefeller gift Must complete Thursday Available assistance exhausted stop In previous difficulties you have greatly assisted stop Please telegraph whether you can pledge any sum payable in three years to protect University against loss splendid appropriation

E. M. McBrier, Treasurer

150 Fifth Avenue

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May 15, 1933.

My dear Mrs. Lyford:

It gratified me more than I can easily express to have your gift to the University yesterday, not only because of the practical help this is when contributions from our friends have naturally almost ceased but even more because of the endorsement this indicates of what we are trying to do, and of your personal friendship. These spiritual values mean more than ever in such a crisis as we are passing through. I can imagine some of the many claims upon Mr. Lyford and yourself which, while adding to your burdens, also adds to my satisfaction in that in the midst of these you remember us.

It was a delightful visit that we had with you yesterday afternoon and I am very glad that I have this pleasant memory to take back to China with me.

With greetings to your brother, Mr. Lyford and Olive,

Very gratefully yours,

Mrs. Oliver S. Lyford  
135 Dana Place  
Englewood, N. J.

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Mrs. Oliver Lyford  
(Frances L. M. Lyford)

125 Dana Place  
Englewood, N. J.

Gift received May 15, 1933 (date)

Cash Gift \$ 100.00

Pledge \$ ---

Basis of payment ---

Designation Undesig.

Received through Dr. Stuart

Control record serial number 1645

Entered on record card

Pledge signal attached ---

Receipt number 3876

Acknowledgment sent by J.L.S. 5-15-33

Entered on renewal sheet

Checked for office list

Checked for mailing list

Last renewal card entrance (month and year) ---

Entered on cultivation slip yes

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September 12, 1934

Mr. and Mrs. Oliver Lyford  
125 Dana Place  
Englewood, N. J.

Dear Mr. and Mrs. Lyford:

I am sending you with this some bits of information concerning the work at Yenching. Dr. Stuart also writes most encouragingly of the prospects for the opening this fall. There are always many more applications for admission than can be accommodated in our dormitories and this gives us a splendid opportunity to make a careful selection of only the most promising candidates for our Freshman class. It is our desire to increase the proportion of women students from about 250 to 300 out of the total of 800 students. Since this involves additional dormitory space for women, we are waiting for better times to undertake this.

The student body this past year has been unusually serious-minded and the academic work done has been most satisfactory in spite of the uncertain political situation in the North China area. Conditions seem now to be more stable than they were and we are looking forward to a good academic year's work for 1934-35.

Our main concern at the present is financial. The continued depression has very materially reduced our income from our regular annual contributors and also from our endowment investments. Added to that the value of the American dollar in Chinese currency has dropped about forty percent. Where we used to get nearly five Chinese dollars for one of ours, we now get less than three.

We are trying to meet this shortness of income by drastic cuts in our budget and this has meant during the last few years the loss of quite a number of our best teachers, some of whom have been with us for a long time. We are fearful of injuring our efficiency if this has go go any further. But we are building constructively also and are taking active measures toward raising funds in China in order to help equalize the fluctuations in exchange and to help meet our needs for the essential

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funds for maintenance. "A Million Dollar Campaign" has been inaugurated and we hope over a period of four or five years to secure this sum and to build up a Chinese constituency which will assist us in carrying on the work in Yenching. Philanthropy of this type is new in China and we will have to take some time to educate the wealthy people there to give to educational enterprises. For this reason, relief for our present situation cannot be expected from this source at once but we wish, in time, to develop an adequate Chinese support for the whole enterprise, which is altogether for them.

We count upon you as a loyal supporter of Yenching, who has helped us materially to build up this splendid institution, to continue to give us your generous assistance during these trying years. Every gift helps us, not only by the amount of money you give, but also by the encouragement which your loyalty affords.

Hoping that we may hear from you soon, I am,

Very sincerely,

SGG/a

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July 24, 1940

Mrs. Oliver Lyford  
125 Dana Place  
Englewood, New Jersey

My dear Mrs. Lyford:

The last American mail brought from our New York Office a complete list of American donors to Yenching University during the past twelve months. In looking through this, I have found your name and cannot resist the impulse to send you a few lines of very personal, if belated, appreciation for your continuing support of our university.

As you are doubtless receiving reports from time to time of our affairs, I shall not make any comment from this standpoint nor as to my own sense of the way in which the value of what we have undertaken is being extenuated by world events. I do, however, want to assure you of the encouragement it has been to me in the midst of our present perplexities to have this evidence of your good will.

This letter gives me the opportunity to tell Mr. Lyford and you once more how much I have enjoyed meeting you first in this city and your frequent hospitality since then.

With greetings to him and the girls.

Yours very sincerely,

JL

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