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Lair, Howell P. 1940

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January 11, 1940

Dr. H. P. Lair  
Shantung Christian University  
Tsinan, Shantung, CHINA

Dear Brother Lair:

Permit me to have your attention until I can write briefly on the December 31st. trial balance for Shantung enclosed herewith. The balance sheet, cash statement, budget analysis and copy of Journal Voucher #115 are also enclosed herewith.

We have a little money to invest and I am awaiting the approval of the treasurer before taking steps to employ this fund. As yet no remittances have been made to the field on the current budget. We have received the semi-annual payment from the American Board for the School of Theology and await your instructions regarding this \$400.00.

You will also find attached herewith a letter from Dr. Garside to the treasurer transmitting to your account \$5,013.41 of funds received through the Associated Boards. As the total received from this source is far short of the \$8,091.00 included in the budget, no authorizations are being issued.

From newspaper reports, there does not seem to be much activity in North China and we trust you are carrying on without too much difficulty.

Most sincerely yours,

C. A. EVANS

CAE/B  
ENCS.

CC: President Shuming T. Liu

Original via "President Garfield" - 1/15/40  
c.c. via next boat

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CHEELOO UNIVERSITY  
TSINAN, CHINA

January 11th, 1940.

OFFICE OF THE TREASURER

TELEGRAPHIC ADDRESS:  
CHEELOO

*act 1/6/40*

INDEXED

Mr. C. A. Evans,  
Associated Boards for Christian  
Colleges in China,  
150 - 5th Avenue,  
New York, N.Y., U.S.A.

My dear Evans:-

Some little time ago I received a letter from President Liu in which he quoted a letter from you confirming the balance of U.S. currency \$8947.36 due on the Harvard-Yenching Institute grant for Cheeloo for 1938-39, and suggesting that I have this grant transferred to Shanghai at once in order to take advantage of the favourable exchange. It seems to me, however, wiser to have it paid into our Cheeloo University account at the Bankers Trust Company, New York, and exchange it as needed. Will you, therefore, please be so good as to make this transfer, as I believe President Liu is hoping to use most of this money in the H.Y.I. work at Chengtu.

*OK for and as per recd*

*Dep. Bankers Trust  
Cheeloo University  
2/5/40  
No. 719*

I greatly appreciated your Christmas letter which arrived a few days ago.

With best wishes to you and all the people in the office whom I know, I am,

Very cordially yours,

*H. P. Lair*

H. P. Lair

HPL/VOK

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NOTE: See letter of Feb. 2, 1940- from Mrs. Fuller.

INDEXED

February 6, 1940

ack  
3/2/40

Dr. H. P. Lair  
Shantung Christian University  
Tsinan, CHINA

Dear Dr. Lair:

Mrs. J. T. Fuller has sent us \$15.00 for her daughter.  
Accordingly we have deposited this amount in your account at the  
Bankers Trust Company so that a check drawn on this account will  
make the above amount immediately available for Miss Fuller.

Very truly yours,

C. A. EVANS

CAE/B

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INDEXED

February 6, 1940

ACK  
3/7/40

Dr. H. P. Lair  
Shantung Christian University  
Tsinan, CHINA

Dear Dr. Lair:

I am acknowledging your letter of January 11th which came to hand yesterday and your judgment seems wise in not transferring all of your Harvard-Yenching Institute balance for 1938-39 to China. Financiers in America may be entirely wrong, but the universal recommendation is to keep as little Chinese currency on hand as possible. One of these days conditions might alter to such an extent that your U. S. dollars will be much more valuable than today.

Accordingly, we have deposited with your account at the Central Hanover Bank and Trust Company the sum of US\$8,947.36 representing the balance of Harvard-Yenching funds for 1938-39. This has been charged against Accounts Payable.

- Backers Trust

It is certainly good to hear from you even in this brief way, and I would like to hear more of your comings and goings if the opportunity offers. Shantung Christian University shares in a major portion of our discussions here in the office and it would be of much benefit if in some manner more frequent information came to hand.

We are progressing on the Sustaining Fund Program for the year and the prospects are promising for the ultimate attainment of our goal. Incidentally I might mention that the securities of the North American Section - being practically all in stocks - are being transferred to a safety deposit box in the Irving Trust Company which will be more convenient for us to handle and will cost us a mere fraction of the custodian charge.

Very truly yours,

C. A. EVANS

CAE/B

cc: Dr. Shuming T. Liu

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February 9, 1940

Dr. H. P. Lair  
Shantung Christian University  
Tsinan, Shantung, CHINA

Dear Dr. Lair:

I am enclosing the Shantung trial balance of January 31st, together with cash statement, budget analysis, and copy of Journal Voucher #116.

You will also find a copy of a letter dated February 1st wherein \$1,645.00 was transmitted to Shantung Christian University from the Associated Boards' Sustaining Fund. This makes a total of \$7,520.00 received to date. As the Board of Governors guaranteed in the budget \$8,091.00 from this source, there still remains a balance to be secured before remittances can be made to China.

Attention is called to the fact that up to the present time no drafts on the current budget have been received from the field -- it being our assumption that you are using credit balances for the current work.

Very truly yours,

C. A. EVANS

CAE/B  
ENCS.

cc: President Shuming T. Liu

Via "PRESIDENT COOLIDGE" - 2/8/40  
c.c. via "PRESIDENT ADAMS" - 2/19/40

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NOTE: See letter of Feb. 16, 1940- to Pres. Shuming T. Liu

February 16, 1940

Dr. Howell P. Lair  
Cheeloo University  
Tsinan, China

Dear Dr. Lair:

The enclosed minutes, together with a copy of the letter sent to President Liu, explain nearly all the items calling for special attention.

There is one item on which I would like to have a report from you. You will note on page 2 the item entitled "Addition to the O.P.D. in Tsinan." I was asked to correspond with you and get a report as to what had happened regarding this matter. I will appreciate having a report from you which can be sent on to the members of the Section.

Sincerely yours,

*J. L. Parker*  
Assistant Secretary

JIP:VW  
Enc.

P.S. Mr. Evans is writing regarding minute NAS-575.

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February 19, 1940

Dr. H. P. Lair  
Shantung Christian University  
Tsinan, Shantung, CHINA

Dear Dr. Lair:

One item in the minutes of the North American Section meeting held January 26th alludes particularly to the financial situation of the hospital. On various communications, all of which have latterly been amplified, but the Cheeloo monthly bulletin told of the deficit in the hospital account. Apparently, there will be a deficit of \$6,000.00 in the current year for which no funds are directly available.

Quite naturally the question arose as to the use of the funds carried in the bank balances and the Accounts Receivable by the field, which on January 31st amounted to \$14,000.00. Accordingly, it was voted that the Secretary take up with the authorities on the field the possibility of using any surpluses available for the covering of the hospital deficit.

Regret was expressed over the necessity of having such a deficit in the hospital when it is rendering services of the kind which its staff and equipment are qualified to give.

In view of the action of the North American Section, it is hoped that early consideration will be given to this suggestion and that a reply will be in hand for the Annual Meeting to be held the week of May 13.

A carbon copy of this letter if being forwarded to President Liu.

Very truly yours,

C. A. EVANS

CAE/B  
CC: President Liu.

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February 19, 1940

Dr. H. P. Lair  
Shantung Christian University  
Tsinan, Shantung, CHINA

Dear Dr. Lair:

We have deposited \$339.81 in your field checking account with the Bankers Trust Company, which is in accordance with action recommended in the Treasurer's Report as of June 30, 1939. This, in reality, represents the balance of Day of Prayer Offering not sent to the field, and should be made available for the purpose intended.

With sincerest personal regards, I am

Very truly yours,

C. A. EVANS

CAE/B

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CHEELOO UNIVERSITY  
TSINAN, CHINA

OFFICE OF THE TREASURER

TELEGRAPHIC ADDRESS:  
CHEELOO

March 7th, 1940.

INDEXED

ack 4/9/40

Mr. C. A. Evans,  
150 Fifth Avenue,  
NEW YORK.

My dear Evans,

Your two letters, of Feb. 6th, enclosing copy of the letter to President Liu and myself of Feb. 5th, arrived this morning. I note that you have paid into our account the Harvard Yenching appropriation for 1938-39, U.S. \$8947.36. The letters says the "Central Hanover Bank & Trust Company", but as I carry no account there, I presume you mean the Bankers Trust Company.

I will pay over to Miss Fuller the equivalent of U.S. \$15.00 which you say had been deposited in the Bankers Trust Company from a cheque received from Miss Fuller's mother.

I am glad to have your estimates of the amount of money which will probably be available for the 1940-41 budget, from sources normally coming through your office. I am sorry we did not have this a month ago in Shanghai, at the time of the meeting of the Board of Directors. I have written nothing about that meeting, as President Liu said he wanted to write the covering letter himself, and I presume he sent this from Shanghai, so you have doubtless received it long before this letter reaches you. But, in case it has been delayed, I am enclosing a copy of the minutes, together with this letter. I need not comment on the meeting of the Board further than to say that there was a good representation present and the spirit of the meeting was very much better than at the one held a year ago last October. We were specially delighted to have both Dr. Ruland and Mr. Rattenbury there for some of the discussions.

The reports from Chengtu sound very encouraging, and, while they have their difficulties, they seem to have a very optimistic attitude, and their hopes are high for a comparatively early return. One of my German friends here expressed the opinion last week that he thought we might expect such a return within a year, but I regret to say that I do not share his optimism.

I am glad to be able to report that I have some assistance on my accounts now, from Mr. Dart, one of the English Baptist

*Fuller not received yet  
Letter to S. J. M.  
Liu 3/25/40  
rec'd 4/10/40  
H.M.*

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Mr. C. A. Evans

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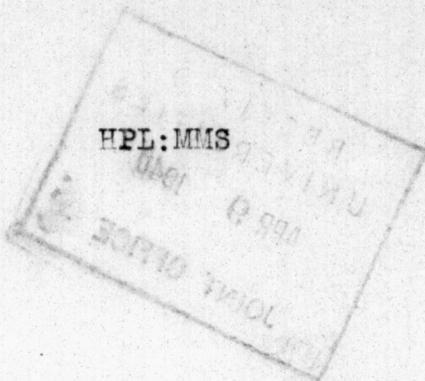
March 7, 1940.

Mission refugees, who is now unable to return to his work in Shansi. If he is able to stay for some time, I might even get around to supplying those figures on plant for which you have asked to these many times. It may demand a good deal of faith on your part, but I still beg you to believe that my intentions are good.

With best wishes to Garside and others in the office who may remember me.

I am, Ever sincerely yours,

W. P. Gair



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March 7, 1948

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Mr. C. A. Evans

Mission refugees, who is now unable to return to his work in Shanghai. If he is able to stay for some time, I might even get around to supplying those things on which you have asked in these many times. It may demand a good deal of faith on your part, but I will beg you to believe that my intentions are good.

With best wishes to Garbide and others in the office who may remember me.

I am, Ever sincerely yours,

*W. J. ...*

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*puller*

March 11, 1940

✓  
Dr. H. P. Lair  
Dr. Julia Morgan  
Cheefoo University  
Teinan, Shantung  
China

Dear Dr. P. and Dr. Julia,

Attached hereto is a copy of an apologetic letter we have just sent to Miss Anna M. Mullikin. It is self-explanatory.

We are very much distressed that this \$50 which Miss Mullikin entrusted to us to send along to Dr. Morgan over a year ago has still not been paid over to her. As we hold the post-mortem that the situation calls for, it seems that all of us are somewhat to blame. Our office here in New York should have sent to Dr. Lair an extra copy of our notification that the gift had been received, or should have called special attention to it later on when the February financial statements were sent out. Still more important, we should have sent Dr. Morgan a direct notification that the gift had been received and placed to the credit of the Field Treasurer, so that she could have reminded him of the matter if his own notice was lost or if his office was slow in following out our request that the money be paid over to her.

Of course "the present situation in China" is always a convenient alibi we can bring out when delays and misunderstandings arise.

As yet we do not know just why payment was not made to Dr. Morgan as was intended. Even if all special notices that the gift had been received were lost on the way, the receipt and deposit of the \$50 appears on the record of cash receipts and disbursements for February, 1939 which we sent you within a fortnight after the month closed. Also, we do not know whether Dr. Morgan made any inquiry about the item at the Field Treasurer's office before she wrote Miss Mullikin that her gift had never been received.

Obviously things of this sort quickly undermine the confidence and good will of our friends and supporters here in America, and

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Dr. Lair and  
Dr. Morgan

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March 11, 1940

we must all do everything possible to prevent such occurrences. Our office here in New York will try to redouble its precautions to see that such slips as this one do not occur again. Our friends on the field will help out greatly if you will always check every possible cause of delay before you write friends in America that some gift intended for you has gone into other channels than the one intended.

With cordial greetings and good wishes to both of you,

I am

Very sincerely yours,

*B.A. Gauside*

BAG:MS  
Enclosure

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INDEXED

March 11, 1940

Dr. H. P. Lair  
Shantung Christian University  
Tsinan, Shantung, CHINA

Dear Dr. Lair:

Enclosed find the Shantung February trial balance sheet, together with budget analysis, and cash statement showing receipts and expenditures for the month.

Note that \$15.00 was deposited in your account to be paid to Josephine Fuller.

You will also find a copy of Journal Voucher #118 and likewise copy of a letter from the Associated Boards transmitting \$313.00 to Shantung. There is still a small balance required to cover the budget estimates in Sustaining Fund as underwritten by the North American Section. There is \$2,305.93 in investment cash available and as soon as Dr. Milliken returns to the City from a protracted absence, we will get together.

Very truly yours,

C. A. EVANS

CAE/B  
ENCS.

cc: President Shuming T. Liu

Via "President Harrison" - 3/11/40  
c.c. via next boat

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INDEXED

March 12, 1940

Dr. H. P. Lair  
Shantung Christian University  
Tsinan, Shantung, CHINA

Dear Dr. Lair:

Today we are depositing with your account at the Bankers Trust Company \$12.00 received from Mrs. Josephine Fuller which is to be paid to Miss Josephine Fuller.

Will you not kindly see that this is properly taken care of, and oblige.

Very truly yours,

C. A. EVANS

CAE/B  
cc: Miss Josephine Fuller

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See letter of Mar. 8, 1940- to Josephine Fuller.

March 18, 1940

Dr. Howell P. Lair  
Cheeloo University  
Tsinan, Shantung  
China

Dear Dr. Lair,

Enclosed herewith is a copy of the letter we have just written to Miss Fuller. This is in response to her letter of January 19, which I trust she showed to you, or at least talked over with you, before it was sent. This present letter has been sent only after consultation with Miss Margaret Hodge, Evans, and the ladies in the W. P. M. S.

The proper channel of correspondence between a staff member and our New York office on matters related to personal finances and terms of appointment is through the proper officers of the University rather than direct. But since these are abnormal times, and apparently Miss Fuller was feeling a bit like an orphan, we have deviated from our usual practice by sending the letter to her direct, and sending the enclosed copy to you. All that I have done in this letter has been to review the facts as we understand them. Decisions as to Miss Fuller's course in the future should be worked out between Miss Fuller and yourself. All the questions about finances which she asks should also be cleared up by the two of you. So far as the budget is concerned, we have tried to carry through the original understanding of the Woman's Committee when Miss Fuller was appointed - but the working out of these details will have to be left to the field.

We would be grateful if you would let us know just what is decided in the conferences between yourself and Miss Fuller. The Cheeloo Woman's Committee will expect us to make a report to them covering both Miss Fuller's financial arrangements and also her plans for the next two years.

With all good wishes, I am

Very cordially yours,

*B. A. Harvill*

BAG:MS  
Enclosure

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NOTE: See letter from Mrs. Fuller, dated Apr. 8, 1940

April 9, 1940

Dr. H. P. Lair  
Shantung Christian University  
Tsinan, Shantung, CHINA

Dear Dr. Lair:

We are depositing with your Cheeloo account at the Bankers Trust Company the sum of US\$45.00 received from Mrs. J. T. Fuller.

This is to be transmitted to Mrs. Fuller's daughter, Miss Josephine Fuller, and you will, therefore, kindly give Miss Fuller a check covering this US\$45.00 deposit.

Very truly yours,

C. A. EVANS

CAE/B  
cc: Mrs. J. T. Fuller  
Miss Josephine Fuller  
Accounting Office

Via air mail to Pacific Coast -  
"PRESIDENT COOLIDGE"

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*Fuller*

April 9, 1940

Dr. H. P. Lair  
Shantung Christian University  
Tsinan, Shantung, CHINA

Dear Brother Lair:

This has been a pretty blue day with all of the happenings in Europe where Denmark is over run, and Oslo has been taken by the Germans -- all indicating a great spread of the European struggle.

Your letter of March 7th came to hand to shed a ray of light, and believe you me, I was happy to get it.

On the other hand, I am that mortified that my complexion has turned purple over telling you that we deposited the Harvard-Yenching appropriation in the Central Hanover Bank and Trust Company. It did not go there, but went to the Bankers Trust. Another check for Miss Fuller has been deposited in the Bankers Trust, and I have written you otherwise regarding same.

Sorry our projected income for 1940-41 did not reach you in time for the building of your budget. We are checking these figures now before presenting to the various committees and will make such adjustments as are necessary.

The first copy of the minutes of the February 2nd and 3rd meeting was received through Lloyd Ruland of the Presbyterian Board, but no letter or copy of minutes has been received from President Liu. It is greatly encouraging to know that the meeting was conducted with decorum and a harmonious feeling.

The reports we have received from all sources about the work in Chengtu is most encouraging. It certainly is a difficult situation, but everything considered, it seems to be a most successful experiment.

Reference made last Fall to the work being done at Cheeloo has caused no end of comment, and our friends, as well as ourselves have been endeavoring to make the situation plain. I hope it was all to the good.

Garside is on the West Coast with Mr. McBrier endeavoring to build up some substantial gifts. He is not due back until the 20th.

Meanwhile the minutes of this meeting will be available for the coming meeting of the North American Section, and in the meantime you will hear more from us.

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0763

Dr. Lair

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4/9/40

I am glad to know that you are having some assistance in the office, which I am sure you have needed during these overworked days.

Most cordially yours,

C. A. EVANS

CAE/B

Via air mail to Pacific Coast  
"PRESIDENT COOLIDGE"

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0764

See 3/15/40 fr J McMillan.

April 10, 1940

Dr. H. P. Lair  
Shantung Christian University  
Tsinan, Shantung, CHINA

Dear Dr. Lair:

We have received a dividend on the 110 shares of  
McMillan stock held for the Theological School at Cheeloo.

We have deposited the proceeds of \$9.79 in your  
account at the Bankers Trust Company, and you will, therefore,  
be able to immediately credit the Theological School with this  
amount.

Very truly yours,

C. . . EVANS

CAE/B

cc: Accounting Office

Via air mail to Pacific Coast  
"PRESIDENT COOLIDGE"

0765

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INDEXED

April 11, 1940

Dr. H. P. Lair  
Shantung Christian University  
Tsinan, Shantung, CHINA

Dear Dr. Lair:

Enclosed find the Shantung March 31st Trial Balance, Cash Statement, Budget Analysis and copy of Journal Voucher #119.

You will also find copy of Mr. Garside's letter of April 4th transmitting \$198.00 from the Associated Boards to Shantung. This makes total receipts from the Sustaining Fund to be \$8,051.00.

The Rockefeller Foundation has notified us that \$65,000.00 has been appropriated toward our Associated Boards' program, of which Shantung will receive \$6,000.00. Including this, receipts from Sustaining Funds very nearly approaches the objective for the year. However, other receipts will be allocated as they come to hand.

You will note in the Cash Statement that \$12.00 was deposited to your account for Miss Josephine Fuller.

Very truly yours,

C. A. EVANS

CAE/B  
ENC.  
cc: President Shuming T. Liu

Via air mail to Pacific Coast -  
"PRESIDENT HAYES"  
c.c. via next boat

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0766

CHEELOO UNIVERSITY

TSINAN, CHINA

TELEGRAPHIC ADDRESS:  
CHEELOO

OFFICE OF THE ASSOCIATE PRESIDENT

May 10th, 1940.

Ack. 6/14/40

Mr. B. A. Garside,  
150 Fifth Avenue,  
NEW YORK.

My dear Garside,

You certainly are a diplomat! The way you whitewashed my reputation, in your letter of March 11th, to Miss Anna Mullikin is a real work of art, and I appreciate your efforts. The fault in not getting the money turned over to Dr. Morgan was, of course, entirely mine. True, there were some extenuating circumstances. I find, on looking up the record, that the notice of this \$50 reached me on April 4th, 1939, and I left early the next morning, April 5th, on my trip to Hongkong, for the President's Conference, from which I returned one month later, on May 5th, and was then ill for about two months, so, while this is not exactly an excuse for overlooking the allocation of this \$50, it is a partial explanation for its having been overlooked. I find that I carried this \$50 along on my cheque book stubs for about three months, wondering what to do with it, and then, just before closing the books, credited it to Emergency Funds, thinking that it was some unspecified gift. On the receipt of your letter, I went through the files, and, of course, found the information, and have now turned the \$50 over to Dr. Morgan, still holding it in gold, for the time being. Your final paragraph to Miss Mullikin, explaining that there is one bright aspect to the delay, namely that it would produce two and a half times as much in Chinese currency as it would have done a year ago, is a cheerful thought with which to end the letter, that is, cheerful if one is thinking of the number of dollars which it will produce, though, with the latest slump in the market, one wonders whether these dollars are going to be worth anything at all. It makes it all the more necessary for us to secure some stabilisation of grants from those missions which make their appropriations in local currency.

I have just received a note from Dr. Williamson, saying that the B.M.S. are giving us an extra £ 100.0.0., to help out on exchange for this current year. The Presbyterian Board, however, has declined to do anything about it for this year, but hold out hopes of doing something for 1940-41.

My best wishes to Margaret and Jean, and to the people in the office who know me.

Ever cordially yours, *Shaw* P. T. O.

HPL:MMS

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0767

CHEELOO UNIVERSITY  
TSINAN CHINA

P.S. The President's Committee, which is the local advisory committee on affairs affecting the life of women students, find that there are many gaps in their files of the minutes of the Women's Committee of the Board of Governors. They would appreciate your kindness in seeing that copies of all minutes of these Women's Committee meetings are sent, at least in duplicate, so that the President's Office and the Dean of Women's Office have them on file.

TELEGRAPHIC ADDRESS  
CHEELOO

1940

M. S. A. ...  
180 Fifth Avenue  
NEW YORK

*Handwritten initials*

My dear ...

You certainly are a diplomat! The way you whitewashed my reputation in your letter of March 11th, to Miss Anne ...  
The fault in not getting the money turned over to Dr. Morgan was, of course, entirely mine. True, there were some extenuating circumstances. I find, on looking up the record, that the notice of this \$50 reached me on April 4th, 1939, and I left early the next morning, April 5th, on my trip to Hongkong, for the President's Conference, from which I returned one month later, on May 5th, and was then ...  
I am sorry that the allocation of this \$50, it is particularly regrettable for its having been overlooked. I ...  
I am sorry that the allocation of this \$50, it is particularly regrettable for its having been overlooked. I ...  
I am sorry that the allocation of this \$50, it is particularly regrettable for its having been overlooked. I ...

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MAY 3 1940  
JOINT OFFICE

I have just received a note from Dr. Williamson, saying that the S.M.S. are giving us an extra \$100.00.00. to help out on exchange for this current year. The President's Board, however, has declined to do anything about it for this year, but hold out hopes of doing something for 1940-41.

Very best wishes to Margaret and Jean, and to the people in the office who know me.  
Ever cordially yours,  
M. S. A.

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INDEXED

May 10, 1940

ACK

6/20/40

Dr. H. P. Lair  
Shantung Christian University  
Tsinan, Shantung, CHINA

Dear Dr. Lair:

The Shantung April 30th trial balance sheets are enclosed herewith, together with cash statement and budget analysis. There is likewise a copy of Journal Voucher #121.

You will also find copy of a letter, dated May 2nd, from B. A. Garside conveying \$364.33 to the Board of Governors, which together with the Rockefeller Foundation grant makes a total of \$6,364.33 received by Shantung through April. In total effort the Governors have received ninety-two per cent of the objective against only seventy per cent of those universities not participating in the Rockefeller grant.

We are now in a position to issue authorization #4001 granting you the power to draw \$6,000.00 representing the Rockefeller Foundation appropriation for the current year.

As it is necessary to make a report to the Foundation on the use of this money, kindly submit us a report as soon as possible, as undoubtedly you are in a position to use these funds in this year and clear the boards for an appeal for next year — otherwise any balance not used next year will revert to the Foundation.

Under the good offices of the Treasurer, we have been able to keep our endowment cash well invested.

Since this report was compiled, the Harvard-Yenching Funds have been received in full.

Very truly yours,

C. A. EVANS

CAE/B  
EMCS.

cc: President Shuming T. Liu  
Accounting Office

Originals via "President Garfield" - 5/11/40  
Copies via "President Pierce" - 5/14/40

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May 23, 1940

Dr. H. P. Lair  
Cheefoo University  
Tsinan, Shantung  
CHINA

Dear Lair,

Attached is a copy of an outline describing the "Youth Mission to the Far East" being undertaken this summer by Mr. Ernest Becker and Mr. Ben Cowles. You will note that Mr. Becker and Mr. Cowles are planning to be in Tsinan between June 26 and June 30.

I have had the privilege of discussing with Mr. Cowles the plans which he and Mr. Becker have been making for this mission, and it seems to me that their visit to the Far East should be productive of much good. I hope that during the time they are in Tsinan you will be able to bring them into touch with the individuals and groups they should meet, and to render them any other constructive services they need.

Very cordially yours,

*B. A. Harside*

BAG:MS  
Enclosure

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*Full*

INDEXED

CHEELOO UNIVERSITY

May 28, 1940

President Shu-ming T. Liu,  
Dr. H. P. Lair

Dear President Liu and Dr. Lair,

Enclosed are copies of the minutes of the Annual Ensemble Meeting of the Cheeloo Governors held in New York on May 14th, and of the meeting of the North American Section held that same day. Since none of our British colleagues were able to come from England for the meeting, those present at the session of the full board and of the North American Section were the same, and the only distinction was in the types of business transacted.

I. The Ensemble Meeting. The Board has been particularly unfortunate this year, in that it has lost three members by death since last it met. In the case of Dr. Cheng, his successor is to be appointed by the Board of Directors. I believe this has not yet been done.

Addition to O.P.D. I believe this minute is self-explanatory. We request Dr. Lair to send us word immediately as to the status of the plans for the addition to the O.P.D., the probability - or improbability - of any early move to go on with the construction, and the wishes of the field with regard to funds we have been holding subject to their instructions. If, as we assume, there is little likelihood that any construction will be undertaken soon, this money ought to be re-invested, and not left idle.

The Situation on the Field. The Board was fortunate in having present both Dr. Ruland who has so recently returned from Tsinan and Chengtu, and also a number of members of the Cheeloo staff. There was a full discussion both of the general situation in China and of the special problems of Cheeloo University. There was a very sympathetic recognition of the special difficulties created by the necessity of operating both in Chengtu and in Tsinan, with additional complications as a result of slow and uncertain communications between these two centers.

Gratification was expressed at the progress toward a fuller understanding and toward the solution of existing difficulties, as a result of the meeting of the Directors in Shanghai. The Governors recognize that the solution of such problems must rest largely upon the University's leaders in China, although the Board is eager to assist at any point it can.

Minutes of Directors. The Board reviewed with care the minutes of the meeting of the Directors on February 2 and 3, and also President Liu's covering letter of March 25th. The two specific actions taken are self-explanatory.

II. The North American Section.

Request of Woman's Committee. Note particularly action MAS-579 by which the Section endorses the request of the Committee that the Board of Directors

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President Liu  
Dexter Lair

-2-

May 28, 1940

"submit each year a budget for the woman's work on the field, both in Cheongtu and in Tsinan." This is not only a reasonable request, but one that is of great importance in the efforts of the Governors to provide support for the University. Our Cheelee Woman's Committee has never been nearly so active or so productive as it should be, simply because the ladies never have adequate information as to the work, needs, and plans of the woman's department. We have a very fine group of ladies on the Cheelee Woman's Committee, and could count on them to raise very substantial funds each year, both for current work and for capital purposes, if only we provided them with a clear and inspiring picture of what Cheelee is doing for the young women of China and the share they should have in this undertaking. We earnestly hope that both of you will take advantage of the opportunity afforded by this Action NAS-579 to remedy this situation.

Budget for 1940-41. The details of what the North American Section hopes to provide is set forth in NAS-582. You will note that U.S. \$7,800 of this amount is set forth as our hopes for "Special Gifts" to be secured by the Cheelee Governors and the Associated Boards unitedly. In addition, the Section, by NAS-583, asks the Associated Boards to assist in providing \$5,373 more - making a total of U.S. \$13,173 - to balance the 1940-41 budget as submitted by the field and as analyzed by our office.

Just how much can be secured as "Special Gifts" during the next year is now highly problematical. The overwhelming events now taking place in Europe may upset entirely all of our plans to secure a fourth special Sustaining Fund for the China Colleges next year. We are going steadfastly ahead without plans, and will make no changes until and unless that is absolutely necessary. But it would obviously be unsafe for our friends in China to place too much reliance as yet upon funds not yet actually in sight.

Greetings from the Section and from those of us here in the office go to you both as you approach the close of the present academic and fiscal year. These are far more strenuous days for you in China than they are for us here in America as we try to hold things together and to keep the essential support which you need to carry on.

Very sincerely yours,

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June 4, 1940

Dear P.,

Thanks for your letter of May 10. I am sure that everything is now cleared up in connection with that delayed forward pass of Miss Mullikin's gift to Dr. Morgan. If only Dr. Julia had taken a minute to check with your office before she wrote Miss Mullikin that somebody had swiped her precious \$50.00, all this writing around would have been saved. But our office was also at fault in not sending a direct notice to Dr. Julia that the money was available for her.

Yes, the exchange situation is certainly causing some severe headaches these days. We are trying to persuade the Presbyterian Board to make some additional provision to compensate for the drop in the value of the Chinese dollar, but thus far nothing has been accomplished.

The rapid extension of the conflict in Europe has created serious new problems, both for America and for Asia. Things are moving so rapidly that any comment I might make to-day will be obsolete long before this can reach Tsinan. But it does seem to us that the weeks and months just ahead are apt to be filled with even more destruction and slaughter than we have witnessed in the past months. What all this will do to the support of our China Colleges, and to the possibility of carrying on their work in their present location, we still cannot see. But, meanwhile, the only thing to do is to carry on and not do any retreating unless and until we have to.

Margaret and Jean would wish to join me in sending greetings to you and to the ladies.

Very cordially yours,

Dr. H. P. Lair  
Cheelee University  
Tsinan, Shantung, CHINA

P. S. We will try to see that you are supplied with copies of all future minutes of the Women's Committee, and also that your file of back copies is made as complete as we are able to make it. The Women's Committee has been a bit unsystematic in the writing and distribution of their minutes, so I doubt whether our files here in the office are entirely complete.

*Send  
my miss  
speaks*

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Duplicate

山東濟南私立齊魯大學  
CHEELOO UNIVERSITY  
TSINAN, CHINA

校長辦公室  
OFFICE OF THE PRESIDENT

CABLE ADDRESS: CHEELOO

June 5th, 1940.

Mr. B. A. Garside,  
150 Fifth Avenue,  
NEW YORK.

FILE

Dear Garside,

I have just sent you the following cable: "Is Winifred Hemingway or Ruth Strong, Oberlin, available physical education? Writing."

Ever since Miss Fuller decided to return to the States this summer, we have been exploring the possibilities of getting someone here in China to carry on the work in physical education that she has so well started, but without any success, and it does not now appear that we shall be able to find either a Chinese, or a foreigner who is already in China. Some little time ago, we learnt that Winifred Hemingway, the daughter of Mrs. Hemingway of the American Board Mission, Taiku, was coming to China this summer, on a visit. She has an invitation to teach in the American Board School at Taiku, but we understand, from Miss Coombs, who has just been secured from the E.B.M., Shansi, to act as Dean of Women for next year, that there is very little work going on at that school at present, and that, if conditions continue as they are now, the prospects for next year are not encouraging. In view of these facts, we wrote to Mrs. Hemingway, suggesting that Winifred might be willing to spend next year at Cheeloo, carrying on the physical education work for the women students. Mrs. Hemingway has replied saying that Winifred will probably be sailing on the Empress of Asia, July 13th, and that she cannot now reach her before she sails. It may be too late for you to get in touch with her before she leaves, specially as I am unable to give you her American address. You will, however, probably be able to get this from the American Board headquarters or from Oberlin.

If you are able to get in touch with her, we should like to have you present to her an invitation to spend next year, or longer, at Tsinan, with the responsibility for physical education for the women students, and such other duties as she might be asked to undertake. We are not offering a salary on the basis of any of the co-operating mission board salaries, but are offering a salary of local currency, \$250.00 per month. It is understood, of course, that this would be subject to revision if there should be a marked fluctuation in the rate of exchange. If Miss Hemingway should accept this invitation, and it should be found mutually agreeable to have her remain

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Mr. B. A. Garside

- 2 -

June 5, 1940.

as long as three years, we should be glad to pay up to U.S. \$200.00 towards the cost of travel, for the trip out, and a similar sum for the trip home, at the expiration of three years. If the engagement is for a shorter term than three years, we should prefer not to be obligated for any travel expenses.

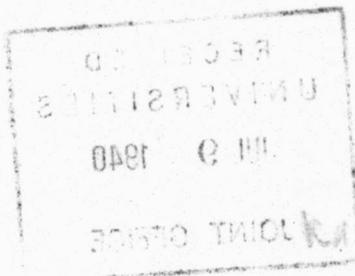
Miss Hemingway is our first choice, because she already knows the language. If you have been able to get in touch with her, but she feels unable to give a definite decision until she has reached China, we shall defer approaching anyone else until that time. If, however, she has definitely declined the proposition, then we should like to have you make the same proposal to Miss Ruth Strong, who is graduating this year from Oberlin. She has been very highly recommended by Miss Fuller, and we understand, from Miss Fuller, that Miss Strong also wants to come to the Far East, and may even be willing to pay her own expenses for the journey out. If this is the case, that is all to the good, but we are quite ready to make the same financial arrangements with her as with Miss Hemingway.

I am assuming that, if you have already learned that neither of these young women is available, you will have sent a cable to that effect. In case you have not done so, and in case they both reply in the negative, may I ask you to send a cabled reply anyhow, so that we may still have a little time left to search for someone already on the field. May I suggest, as a cabled reply, "Hemingway (or Strong) accepts", and that, if no-one is available, you say "Unsuccessful".

Cordially yours,

*H. P. Lair*  
H. P. Lair

HPL:MMS



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June 5, 1940.

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Mr. B. A. Garstide

as long as three years, we should be glad to pay for the trip out, and a similar sum towards the cost of travel for the trip out, and a similar sum for the trip home, at the expiration of three years. If the engagement is for a shorter term than three years, we should prefer not to be obligated for any travel expenses.

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Cordially yours,

*H. P. Blair*  
H. P. Blair

HPL:MMS

RECEIVED  
UNIVERSITIES  
JUL 9 1940  
JOINT OFFICE

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STATISTICS FOR THE ANNUAL REPORT OF THE ASSOCIATED BOARDS

Teaching Staff (based on full time service) Chinese \_\_\_\_\_ Western \_\_\_\_\_ Total \_\_\_\_\_

Student Enrollment during Year Men \_\_\_\_\_ Women \_\_\_\_\_ Total \_\_\_\_\_

Total Expenditures for Year, in Chinese Currency \$ \_\_\_\_\_

(Do not include salaries of staff furnished by mission boards.)

Total Income for Year, in Chinese Currency:

From Chinese Sources \$ \_\_\_\_\_

From Western Sources \$ \_\_\_\_\_

(Do not include salaries of staff furnished by mission boards.)

Total \$ \_\_\_\_\_

Valuation of Plant, Grounds and Equipment, in Chinese Currency \$ \_\_\_\_\_

Average Exchange Rate for Year \_\_\_\_\_

Number of Staff furnished and paid for by Mission Boards:

Indicate Board furnishing	Married	Single
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*Over*

June 10, 1940

Dr. H. P. Lair  
Cheeloo University  
Tsinan, China

Dear Dr. Lair:

Several times during the past year we have had occasion to write concerning various reports that need to be made out and sent to America. In one of my letters, I promised to remind you of these again at the time when the reports should be prepared. I am listing hereunder in separate paragraphs the items required. All of these are required fairly early in the Fall and since the China mails are so uncertain, we wish to request you to have these reports prepared immediately upon the closing of the books as of June 30, 1940. This will insure their reaching us in time for use and for delivery to the persons concerned, so that no complications will arise.

1. Report to the Harvard-Yenching Institute. This report is required by the Harvard-Yenching Institute to be in hand in ample time before their Fall meeting in order to prepare it for presentation. We have had difficulty in getting reports from some of the Colleges in time for this meeting, and this last year we have had two cases of the postponement of payment of the grants as a result of this delay. May we urge you to send this report in ahead of time so that there will be no danger of repetition of this situation in the case of any of our Colleges?

2. Report regarding Special Rockefeller Foundation Grants. In connection with the Sustaining Fund grants for the year 1939-40, there was designated by the Rockefeller Foundation the sum of \$6,000 for Cheeloo University. This grant was made with the understanding that a full report would be given as to how this money was applied during the year. We should have immediately a report on this amount, so that we may compile the proper information for the Rockefeller Foundation. No appeal for funds for 1940-41 can be made until this report is completed.

3. Statistics for Annual Report of the Associated Boards. We have mentioned at various times the information required for the Annual Report of the Associated Boards. In the past we have had considerable difficulty because of the lateness with which this information comes in, and this has greatly handicapped us in the use of our Annual Report. We should have the material in hand so as to begin the preparation of our report not later than the first of September. In our general letter dated March 5, we attached a form asking for certain information for our statistics. We are attaching another copy of this form, so that you may have it at hand to fill in and return to us as

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Dr. H. P. Lair

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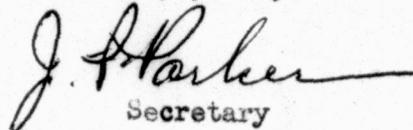
June 10, 1940

promptly as possible. If this information can be secured from each one of the Colleges, it will enable us to make a much more complete and accurate Annual Report than has hitherto been possible.

We earnestly request your careful attention to the items listed above concerning these various reports. None of these reports should reach us later than the last week in September if we are to use them properly. As mentioned, the uncertainty of the China mails makes it important to allow plenty of time for the reports to reach us.

I am Thanking you for your cooperation<sup>in</sup> the preparation of these reports,

Sincerely yours,

  
Secretary

JIP:VW  
Enc.

Via S.S. "Pres. Taft"  
from San Francisco, Calif.

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0779

INDEXED

150 Fifth Avenue  
New York, N. Y.

June 12, 1940

Dr. H. P. Lair  
Shantung Christian University  
Tsinan, Shantung, CHINA

Dear Dr. Lair:

You will find enclosed the May 31st Shantung trial balance sheets, cash statement, budget analysis, copy of Journal Voucher #122, and a copy of Mr. Garside's letter of June 4th.

This latter communication indicates that \$113.25 was transferred from the Associated Boards to Shantung and also alludes to an equivalent of \$474.47 by the British United Committee, making a total received on the Sustaining Fund account of \$14,983.05.

As the total available in the budget for the field, aside from that underwritten by the North American Section is \$6,417.58, we are not issuing further authorization at this time as you have already received an authorization to draw \$6,000.00. We will be closing our books for the year very shortly and at that time we will adjust the entire account.

Unfortunately we are still running behind on Endowment Income, in spite of the most careful watching of the investment portfolio. On one occasion we even secured double payment of income on preferred stocks by changing within the dividend period of both the sale and the purchase.

At this time we are endeavoring in getting another payment on the Day of Prayer Offering so as to close our books with as small a deficit as possible.

I believe there are no other items requiring special attention.

Very truly yours,

C. A. EVANS

CAE/B  
ENCS.  
cc: President Shuming T. Liu  
Via China Clipper - 6/17/40 --  
c.c. via "President Taft" - 6/14/40

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INDEXED

July 2, 1940

Dr. H. P. Lair  
Cheeloo University  
Tsinan, Shantung, CHINA

Aek  
7/30/40

Dear Lair,

I have your letter of June 5, giving further information with reference to the cable you sent at the same time, "Is Winifred Hemingway or Ruth Strong, Oberlin, available physical education? Writing."

Immediately upon receiving this cablegram, Mr. Parker wrote to both Miss Hemingway and Miss Strong, telling them of the inquiry we received and asking them whether they might be available for work at Cheeloo. In each case he promised to give more detailed information as soon as your letter reached us. Miss Hemingway replied rather promptly as follows: "Although I am very anxious to return to China in the near future, I am afraid that I cannot even consider this opening. I have no special training or ability in Physical Education and would be, I am sure, a very poor physical education teacher. All my training has been in primary school education." Thus far Miss Strong has not replied to our letter, so it would appear that she is not very actively interested. I will write to her again, giving the information contained in your letter.

However, even if Miss Strong informs us that she is available and shows that her qualifications for work in Physical Education are satisfactory, that would be only the beginning of the matter. Before we could take any action toward her appointment, we would have to secure the approval of the North American Section of the Cheeloo Governors, and of the Cheeloo Women's Committee. I doubt very much whether either of these groups would give its approval at this time to sending out a young woman to Tsinan for Physical Education. The first question they would ask is this: "What urgent need is there for work in Physical Education at Tsinan at this time?" All of the Cheeloo young women students are in Chengtu, and it is our understanding that no teaching work of academic grade is being done, or is to be done, in Tsinan during the coming year. We have already been wondering why Miss Josephine Fuller remained in Tsinan, instead of going out to Chengtu to join Mrs. Yui. Miss Fuller was appointed as Mrs. Yui's assistant, as well as director of Physical Education for Cheeloo women students. In both of these capacities she should have been in Chengtu rather than Tsinan. Why should another young woman be sent to Tsinan now?"

These questions have been very actively in the minds of the

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Dr. Lair

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July 2, 1940

Cheeloo Governors, and particularly the Cheeloo Women's Committee, during the last two years. We still do not understand why Miss Fuller remained in Tsinan instead of going to Chengtu. While these questions were not officially asked in Miss Fuller's case, they certainly would be pressed very vigorously if any proposal for the appointment of another young woman to go to Tsinan for this same work were brought forward.

All this is a part of the larger question which is now seriously troubling all the members of our Cheeloo Board of Governors - "Why is so large a proportion of our Cheeloo Western staff remaining in Tsinan, and why are so few going to Chengtu?" On instructions of the Board of Governors, I have been compiling lists showing what staff members are in Tsinan, and what are in Chengtu. Thus far I have not been able to give the Board any satisfactory explanation of why such a large majority are still in Tsinan, when the administrators, faculty, directors, and governors of the University have all agreed that for the present all the teaching work of the University except in Theology and in Nursing are to be carried on in Chengtu, and that on the campus in Tsinan our activities are to be restricted to teaching in Theology and Nursing, operation of the Hospital and Out-patient Dispensary, maintenance and protection of the physical plant of the University, and such supplementary activities of non-collegiate grade as will help to protect the campus and to maintain the continuity of the University's contact with and service to the surrounding community.

The North American Section of the Board of Governors have not taken any official action on these questions, nor have they formally instructed me to send any inquiries to the field regarding them. However, you will want to know what thoughts are in the minds of our leaders here. If you care to send your comments, I would be glad to have them.

Very cordially yours,

*B. A. Laird*

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INDEXED

*Smith*

July 18, 1940

Dr. H. P. Lair  
Shantung Christian University  
Tsinan, Shantung, CHINA

Dear Dr. Lair:

We enclose herewith the Shantung June 30th Trial Balance sheet covering the transactions for the fiscal year 1939-40. You will also find Cash Statement, Budget Analysis and copies of Journal Vouchers #123, #124, #125 and #126.

Endowment Section - No special comments are necessary in the funds carried here, with the possible exception to mention that all available cash has been largely employed during the past year at an exceptionally good rate of income.

Plant Section - There is \$8,467.01 of Plant cash on hand and \$5,000.00 of which represents the advance made by the Women's Committee for the new unit on the hospital. At the last meeting of the Women's Committee there was thought of asking the Board of Governors to return this \$5,000.00 to the Women's Committee as it had not been drawn by the field.

Current General - In closing out the current budget accounts the total commitments on the budget were carried forward into Accounts Payable. Journal Voucher #124 shows the items which are carried forward into this account from the 1939-40 budget. In effect it is every cent which was appropriated by the North American Section for the field aside from the Home Administration charges. Accounts Receivable has a total of \$32,492.77. This is analyzed as follows:-

Balance Current Budget 1938-39.....	\$5,861.66
" Women's Budget 1938-39.....	3,170.34
	<u>\$7,032.00</u>
Less: Reclaim from Rockefeller Grant.....	2,000.00
	<u>\$5,032.00</u>
Plus: Balance Emergency Fund 1938-39.....	45.83
TOTAL.....	\$5,077.83

1939-40 Budget:-

General University Budget.....	\$6,800.00
Women's Committee Budget.....	4,450.00
American Board - School of Theology.....	300.00
Harvard-Yenching Institute.....	8,947.50
Sustaining Funds.....	6,417.58
	<u>\$27,414.94</u>
	\$32,492.77

We also find that you have in your checking account with the Bankers Trust Company a balance of \$10,653.19 as of June 30, 1940. In the face of prevailing conditions, this is a rather considerable total to be carrying without the Board of Governors having a specific analysis as to their status.

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Dr. Lair

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7/12/40

No word has been received during the past as to the disposition of any money in the Current Budget. This is a rather amazing situation and one which the Board of Governors cannot understand.

In making adjustments for teaching costs for Cheelee students at Chengtu, we understand that a round sum of US\$5,000.00 has been agreed upon as the amount that Shantung should pay West China. We are noting on our books to withhold this amount to cover the commitment to West China.

Current Special - This section is carrying a balance received on back-dividends of Alumina amounting to \$1,462.50. At the next meeting of the Board requests will be made covering the distribution of this amount.

With sincerest regards, we are

Very truly yours,

C. A. EVANS

CAE/B  
EMCS.

cc: President Liu

Via air mail to Pacific Coast -  
"President Harrison"  
c.c. via next boat.

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0784

CHEELOO UNIVERSITY  
TSINAN, CHINA

INDEXED

OFFICE OF THE TREASURER

TELEGRAPHIC ADDRESS:  
CHEELOO

June 20th, 1940.

*ack'd  
7/31/40*

Mr. C. A. Evans,  
Associated Boards of Christian Colleges in China,  
150 Fifth Avenue,  
NEW YORK.

My dear Evans,

*5,000 Paid to  
West China  
7/24/40  
No. 743*

Your letter of May 10th has just arrived and I note that you are now in a position to authorise drawing the \$6000, representing the Rockefeller Foundation appropriation for the current year. I have just received a letter from President Liu, saying that they would like to have \$5000 U.S. currency reserved in New York, to be drawn on directly by the Cheeloo office in Chengtu, so will you please reserve \$5000 of this \$6000 for that purpose. The Chengtu office will, of course, report to you the details as to the expenditure of this sum, or perhaps you may be able to supply sufficient details yourself, from requisitions received from them. Will you kindly pay over the remaining \$1000 to our Cheeloo University account in the Bankers Trust Company, together with the \$600 received from the American Board, for the Cheeloo School of Theology. I am applying this \$1000 from the Rockefeller Foundation towards the extra bonuses which we have found it necessary to give this year, in addition to the nominal salaries to the Chinese members of staff, due to the excessively high cost of living. At the end of the year, I will send you a statement showing the allocation among departments of these bonuses.

*Dep. Chuls.*

*1,000  
800*

*1,800*

*7/23/40*

With best wishes,  
Very sincerely yours,

*H. P. Lair*

HPL:MMS

H. P. Lair

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CHEEBOO UNIVERSITY  
TAINAN, CHINA

RECEIVED  
UNIVERSITIES  
JUL 22 1940  
JOINT OFFICE

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0786

*Handwritten initials*

*Trans Report - received attached is filed under:  
Reports & Statements - Chelloo - Treasurers  
Field.*

CHEELOO UNIVERSITY  
TSINAN, CHINA

TELEGRAPHIC ADDRESS:  
CHEELOO

OFFICE OF THE ASSOCIATE PRESIDENT

July 30th, 1940.

*Ack. 2/19/41*

Mr. B. A. Garside,  
150 Fifth Avenue,  
NEW YORK.

My dear Garside,

Your letter of July 2nd arrived yesterday, and while it is apparently too late to do anything about a teacher of physical education from America, I shall, as you suggest, give a few of my thoughts regarding these questions which are in the minds of the members of the American section of the Board of Governors.

It had not occurred to me that the appointment of Miss Hemingway or Miss Strong, had either of them been available, would need to be acted on by either the Women's Committee or the Board of Governors. It is true that the appointment of all permanent non-Chinese members of the staff is subject to the concurrence of the Board of Governors, but if that is to be interpreted to apply to temporary appointments for one year, then all I can say is that the regulation has been consistently disregarded in the past. As a matter of fact, we have been considerably embarrassed by arrangements made directly by the Women's Committee in New York with both Mrs. Yui and Miss Fuller, without conference with the field authorities. I am using the "we" in this sense to refer primarily to the President, and not to me or other administrative officers. However, it is the paragraph on the second page of your letter which, to my mind, calls for comment.

You say that you have been unable to give the Board any explanation of why such a large majority of the foreign staff are still in Tsinan, "when the administrators, faculty, Directors and Governors of the University have all agreed that, for the present, all the teaching work of the University, except in Theology and in Nursing, is to be carried on in Chengtu." May I call your attention to the fact that the Board of Directors' meeting in Shanghai in October 1938 took this action:

D 1141 (which should rightly be numbered D 1223). " Pending the resumption of full work in the Arts, Science and Medical Colleges in Tsinan, the Board authorizes the Emergency Executive Council to begin such other projects as will not duplicate the work being done in Chengtu and will not compromise our relations with the Ministry of Education."

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July 31, 1940.

Again, in February 1940, the Board took the following action:

D 1149 (D 1231). " Voted, That, in line with the policy stated in D 1141, authorizing special work in Tsinan, the Board approves of the special courses now being given in pre-nursing, hospital technique, social case work, agricultural sanitation and home economics, and authorizes the addition of such further courses as may be approved by the Executive Council in consultation with the President."

All of these courses have the full approval of President Liu, as have the additional courses which we are starting this autumn, in Pharmacy and in Rural Service. Also, they are all of collegiate grade. There has been no lowering of standards or of entrance requirements, and we are in hopes that credits given for work done in these courses will eventually be recognised by the Ministry of Education, although we are careful not to make any definite promises to this effect to entering students.

So much about the teaching work which is being done on the Tsinan campus. I might add that, as far as the Tsinan faculty is concerned, before the Board meeting in Shanghai, in 1938, there was a unanimous vote of the Chinese and foreign members of the faculty here in Tsinan, urging immediate reopening of regular academic work here. This was dropped, after consultation with President Liu and Chinese members of the Board of Directors, although there was strong support for it from the foreign members of the Board. Likewise, there was a similar unanimous opinion, favouring reopening of regular work, before the Presidents' Conference held in Hongkong, in April 1939, but, after consultation with President Liu, and various Chinese leaders in Shanghai and Hongkong, it seemed wise to ~~him~~ <sup>me</sup> to drop this for the time being, although it was no easy task to convince the foreign members of the faculty of the wisdom of such an action. So that, as far as your statement, that the faculty are agreed that no teaching work of college grade is to be done in Tsinan, is concerned, it is quite contrary to fact. We have also had much pressure brought to bear, from the missions and those interested in maintaining trained Christian leadership in this part of the country, to reopen regular courses here in Tsinan, and, as far as I am personally concerned, are deterred from doing so only because of complications that would almost inevitably arise because of duplicating what is being done by Cheeloo in Chengtu. None of these short courses that we are offering, however, do duplicate work that is being done there, and they are meeting with cordial approval, and it may be that this present emergency may be the means of getting Cheeloo really started on this rural programme which has been talked about so long, and in which so little progress has been made.

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July 31, 1940.

Now as to the matter of why so many of the foreign staff are remaining in Tsinan. May I ask the Governors kindly to consider that the work of the Hospital and Out-patient Department is much heavier than it has ever been before, and that most of the Chinese staff are in West China, so how can we carry on these departments without keeping our foreign staff here? As you doubtless know, we have not only kept all of our own staff busy, but have been fortunate in securing considerable assistance from British refugees, at present unable to return to their own stations. While my remarks apply specially to the Hospital and Out-patient Department, the same ~~principle~~ applies to the work on the weitze wai campus. While the number of students has not been large, I can assure you that every member of the foreign staff here in Tsinan has been working hard, and not merely marking time, as the question which you say the Governors are likely to ask would seem to imply. I know that, speaking for myself, I have never worked harder than I have these two years since my return from furlough, nor under more trying conditions.

There is also the serious problem of housing at Chengtu. A recent letter says that they are making strenuous efforts to find some place for the Sargents, to live, but, at that time, with no success.

Referring again to Miss Fuller, you say that both as Assistant to Mrs. Yui and as Director of Physical Education, she belonged on the Chengtu campus, where all the women students were. As a matter of fact, they had 100 women students in Chengtu last year and we had 49 here in Tsinan. Of course, as Mrs. Yui's assistant, Miss Fuller did belong on the Chengtu campus, but I am merely calling attention to the fact that she did a full time job here, and the big question of the expense of sending her to Chengtu was obviated. She eventually did go to Chengtu on her way home, but that was at her own expense.

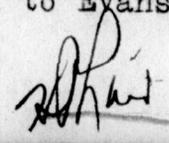
Well, this is probably a long enough answer to your letter. The point that I do want to make, however, is that we are trying to do a really worth-while job here on the Tsinan campus, one that is being appreciated by the co-operating missions, work that is in great demand. For example, we have had over 400 applications for entrance for this fall, of whom we have thus far accepted only 62, and it is my own conviction that we can best "protect the campus and maintain the continuity of the University contact with, and service to the surrounding community" by actually carrying on some teaching work, specially if this can be done in full co-operation with President Liu and the group in Chengtu, and with the approval of the Ministry of Education.

I am enclosing a copy of the Treasurer's report, about which I shall be writing later in more detail to Evans.

With best wishes,

Ever sincerely yours,

HPL:MMS

 H. P. Lair

0789

July 31, 1940

M. S. A. ...

How as to the matter of why so many of the ...  
 staff are remaining in ... May I ask the ...  
 kindly to consider that the work of the ...  
 patient department is much heavier than it has ever been  
 before, and that most of the Chinese staff are in ...  
 China, so how can we carry on these departments without  
 keeping our foreign staff here? As you doubtless know  
 we have not only kept all of our own staff busy, but have  
 been fortunate in securing considerable assistance from  
 British refugees, at present unable to return to their own  
 stations. While my remarks apply especially to the Hospital  
 and Out-patient Department, the same ... applies to  
 the work on the various ...  
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 member of the foreign staff here in ... has been working  
 hard, and not merely making time, as the question which  
 you say the governors are likely to ask would seem to imply.  
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 than I have these two years since my return from ...  
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 Chengtu on her way home, but that was at her own expense.

Well, this is probably a long enough answer to your letter.  
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 "protect" the campus and ... the continuity of the  
 University contact with ... and service to the surrounding com-  
 munity by actually carrying on some teaching work, especially  
 if this can be done in full co-operation with the ...  
 and the ... in Chengtu, and with the approval of the Ministry  
 of Education.

I am enclosing a copy of the Treasurer's report, about  
 which I shall be writing later in more detail to ...  
 With best wishes,  
 Ever sincerely yours,

*[Handwritten signature]*  
 M. S. A. ...

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July 31, 1940

Dr. H. P. Lair  
Shantung Christian University  
Tsinan, Shantung, CHINA

Dear Dr. Lair:

I have just dictated a formal reply to your letter of June 20th relative to the use of the Rockefeller gift of \$6,000.00, and the \$800.00 received from the American Board.

I am writing again in a more personal vein to clarify the thing at this end regarding Shantung Christian University. It is also pertinent to the study which I am making for the annual report of the North American Section. It is well enough for us to make excuses about budget funds not being drawn by the field, but after a while excuses seem to lose their potency and the questioner becomes skeptical.

At the last meeting of the North American Section we were severely chastened because we did not know more of the conditions prevailing on the field, and as to what funds were being used to support the University, as one officer of the Section stated that were he Treasurer and funds were not drawn he would know the reason why, and find out what funds were being used for the operation of the University. The condition is only aggravated when people know that the current budget has not been drawn, and still we are asking for emergency gifts. It knocks the whole program into a cocked hat.

The amount of effort that has been used in trying to explain the conditions at Shantung could have secured no small amount of money. After going through such ordeals, one must bolster his faith to the superlative degree to restore enthusiasm for carrying on, and the worst of it is that the cause comes from a place where we should secure the most help. There can't be much of a complaint if Shantung doesn't get a cent from Sustaining Funds this year.

Very truly yours,

C. A. EVANS

CAE/B

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July 31, 1940

Dr. H. P. Lair  
Shantung Christian University  
Tsinan, Shantung, CHINA

Dear Dr. Lair:

I am acknowledging your letter of June 20th wherein you request that \$5,000.00 be paid over to West China Union University representing teaching costs for Cheelee students. We have done this, as well as to abide by your request regarding the balance of the Rockefeller Fund of US\$1,000.00 to deposit same in your account at the Bankers Trust Company. We have also deposited the \$800.00 received from the American Board for the Cheelee School of Theology.

These are the first payments made on the 1939-40 current field budget.

Very truly yours,

C. A. EVANS

CAE/B

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254-1-25

INDEXED

August 5, 1940

Dr. H. P. Lair  
Shantung Christian University  
Tsinan, Shantung, CHINA

Dear Dr. Lair:

At the May 14th meeting of the North American Section approval was given to the proposed budget for 1940-41 for Shantung Christian University.

You will notice from those minutes that the net U. S. amount aggregated \$20,706.36 including American Board of Theology Endowment Income and Harvard-Yenching Institute appropriation. The Budget included a special item of \$7,800.00, which in effect is underwriting this item in the budget.

It might seem in order to withhold authorizations on the Current Budget until previous appropriations and allocations have been adjusted. However, we are releasing these appropriations for your use when, and as received. You can judge by our monthly balance sheets the ratio of income and regulate your drafts accordingly. Of course, if you desire to have these funds placed in your account at the Bankers Trust Company, it will be satisfactory with us.

Very truly yours,

C. A. EVANS

CAE/B

VIA AIR MAIL TO PACIFIC COAST -  
"PRESIDENT COOLIDGE"

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August 13, 1940

Ack 9/13/40

Dr. Howell P. Lair  
Cheelee University  
Tsinan, China

Dear Dr. Lair:

We have received from a Mr. and Mrs. Thomas of Ashtabula, Ohio a gift of two dollars to be sent to Miss Lee San Yu at Cheelee University.

Mr. and Mrs. Thomas are very elderly people who are living on a pension. This two dollars was saved from their meager funds, and as they had become interested in Miss Lee through articles in their church paper, they asked that this money be sent to her.

We have deposited the money to your account in the Bankers Trust Co., and will ask you to see that Miss Lee is given this gift.

Sincerely yours,

*J. L. Parker*  
Assistant Secretary

JIP:VW

Via S.S. "Pres. Taft"  
from San Francisco

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September 7, 1940

Dr. H. P. Lair  
Shantung Christian University  
Tsinsen, Shantung, CHINA

Dear Dr. Lair:

Enclosed herewith you will find the Shantung August 31st balance sheets, cash statement, budget analysis and copy of journal voucher #129.

As yet there has been no distribution of any funds which may have accumulated in the Associated Boards' account during the Summer, and we are now endeavoring to set up a meeting of the Associated Boards Promotional Committee.

With cordial good wishes, I am

Very truly yours,

C. A. EVANS

CAE/B  
ENCS.

cc: President Shuming T. Liu

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CHEELOO UNIVERSITY  
TSINAN, CHINA

*Ack.*  
*10/24/40*  
*JSP*

OFFICE OF THE ASSOCIATE PRESIDENT

TELEGRAPHIC ADDRESS:  
CHEELOO

September 13th, 1940.

*Delivered*  
*Mr. & Mrs. Thomas*  
*10/21/40*

Mr. Joseph I. Parker,  
Associated Boards for Christian Colleges in China,  
150 Fifth Avenue,  
NEW YORK.

Dear Mr. Parker,

I have received your note of August 13th, telling me of the gift of \$2.00, from Mr. and Mrs. Thomas, of Ashtabula, Ohio, for Miss Li San Yu. I have credited the proceeds of this \$2 to Miss Li's account and am enclosing a note of thanks which she has written, to be forwarded to Mr. and Mrs. Thomas. As I have not their street address, I am sending this to you, with the request that you forward it to them, together with my own personal thanks.

Sincerely yours,

HPL:MMS

H. P. Lair

*H. P. Lair*

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CHEELOO UNIVERSITY  
TSINAN, CHINA

TELEGRAPHIC ADDRESS  
CHEELOO

OFFICE OF THE ASSOCIATE PRESIDENT

September 13th, 1940.

Mr. Joseph I. Parker,  
Associated Boards for Christian Colleges in China,  
130 Fifth Avenue,  
NEW YORK.

Dear Mr. Parker,

I have received your note of the gift of \$2.00 from Mr. and Mrs. Thomas, Ohio, for Miss Li San Yu. I have credited the proceeds of this gift to Miss Li's account and to the credit of the fund which she has written to be established in her name. As I have not their street address, I have forwarded it with the request that you forward it to the proper authorities. My own personal thanks.

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JOINT OFFICE

E. I. Blair

HPL:MS

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INDEXED

September 19, 1940

Dr. H. P. Lair  
Cheelco University  
Tsinan, Shantung  
CHINA

Dear Lair,

You will remember that on June 21 our Associated Boards Executive Committee took action approving the proposal that we seek to secure an outstanding religious leader from America or Great Britain to spend the year 1941-42 visiting as many of the Colleges in China as time would allow, speaking or lecturing on religious subjects, and doing as much as possible to exert a lasting Christian influence upon the Christian Colleges themselves, and, so far as possible, upon the students of other types of institutions and upon other strata of Chinese society. A special committee was appointed to make a further study of the type of leader we should seek for such an undertaking and then to find and make arrangements for the right man for this important task.

The committee appointed to do this work has been making a preliminary study of the matter. It has asked me to write to you to get your own thoughts and suggestions as to the type of man who would be most welcome to the Colleges, and who would be able to render the most distinguished service in the field of Christian thought and leadership.

The first question we must face is of course that of the general type of man we would like to secure for this undertaking. There are three varieties of qualifications, all of which are highly desirable but which can hardly be combined in any one individual: -

(1) A Christian philosopher - a man who can clearly, simply, and winsomely present the Christian apologetic, the fundamental basis for the Christian philosophy of life as contrasted with the materialistic outlook.

(2) A Christian preacher - a man who has a winsome and persuasive ability as a public speaker, who is effective both in large meetings and in more intimate contact in winning the interest and support of people of all classes, and who can exercise the most powerful and lasting Christian influence upon the largest number of people.

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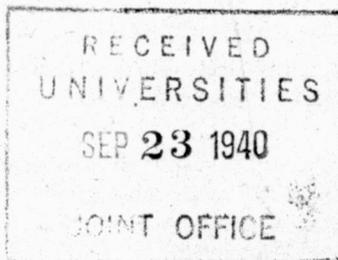
September 19, 1940

(3) An outstanding Christian educator or scientist - a man who has won distinction in his own special field of education, science, or professional life; who may himself be a layman but whose vigorous Christian life and convictions may make him an even more effective Christian apologist than any minister or theologian.

Of course these three types of qualifications are not mutually exclusive. Any man we select should have superior qualifications in all three categories, and many might combine in the highest possible degree two of these types of qualifications, particularly the first and second. The question is rather one of priority. To which of these three should we give the greatest emphasis - to the characteristics of the philosopher, the preacher, or the vigorous Christian character who has won recognition in some other field than the purely religious one?

The second question the committee would like to ask you is this: - Have you any specific suggestions as to the names of men who would be particularly acceptable to you in this connection? Even though it might prove impracticable to secure the man whom you would be most anxious to have visit China next year, your suggestion of specific names will help us to appraise more intelligently the type of leader you would like, and to know which of our American leaders are more widely known and are the most highly respected throughout China. Moreover, we are anxious to get the very best man available and not to be deterred by the fact that a man is extremely busy and engaged in very important work from which it would be difficult to pry him away for a year or so. Even the best is none too good for the task to be done, and for the opportunity that is here presented.

Third, if we do secure the right man for this undertaking next year, when and for how long a period should you like to have him in Chengtu?



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(3) An outstanding Christian educator or scientist - a man who has won distinction in his own special field of education, science, or professional life; who may himself be a layman but whose vigorous Christian life and convictions may make him an even more effective Christian apologist than any minister or theologian.

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Third, if we do secure the right man for this undertaking next year, should we plan to have him spend some time in Tsinan, and if so, when and for how long? Obviously in one year a man could not spend more than a few weeks at most in any one locality, if he is to come in contact with all of our Christian Colleges. It is quite possible that instead of trying to have such a man visit all of the college campuses it would be necessary to have him divide his time among some three or four centers at which the student body is the largest, such as Peking, Shanghai, and Chengtu. Our hope is that if our initial experiment works out happily, it may be possible to send out such a leader as this each year, thus allowing us to send out from time to time men with a wider variety of qualifications, and possibly permitting variations in schedule that would allow each man to spend a longer time in each community he visits, even though not every community is visited each year. But for the first year, at least, we should try to send out some one who will cover the field as widely as possible, so as to give us a sounder background for future planning.

Dr. Lair

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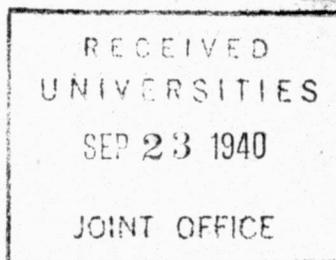
September 19, 1940

Since time already is hurrying along, and we must soon be actively seeking our man for next year if we are to have any hope of getting the highest caliber of leader, we would be grateful if you could send us your views, either individually or as a group, as promptly as possible.

Very sincerely yours,

*B. A. Garfield*

BAG:MS



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INDEXED

October 8, 1940

ACK  
11/26/40

Dr. H. P. Lair  
Shantung Christian University  
Tsinan, Shantung, CHINA

Dear Dr. Lair:

We take pleasure in enclosing herewith the Shantung  
trial balance sheet for September 30, 1940, together with budget  
analysis, cash statement, and copies of Journal Vouchers #130 and  
#131.

Accounts Payable still retain a sizable balance of \$25,741.60.

Our analysis of this fund is as follows:-

Balance Carried Forward.....	\$8077.83	
Balance Sustaining Funds 1939-40.....	48.83	
"    Current Budget 1939-40.....	800.00	x 6,800.00
Women's Committee.....	4450.09	
Harvard-Yenching Institute.....	8947.36	
Sustaining Funds 1939-40.....	<u>8417.88</u>	\$25,741.60
		\$ 417.58

We await your further disposition of these funds.

With cordial good wishes, I am

Most sincerely yours,

C. A. EVANS

CAR/B  
KCS.  
cc: Dr. Liu

Via "President Taft" - 10/10/40  
c.c. via next boat.

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CHEELOO UNIVERSITY  
TSINAN, CHINA

OFFICE OF THE ASSOCIATE PRESIDENT

TELEGRAPHIC ADDRESS:  
CHEELOO

October 16th, 1940.

Ack. 1/10/41

Mr. B.A. Garside,  
150 Fifth Avenue,  
NEW YORK.

Dear Garside,

After considerable delay I have filled in the financial items in this statistical statement which Miss Morton Smith called my attention to some weeks ago, and will make the sending on of this statement an excuse for a brief letter about the present situation in Tsinan.

After what appeared to be a very auspicious opening of the Fall Term, with about 150 students, including the 20 in the School of Theology, it looks now as if we were on the brink of another volcano. As you know, of course, notices were sent out by the State Department a week ago, advising the withdrawal of all Americans from this part of the world, and quite a number have indicated their desire to be registered as wanting to take advantage of the first special means of transportation that is made available. The regular commercial lines are all booked up until the end of the year, but radio and newspaper reports say that special ships are being sent out for this purpose. This, added to troublesome visits from local authorities within the past ten days, has, I fear, coloured my outlook on the situation a rather dark blue. I am still hopeful that, as far as these local difficulties are concerned, we shall be able to get through without too much difficulty and opposition. As I see it, it is merely a question of cultivating personal relationships, an art at which I am not too good anyway, and, when the officials are being constantly changed, it makes it a specially difficult job. Our most urgent problem just now is the question of getting supplies, especially of coal and flour. These commodities are being controlled by the authorities and only those in favour are able to get permits to buy them.

So far as the internal situation is concerned, everything is going very smoothly. We have a good group of students and a loyal staff, all of whom are whole-heartedly co-operating in carrying on. We still hope that we shall get through this year without too much interference, and that, may be, by that time, conditions will be more nearly normal.

With cordial personal greetings and best wishes to Margaret and Jean from all of our family, I am,

very sincerely yours,

HPL:MMS

H.P. Lair

0806

*Statement plus  
under Reports & Statements  
A.O.C.C. Administrative*

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THE SECRETARY'S OFFICE  
CHEE LOO

OFFICE OF THE ASSOCIATE PRESIDENT

October 18th, 1940.  
Ak. 1/10/41

Mr. B. A. Garbide,  
150 Fifth Avenue,  
NEW YORK.

Dear Garbide,

After considerable delay I have filled in the financial items in this statistical statement which Miss Norton Smith called my attention to some weeks ago, and will make the sending on of this statement an excuse for a brief letter about the present situation in Taiwan.

After what appeared to be a very auspicious opening of the Fall Term, with about 150 students, including the 20 in the School of Theology, it looks now as if we were on the brink of a disaster. As you know, of course, notices were sent out by the State Department a week ago, advising the withdrawal of all Americans from this part of the world, and quite a number have indicated their desire to be registered in order to take advantage of the first special means of transportation that is made available. The regular commercial lines are all booked up until the end of the year, but radio and newspaper reports say that special ships are being sent out for this purpose. This, added to trouble some visits from local authorities within the past few days, has, I fear, coloured my outlook on the situation a rather dark one. I am still hopeful that, as far as these local difficulties are concerned, we shall be able to get through without too much difficulty and opposition. As I see it, it is merely a question of cultivating personal relationships, an art at which I am not too good anyway, and when the officials are being constantly changed, it makes it a specially difficult job. Our most urgent problem just now is the question of getting supplies, especially of coal and flour. These commodities are being controlled by the authorities and only those in favour are able to get permits to buy them.

So far as the internal situation is concerned, everything is going very smoothly. We have a good group of students and a loyal staff, all of whom are whole-heartedly co-operating in carrying on. We still hope that we shall get through this year without too much interference, and that, may be, by that time, conditions will be more nearly normal.

With cordial personal greetings and best wishes to Harriet and Jean from all of our family, I am,  
Very sincerely yours,

W. P. L. H.

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November 8, 1940

Dr. H. P. Lair  
Shantung Christian University  
Tsinan, Shantung, CHINA

Dear Dr. Lair:

A friend has handed us \$50.00 to be credited to the account of Arabella Gault.

Accordingly we have deposited \$50.00 in your Cheelee account at the Bankers Trust Company permitting you to draw a check for the same amount for Dr. Gault.

It is our understanding that this friend will communicate directly with Dr. Gault.

Very truly yours,

C. A. EVANS

CAE/B  
cc: Dr. Gault  
Accounting Office

VIA "PRESIDENT VAN BUREN" - 11/9/40

Original Via China Clipper

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November 13, 1940

Dr. H. P. Lair  
Shantung Christian University  
Tsinan, Shantung, CHINA

Dear Dr. Lair:

The time has arrived for another trial balance for the Shantung books and the October 31st papers are enclosed herewith. You will also find cash statement, budget analysis and copy of Journal Voucher #132.

Recommendations have been made to clear the balance of Aluzima dividends in Suspense. At the first meeting of the Committee this will be taken care of. As there have been no changes in Accounts Payable during the month of October, no further comments are necessary in this respect. Our letter covering the September trial balance likewise analyzed this schedule.

The year has started off with greater demands than ever before, but we are earnestly hoping and praying that our program will come through satisfactorily.

Very truly yours,

C. A. EVANS

CAE/B  
EWS.

cc: President Shung T. Liu

Original via "President Jackson" - 11/17/40  
c.c. via "President Harrison" - 11/20/40

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CHEELOO UNIVERSITY  
TSINAN, CHINA

OFFICE OF THE TREASURER

TELEGRAPHIC ADDRESS:  
CHEELOO

INDEXED

November 26th, 1940.

*ack*  
*1/22/41*

Mr. C. A. Evans,  
Associated boards for Christian colleges,  
150 Fifth Avenue,  
NEW YORK.

My dear Evans,

I am just in receipt of your letter of October 8th, showing the Accounts Payable Balances, totalling \$25,741.60. My the same mail I had a request from Chengtu for the equivalent of \$10,000 U.S. currency, which I am, at present, unable to meet. Will you be so kind as to pay into our account in the Bankers Trust Company, which, as you know, is in the name of Cheeloo University, the balance carried forward, \$5,077.83, plus the balance of Sustaining funds for 1939-40, 48.83, and

6,417.58 a total of  
11,544.24

I shall be drawing on some of this within the next few weeks.

*days probably*  
*6,000.00 Current*

With best wishes,  
Very sincerely yours,

*H.P. Lair*

HPL:MMS

H.P. Lair

*Dep. Cheeloo Univ.*  
*11/16/41 - 11,544.24*  
*No. 764*

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November 27, 1940

Dr. H. P. Lair  
Shantung Christian University  
Tsinan, Shantung, CHINA

Dear Dr. Lair:

This is to notify you that we have deposited US\$20.90  
to your Cheelee account at the Bankers Trust Company representing  
dividend on James McMillan & Company stock held for the Theological  
Seminary.

Will you not kindly issue a check covering this dividend  
to the proper person in charge of finances of the Theological  
Seminary.

Very truly yours,

C. A. EVANS

CAE/B  
cc: Accounting Office.

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November 27, 1940

Dr. H. P. Lair  
Shantung Christian University  
Tsinan, Shantung, CHINA

Dear Dr. Lair:

I am enclosing herewith the Treasurer's Report for 1939-40 for the North American Section of Shantung Christian University. Another copy is being forwarded to the President at Chengtu.

You will note that in the Endowment \$411.00 was added to the Shields' Fund and that the income on securities was nearly six per cent after deducting custodian fees.

Under the Plant section, attention is called to the \$5,000.00 paid to us by the Women's Committee. It is our understanding that this fund has not been used in the actual enlargement of the Dispensary, and I am wondering if it would not be wise to return it to the Women's Committee for investment. I would appreciate your judgment on this.

In the Current General section, there is not much left to be said. We have tried to smooth over the situation with various excuses, but there is growing discontent among the members of the section. It would seem the better part of wisdom to make some extended statement regarding the finances on the field or else many of those interested will lose heart.

After holding the back dividends on Alumina preferred for a considerable period, recommendations have been made to use same, balancing certain deficits on the books of the section.

I believe there are no items which need other special mention, but shall be glad to answer any questions which you may desire to ask.

Very truly yours,

C. A. EVANS

CAE/B  
ENC.  
cc: President Shaming T. Liu

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December 4, 1940

Dr. H. P. Lair  
Shantung Christian University  
Tsinan, Shantung, CHINA

Dear Dr. Lair:

Enclosed find copy of the Auditors' Report  
for Shantung Christian University covering the year ending  
June 30, 1940.

This report was received and placed on file at the  
last meeting of the North American Section.

Very truly yours,

C. A. EVANS

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December 7, 1940

Dr. Howell P. Lair  
Cheeloo University  
Tsinan, China

Dear Dr. Lair:

I am enclosing herewith the minutes of the Executive Committee of the North American Section of the Cheeloo Board of Governors of November 27. Along with these minutes is a copy of the letter I am sending to President Liu.

In addition to items mentioned therein, may I call your particular attention to the first item in the minutes entitled "Out-Patient Dispensary at Tsinan"? In the minutes of the Annual Meeting held in May, there was a particular request for a report on this matter from Tsinan, and this was mentioned in the covering letter sent with those minutes. The members of the Executive Committee are very much concerned because no response has been received to this request and as you will note in the minutes, I am requested to ask you again for this report. You will recall that money was set aside to be drawn for the building of an addition to the Out-Patient Dispensary, and no official report has been received here as to whether this work has been carried out or postponed.

Sincerely yours,

*J. P. Parker*  
Assistant Secretary

JIP:VW  
Enc.

Via S.S. "Pres. Hayes"  
from San Francisco, Calif.

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*J. H. ...*

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December 10, 1940

Dr. H. P. Lair  
Cheeloo University  
Tsinan, Shantung, China

Dear Dr. Lair:

I am enclosing a supply of both Eastern and Western Clergy Application Forms for 1941. These are being sent first class so that they will reach you as rapidly as possible. If you find that the amount sent is not sufficient to meet your needs, please let me know and I shall be glad to send more.

I should like, at this time, to extend my very best wishes for the coming Holiday Season.

Sincerely,

FILE DEPARTMENT

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December 13, 1940

Dr. H. P. Lair  
Shantung Christian University  
Tsinan, Shantung, CHINA

Dear Dr. Lair:

Another month has rolled around and here are the Shantung closing papers for 1940. They consist of the balance sheet, cash statement, budget analysis and copy of Journal Voucher #133. There is also a copy of a letter from the Associated Boards transmitting \$251.72 to the Treasurer of Shantung covering Designated and Allocated Gifts up to November 30. Larger gifts received during December will permit of a distribution of Un-designated receipts.

During the month no payments have been made on the field account, and no drafts have been received against Accounts Payable.

With the Season's Greetings, I am

Most cordially yours,

C. A. EVANS

CAE/B  
ENCs.

cc: President Liu

Via "President Taft" - 12/14/40  
c.c. via next boat.

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December 14, 1940

~~Dr. H. P. Lutz~~  
Shantung Christian University  
Tsinan, Shantung, CHINA

Dear H. P. -

The Mary T. Greene Sanitarium Missionary Society of  
Castile, New York has sent us US\$50.00 for a scholarship for  
a woman medical student at Shantung Christian University to be  
chosen by Mrs. Yui.

Accordingly we have deposited this with your bank  
account at the Bankers Trust Company and you may draw a U. S.  
check in the above stated amount.

As Mrs. Yui is in Chengtu, it will be necessary for  
you to transmit this to her at once. If this is not practicable,  
please send us a check for the amount and we will transmit it  
through one of the Universities operating at Chengtu. We would  
prefer, however, to handle it through the Cheelee Treasurer.

Very truly yours,

C. A. EVANS

CAE/B  
cc: Mrs. Yui ✓  
Accounting Office ✓

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