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January 19, 1939

*ack 2/8/39
by Robertson*

President Lincoln Dsang
Mr. H. D. Robertson

Dear Dr. Dsang and Mr. Robertson:

I am hurrying off to you by air a report of the meetings of the West China Executive Committee and of the joint conference of representatives of the four universities in Chengtu held here yesterday. In both these meetings, careful study was given to your letter of December 30th, setting forth the basis of your joint appeal for a second science building.

The West China Executive Committee, after full discussion took the following actions:-

"Voted that we look with favor upon the proposal for a new chemistry building at West China Union University, and commend it to the joint meeting of representatives of the universities now operating on our campus for their consideration and recommendation to the respective boards."

The Executive Committee further suggested that a part of the money required for the building be requested from the reserve fund of the Associated Boards emergency fund, and that "the balance be found within the assignment of emergency funds now made to the four universities".

Taking the estimate given in your letter of December 30th, that the amount necessary for the erection of the building will be LC\$70,000, and the amount necessary in the current year for furnishings and equipment will be \$20,000, the Committee estimated that approximately US\$15,000 would be required at the current rates of exchange for erecting and equipping the building.

At the meeting of the representatives of the Cheeloo, Ginling, Nanking, and West China Boards held later in the day, the whole matter was again given thorough study. The joint group agreed to the urgent necessity for the building, and also gave general agreement to the suggestion of the West China Executive Committee that a part of the funds be requested from the reserve fund of the Associated Boards and the balance be sought within the assignment of emergency funds already made to the four universities. Eventually this joint committee voted as follows:-

"That the Finance Committee of the Associated Boards be requested to allocate from the reserve fund a sum of US\$4,000".

"That each of the four universities now operating on the West China campus be asked to share in the cost of the building by the allocation of emergency funds assigned to them within the 1938-39 emergency campaign as follows:-

Cheeloo	US \$ 2,000
Ginling	2,000
Nanking	3,000
West China	<u>4,000</u>

US \$11,000

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Dr. Dsang
Mr. Albertson

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January 19, 1939

As you know, the amounts thus far assigned to the four universities from the emergency fund are as follows:-

Cheeloo	US \$ 17,752.08
Ginling	25,300.00
Nanking	49,100.00
West China	33,143.75

The West China Executive Committee has already given approval to the proposal that West China be asked to set aside \$4,000 from its total of \$33,143.75 of emergency funds. Immediate action is being taken to secure the approval of the Cheeloo, Ginling, and Nanking Boards. We will also try to secure a meeting of the Associated Boards Finance Committee within the next two or three weeks, to obtain its action on the allocation of \$4,000 from the reserve fund.

Of course the representatives of all four Boards recognize that final agreement to this proposal must be given by the field authorities of the universities. The university Boards here in the West have all notified the field administrators of the total amounts of the emergency funds we are seeking to secure this year, and have placed in the hands of these field administrators discretionary powers as to the use of the funds within the general conditions for which they are given - namely that they be used for the urgent needs confronting the institutions in the fiscal year 1938-39. We realize that the use of a part of these emergency funds for erecting the science building may mean curtailment of the work at other points. Over against this, however, is the fact that in most cases emergency needs were computed on an exchange basis of five to one, but thus far this year the average of exchange has been around six to one, so it should be a substantial gain from this source. Even more important, however, is the fact that thus far we have secured only about one-third of the total \$330,000 emergency fund being sought by the Associated Boards and the individual Boards of Trustees jointly. While we are doing everything possible to keep the campaign going forward to eventual success, we dare not give any assurances beyond the funds actually in hand. On December 31st, 8/33 of the amount allocated to each of the Colleges within the list of emergency funds was distributed to them. On January 31st we should have at least 2/33 more to distribute. That is as far as we can see at the present time.

The West China Executive Committee appointed a special sub-committee consisting of Dr. Endicott, Dr. Anderson, and Dr. Cartwright, and empowered it to send a cable or cables to Chengtu at the earliest possible date informing the field as to the amount of funds that will be available for the construction of the Science building and authorizing it either (1) to lay foundations, but to take no further action without further authorization, or (2) to proceed with the erection of some or all of the building. As soon as actions have been taken by the Finance Committee of the Associated Boards and by the other three Boards of Trustees, the Committee will be sending a cable to you. We trust that this letter will reach you before the cable arrives, since the cable will be based upon the assumption that this letter is in your hands.

Very sincerely yours,

B A GARSIDE

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H. D. Robertson

January 25, 1939

Mr. W. Robert Taylor
Associated Mission Treasurers
169 Yuen Ming Yuen Road
Room 602-9
Shanghai, China

Dear Mr. Taylor:

Sorry I cannot locate my letter of August 10, 1939 (undoubtedly 1938). Apparently it deals with the remittance of \$15,000.00 Rockefeller Funds to Chengtu, as that is the item dealt with largely in your letter of December 13th.

It is quite possible that the field by this time has received the covering letters which indicated the use to which this \$15,000.00 was to be put.

I have not the slightest doubt but what probably by a trading process considerably more than we secured might have been obtained, but the Rockefeller Foundation indicated only a desire to secure a sufficient amount to cover the building program for which the funds were given and expressed great satisfaction that \$93,028.00 could be secured.

You will note, of course, that this had nothing to do with current budget funds.

Also note that the rate as quoted in your letter for Chengtu currency as ever and against what we actually received was \$7,472.00 and not \$9,000.00.

It is quite possible that with the exchange of several cables, we might have secured a better rate, but our experience has been that this causes delay, and this is what we desired to avoid in view of certain things which seemed about to develop at that time which would greatly alter the exchange rate. Consequently speed was what was necessary to procure the funds for the purpose desired.

The cable requested that LC\$25,000 be transmitted to Chengtu, as letters which had been received by Dr. Beech indicated that more funds for the hospital building would be required. As this fund was returned to Shanghai, we presume you are carrying LC\$25,000 of hospital funds on open deposit plus LC\$25,000 on fixed deposit as per your letter of August 7th.

You will recall that the authorization for the use of these local currency funds plus the sterling account rests with the Board of Governors and you are, therefore, authorized to honor drafts for building purposes on LC\$25,000 as may be drawn by the Field Treasurer at Chengtu. The sterling deposit with the Hongkong Bank is to remain intact as per our cable of December 10th.

Apparently the Sterling Account will be due March 10th and it is our present intention to renew this for six months. We are cabling you to

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Mr. W. Robert Taylor

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1/25/39

renew the LC\$25,000.00 placed on fixed deposit for six months for three months more.

Dr. Beech will be in Shanghai early in March. He has a complete statement of the funds which we have on hand and which have been sent to China. He is not entirely familiar, however, with the amount of money that has been credited, either representing balances or income on building funds, to the Bursar's Account.

As a case in point, the latter part of the first paragraph of your letter of August 7th states that LC\$5,417.94 had been credited to the account of West China Union University on your books. This distinctly, of course, is building funds and the field should not confuse this with the current funds if you are carrying any such thing for West China. Dr. Beech will want to know what interest or balances of this nature have been credited to the Current Account of West China.

Dr. Beech upon his arrival will make some recommendations to us regarding the balance of building funds which you are holding, and we will give the authorizations as to how they are to be used, as the Board of Governors voted that these funds should be controlled through the New York Office.

Very truly yours,

C. A. EVANS

GAE/B

c.c. to H. D. Robertson

copy to Dr. Beech 1/27/39

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January 26, 1939

ack by Robertson
3/22/39

Mr. H. D. Robertson
West China Union University
Chengtu, Szechuan, China

Dear Mr. Robertson:

I am acknowledging your personal letter of November 14th wherein you acknowledge my cables and comments regarding the Rockefeller Foundation Grant. In another letter, I have written you in response to a communication of the same date regarding various items.

As to a bank account in the United States, there seems to be very little point in opening such an account which would require a continuous balance of at least \$700.00 when our appropriations are made in local currency.

The matter of sending funds to the field has been dealt with otherwise, and a copy of a letter sent to W. Robert Taylor of the Associated Mission Treasurers, is enclosed herewith dealing on the same subject.

We constantly watch the papers for information regarding the situation in Chengtu Chungking, and trust that the bombing expeditions by the Japanese be confined to other areas.

With sincerest personal regards, I remain,

Very truly yours,

C. A. EVANS

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copy to Dr. Beech.

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January 26, 1939

~~ask by Robertson~~
2/10/39
~~ask by Robertson~~
3/22/39

Mr. H. D. Robertson
West China Union University
Chengtou, Szechwan, China

Dear Mr. Robertson:

I am acknowledging your letter of November 14th dealing with details in the West China accounts. By chance last evening I was going through some other material in the Filing Office and happened to run on your letter enclosing copy of the new policy which you have instituted at West China and note that the financial correspondence is to be carried on with the Western Vice-Chancellor. I am very glad to know this.

In commenting upon the financial items, may I take them up in their order as listed in your letter:

1. Hodgkin Memorial Fund. We note that you have cancelled draft #844 and that as a result US\$860.23 remained in this fund. However, since that time you have issued draft #865 for \$100.00 which we paid on January 3, 1939 reducing the balance to \$760.23.
2. Davison Fund. We note the confusion caused by our sending this to the field, as well as a draft being issued at the same time by the Field Treasurer. As you have given us the local currency equivalent for this US\$1,000.00, we are separating the draft from the portion of the budget set aside for purchases at 2 to 1 and will record it as a portion of the local currency budget. This is to be sent out at the prevailing rate of exchange.
3. Emergency Grant. Your statement of this situation is absolutely correct. The \$7,500.00 Rockefeller gift is included in the US\$10,736.64. As a consequence, we have not cabled you as requested. The balance of \$736.64 is the correct amount on our books. We note you will draw this as needed.
4. Scholarship Balance. We also note that this US\$8.80 carried on our books will be drawn at a later date.
5. Current Drafts Drawn. This agrees with our payments, with the exception of #861 and #862 which have not been paid as yet. However, through a misunderstanding in the Accounting Office, some items have been charged through on a basis of 4 to 1 which actually was simply a guide or an arbitrary amount used in setting up the budget. Actually \$25,000.00 is available at 2 to 1 to cover purchases or payments in the United States. The balance of appropriation of LC\$60,000.00 is to be sent out at the current rate. As a consequence, we are transferring the \$1,000.00 Davison Fund draft, which you state yielded LC\$5,540.00, from the 2 to 1 class to the current rate class. Draft #845 for \$2,500.00 on the Associated Mission Treasurers should be credited likewise, but we do not know the rate of exchange. Will you not kindly give us this figure so that we can make a like transfer? This brings us to the point of stating that our office should know the rate of exchange for every draft sold, which in reality is no hardship but an actual convenience to

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1/26/39

yourself, as well as our office, as it will give us a perfectly clear picture at all times as to the funds available on the budget. Two other items amounting to \$500.00 embedded in drafts #842 and #843 are being lifted out of this account representing payments to Cheng Te-kun. This we are charging against our Harvard-Yenching Funds in the United States.

6. Drafts to Clear 1937-38 Appropriation. In closing our books, we were compelled to use an arbitrary figure which we set at 4 to 1, with the understanding that when the actual closing was accomplished, adjustments would be made. At no time has the Board of Governors appropriated their Harvard-Yenching commitments in U. S. dollars.

We note the overdraft of local currency \$6,700.67 in the Harvard-Yenching Account, but frankly we have no record of how these Harvard-Yenching overdrafts came about. I note that last year's Harvard-Yenching report stated that the financial statement was "to follow." This we have never received. Insofar as I can find, there is no one at this end who can tell us why the Harvard-Yenching Field Budget should have been overspent. However, in view of the fact that this balance is carried in our Accounts Payable, we believe we are within the bounds of reason and good judgment in authorizing you to use such funds as are required to balance your Harvard-Yenching Account. You are, therefore, authorized to draw LC\$6,700.67 to be charged against the Harvard-Yenching appropriation as carried in the Accounts Payable - such authorization to bear the number 3903. The U. S. dollar equivalent of this authorization, however, cannot exceed \$1,278.20 or the balance now in Accounts Payable. Our assumption is that you will not need this amount of U. S. dollars.

The Current Account closing is a much different proposition, with the exception that the 4 to 1 basis was an arbitrary figure contingent upon the final closing. As \$139. has accrued to the advantage of the Board of Governors, we cannot send this gold figure to augment the 1937 appropriation made by the Board of Governors in local currency. There are no balances on hand which the Board of Governors can use to pay for deficits, and this quite naturally should revert to the Board of Governors own account.

7. Balances Due the Field. This, however, deals more with the method of sending funds to China. Presumably it alludes to the \$93,028.00 sent out for building purposes at the request of the Rockefeller Foundation.

At no time have we sent any current funds to the field on the present year's budget, and the drawing of these funds has been left entirely to the field. What funds have been sent out have been for specific purposes and to be so used. The situation was different during 1937 and 1938, as prior to that time we could never get figures from the Bursar to balance our accounts. After discussion of the Board of Governors and the Finance Committee, we were instructed to make local currency remittances by purchasing Chinese currency in the United States and remitting it to the field. The war situation, however, upset this idea entirely. Under the present circumstances, most assuredly we will await sending any current funds to West China, until requested or drawn by the field.

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Mr. H. D. Robertson

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1/26/39

8. Bank Account in New York. The representatives of the Board of Governors with whom we have conferred, are not ready to approve the opening of a U. S. dollar account in the United States. It is the impression that drafts for payment of bills are equally advantageous as checks. The Board of Governors appropriations are in local currency and there would be constant checking back and forth to arrive at an equitable rate to cover deposits in such an account. Banks in New York are now demanding \$700.00 as a balance to be carried on account and there is no such amount as this to be tied up in such a manner. It has been suggested that a bank account in Shanghai for local currency might be convenient for all local purposes rather than a bank account in New York. As a consequence, I am not in a position to proceed with the opening of an account, but at the first formal meeting of the Finance Committee I will again bring up the subject.

Very truly yours,

C. A. EVANS

CAE/B

Copy to Dr. Beech 1/27/39

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WEST CHINA UNION UNIVERSITY

私立華西 協合大學



INDEXED

ADMINISTRATION OFFICE

CHENG TU, SZECHWAN

February 8th, 1939.

Dear Dr. Garside,

Acknowledging your letter of January 19th which reached us on January 31st. Yesterday I telegraphed you as follows:

KAO AVAILABLE SCHOLARSHIP. FOUR UNIVERSITIES APPROVE SHARE BUILDING.

Scholarship for John Kao.

On January 31st we received cable unsigned, as follows:

SPECIAL SIX HUNDRED DOLLAR SCHOLARSHIP GRANTED JOHN KAO MASSACHUSETTS INSTITUTE TECHNOLOGY NEXT SEPTEMBER CONDITION TRAVEL LIVING OTHERWISE PROVIDED CONFER DECKER REPLY WITHIN FORTNIGHT STOP IF KAO UNAVAILABLE NOMINATE ANOTHER SCIENTIST HUATA OR COOPERATING UNIVERSITIES MAY MEAN FUTURE SUPPORT.

We consulted with Dr. Decker but he was not in a position to give us any further information nor to promise assistance from his Board. However, the University is convinced that arrangements should be made to enable John Kao to take advantage of this opportunity. He is recognised as one of our outstanding professors with a brilliant future before him. We have not yet discovered how the condition as to travel and living expenses shall be met, but we shall certainly do so. It is suggested here that perhaps Mr. Spooner might be able to help in securing such funds.

Joint Appeal for new Science Building.

All concerned very much appreciate your actions as reported in your letter. The meeting of the Universities' Joint Council recommended favourably to each of the Universities concerned your allocation of emergency funds. Already the Emergency Committees of the Boards of Directors of Ginling and Nanking and the Board of Directors of West China have passed resolutions accepting the allocation. President Liu of Cheeloo stated that he would recommend similar action to his Board. You will be receiving the minutes of these several Boards in due course. If the Finance Committee of the Associated Boards allocates G\$4,000 from its reserve fund and approves of the allocation of emergency funds as suggested by the Joint Committee, the total sum required should be available. At the time of writing we have not received any cable from the special sub-committee mentioned in your letter. I hope very much we may have authorisation to lay foundations at the earliest possible moment.

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These have been very full days for all of us. Delegates from the Madras Conference have been here, as have Drs. Arnup, Decker and Cressy who have attended the meetings of the several Boards of Directors. Their presence has been a stimulation to us all. I am sure you will profit greatly from their visit to this centre of cooperation by the Christian Colleges.

Again expressing our thanks for your keen appreciation of the special conditions which have developed so rapidly in connection with our work here,

Yours sincerely,



H.D. Robertson.

HDR/MR.

Allocation of emergency funds 1938-39 campaign:

Cheeloo	US\$2,000	
Ginling	2,000	approved
Nanking	3,000	approved
West China	<u>4,000</u>	approved
	<u>\$11,000.</u>	

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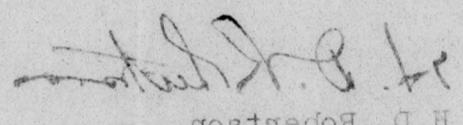
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 DEPARTMENT OF STATE
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These have been very full days for all of us. Delegates from the Madras Conference have been here, as have Drs. Arup, Decker and Gressy who have attended the meetings of the several Boards of Directors. Their presence has been a stimulation to us all. I am sure you will profit greatly from their visit to this centre of cooperation by the Christian Colleges.

Again expressing our thanks for your keen appreciation of the special conditions which have developed so rapidly in connection with our work here,

Yours sincerely,



H. D. Robertson.

HDR/MR.

Allocation of emergency funds 1938-39 campaign:

US\$2,000	Cheelo
2,000 approved	Gaining
3,000 approved	Nanking
4,000 approved	West China
<u>\$11,000.</u>	

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WEST CHINA UNION UNIVERSITY

Chengtú, Sze.,

February 10th, 1939.

Dr. B.A. Garside, & Mr. Evans,
150, Fifth Avenue, New York City, U.S.A.

ack. 3/6/39

Dear Dr. Garside and Mr. Evans,

I have not yet received a reply to my letter to Mr. Evans of November 14th dealing with the grant of G\$7,500 from the Rockefeller Foundation as part of the emergency funds allocated to West China. We feel, however, that a report as to how the sum of \$7,500 has been spent by the University should be in your hands in case you need it in connection with a further appeal to the Foundation.

I think this statement should be perfectly clear. You will note that we have divided the \$7,500 as suggested, namely \$3,000 for the Isolation Hospital building and the remainder for expenditures necessitated by the emergency.

The memorandum on Emergency Grant 1937/38 is prepared for your consideration. This makes it quite clear that according to Mr. Evans' statement to us the University is receiving G\$1,763.37 less than we would receive if we were credited with the sum of \$7,500 from the Rockefeller Foundation. This amount, therefore, must be taken from the G\$5,000 granted in January for the Laundry building. As this building has been erected and the money spent the University owes the Building Committee of the Hospital G\$1,763.37, or in national currency \$11,021.06.

Miss Priest has prepared this statement for me and we have consulted with Dr. Decker who is quite clear that the statement represents the present situation.

We are, of course, very anxious that some way shall be found to make up to the University this deficit of NC\$11,021.06 for the year 1937/38.

Thanking you for your consideration and assistance,
Yours sincerely,

H.D. Robertson

HDR/MR.

H.D. Robertson.

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WEST CHINA UNION UNIVERSITY

Memorandum of Emergency Grant 1937-1938;

From correspondence the following grants were made:

1. Laundry building (to house Un. of Nanking)	US\$5,000 00
2. Isolation Hospital building	3,000 00
3. General service - cost of maintenance etc.	4,500 00
4. Additional cost to Board of Governors	<u>7,063 37</u>

Total amount assigned for specific purposes 19,563 37

Final assignment of emergency funds 17,800 00

Shortage to be accounted for.....US\$ 1,763 37

The emergency funds were assigned and used on the field:

Assuming the total to be as stated in letters	19,563 37
Less amount required by Board of Governors	7,063 37
Expenditures made on basis of grant	<u>US\$12,500 00</u>

1. Laundry building	US\$5,000 00
2. Rockefeller grant	<u>7,500 00</u>

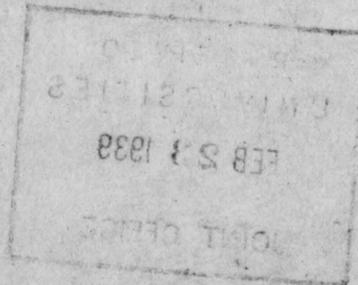
US\$12,500 00

As it is impossible to reduce the amount assigned for the cost of the Laundry building, US\$5,000 00 or C\$29,430 00, the difference or shortage must be deducted from the grant from Rockefeller Foundation or in terms of dollars:

Total amount of Rockefeller grant was equal to C\$ 46,414 17
If this amount must be reduced from
US\$7500 to US\$5,736 63 or by the dif. \$1,763 37 11,021 06

Total amount available for emergency purposes C\$ 35,393 11

This leaves a deficit for last year of C\$ 11,021 06



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Memorandum of Emergency Grant 1937-1938

From correspondence the following grants were made:

- 1. Laundry building (to house Un. of Nanking) US\$2,000 00
- 2. Isolation Hospital building 3,000 00
- 3. General service - cost of maintenance etc. 4,500 00
- 4. Additional cost to Board of Governors 7,083 37

Total amount assigned for specific purposes 19,583 37

Final assignment of emergency funds 17,800 00

Shortage to be accounted for.....US\$ 1,783 37

The emergency funds were assigned and used on the field:

Expenditures made on basis of grant US\$12,500 00

Less amount required by Board of Governors 7,083 37

Assuming the total to be as stated in letters 19,583 37

- 1. Laundry building US\$2,000 00
 - 2. Rockefeller grant 7,500 00
- US\$12,500 00

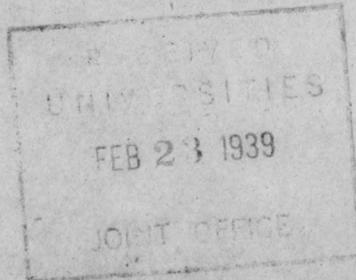
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Total amount of Rockefeller grant was equal to C\$ 46,414 17

If this amount must be reduced from US\$7500 to US\$5,736 63 or by the diff. \$1,763 37 11,021 06

Total amount available for emergency purposes C\$ 35,393 11

This leaves a deficit for last year of C\$ 11,021 06



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INDEXED

February 11, 1939

*Ack by Robertson.
4/14/39*

Rev. H. D. Robertson
West China Union University
Chengtu, Szechwan, China

Dear Mr. Robertson:

I hope you have been thinking of the budget for 1939-40 which should be in our hands by the middle of April along with such special requests or emergency needs as you think are required for 1939-40.

It is obvious that we cannot build our budgets for the coming year unless we have some information from the field. Therefore, insofar as you can forecast your requirements please forward same to us immediately.

The money available for the current budget will be LC\$50,000 as per the contractual agreement, but you have received through special concession on the part of the Board of Governors an additional LC\$10,000, making the total LC\$60,000. It is in order, therefore, if you so desire, to repeat this special request for the additional LC\$10,000 if, in your judgment, it is needed.

In the Special Fund, the appropriation from Harvard-Yenching Institute will remain the same which we assume will be LC\$33,000. The income on the Scholarship Fund and Hodgkin Memorial Fund will remain unchanged - they are as follows:-

Scholarship Fund.....\$ 8.78
Hodgkin Memorial Fund..... 480.00

The Kate Atherton Fund, of course, is reserved for the purchase of books.

With these facts in mind, I am quite sure, you will be in a position to go ahead with the budget for 1939-40, which we will look for, along with your next year's emergency requirements, by the middle of April.

Very truly yours,

C. A. EVANS

CAE/B

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February 16, 1939

Robertson
Ack'd 4/14/39

Mr. H. D. Robertson
West China Union University
Chengtu, Szechwan, China

Dear Mr. Robertson:

We are enclosing herewith trial balance, cash statement, budget analysis for West China closing dated January 31st. You will also find invoice and copy of Journal Voucher #327 and #328. You will note that we have charged the \$2,500.00 alluded to in your letter of November 14th to current expenses, although in my letter I referred to the rate of exchange to be used.

I trust that this rate will be forthcoming at once so that we can properly charge it on our books. Quite naturally, when this rate of exchange is received for draft #845 adjustment will be made from the 2 to 1 rate used on our books.

We are distressed in holding so much investment cash on hand, although this is not a worry for the field. Money is so ridiculously cheap that to buy the highest grade bonds is throwing good cash away. We are now investigating the possibility of putting this cash into other savings bank accounts.

Very truly yours,

C. A. EVANS

CAE/B
ENCS.

originals via air mail to Pacific - "Expenses of Japan" from Victoria
copies "President Pierce" Feb. 19th from San Francisco

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TELEGRAPHIC ADDRESS: "HUATA"

WEST CHINA UNION UNIVERSITY

私立華西 協合大學



ADMINISTRATION OFFICE
辦公廳
THE BURSAR

February 16, 1939.

CHENGDU, SZECHWAN
四川成都

*ack of Clippings letter
3/21/39*

Mr. C. A. Evans,
Associated Boards for China Colleges,
New York City.

My dear Mr. Evans:

Your letter of January 26th arrived this morning. We have just worked out a statement showing the division of the drafts which we feel should be charged against the appropriation at the rate of 2:1 and 4:1. In making this division we have kept in the first group all invoices covering supplies and equipment purchased for the current running expenses of the institution. The second group covers such drafts as may have been issued for the sale of funds to be used for current expenses, but not for any specific item of equipment. It is true that some of the first group cover invoices for goods purchased in Shanghai or Hongkong through such firms as American Drug Co., Schmidt & Co., Associated Drug Co. etc. In all cases the invoices have been sent to us in United States currency, and our reason for making such purchases in China instead of sending abroad seems so obvious that we hardly need state it is usually a question of having the goods brought in by some individual or else we are able to make a favorable purchase and save considerable time and money by following this method.

Drafts to be charged at 2:1:

No. 834	E. R. Cunningham	300 00 ✓
835	Abbott Laboratories	24 22 ✓
836	E. Sharevitch	50 00 ✓
837	L. G. Kilborn	50 00 ✓
838	L. G. Kilborn	96 60 ✓
841	American Drug Co.	1,218 00 ✓
846	H. G. Anderson	27 14 ✓
850	Associated Drug Co.	209 61 ✓
851	Univ. Toronto Press	29 29 ✓
852	Cecil Hoffman	120 00 ✓
853	Pearl B. Fosnot (UofN)	35 00 ✓
857	Associated Drug Co.	156 88 ✓
858	Schmidt & Co.	187 97 ✓
860	Schmidt & Co.	700 57 ✓
861	R. A. Peterson	300 00 ✓
862	E. N. Meuser	240 00 ✓
864	Associated Drug Co.	206 09 ✓
866	McAinsh & Co.	35 00 ✓
867	H. B. Collier	35 00 ✓
870	S. H. Lilijestrand	250 00 ✓
871	McAinsh & Co.	61 00 ✓
872	Associated Drug Co.	51 51 ✓

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2-16-39

DDrafts to be charged at 2:1 - continued:

No. 875 Schmidt & Co.	268 50 ✓	
878 Int. Chemicals	100 00 ✓	
880 Schmidt & Co.	64 21 ✓	
881 H. W. Wilson Co.	12 00 ✓	
	<u>US\$ 4,828 59</u>	@ 2:1 - C\$9,657 18

All the above drafts have been charged against the departmental budgets at this rate of 2:1 and orders have been sent or will be sent for the balance. We expect to draw the entire amount of US\$12,500 00 which has been allowed at the rate of 2:1.

Drafts to be charged at 4:1:

According to the notation on your monthly statements, "drafts drawn by the field are to be charged at the rate of 4:1" and of the total appropriation C\$35,000 00 has been allowed for all such drafts. It seems to us there are two ways to interpret this statement. In the first place, do you mean that you are prepared to allow us to draw the equivalent of 35,000 00 divided by 4 or US\$8,750 00; or, do you interpret the appropriation to mean that you will allow us only Chinese \$35,000 00, regardless of the amount of United States currency that may be required to purchase \$35,000.? I am sure you will appreciate our desire to have the first interpretation and hope you will allow us to draw US\$8,750 00 against this part of the appropriation.

We will give you the drafts and the equivalent in Chinese currency in order that you may see exactly what is involved whichever way is finally decided to be the best one.

Noted to adjust on March statement

No. 839 University of Nanking	1,000 00 ✓	5,540 00 ✓	<i>on Jan 31st statement</i>
845 Associated Miss. Treas.	2,500 00 ✓	15,171 11	
856 California Citrograph	2 00 ✓	11 70 (exchange)	
873 Mfgs. Life Ins. Co.	55 44 ✓	360 36	"
	<u>US\$ 3,557 44</u>	<u>C\$21,083 17</u>	

If you decide to accept the first plan of allowing us to draw US\$8,750. which at 4:1 will equal C\$35,000 00, this will mean that instead of recording \$21,083 17 against the appropriation, we would enter the equivalent of US\$3,557 44 at 4:1 or 14,229 76, and would still have US\$5,192 56 to sell for the use of the current expenses this fiscal year. The difference due to high exchange or C\$6,853 41 would be placed in our account for gain in exchange and would help to cover some of the extraordinary emergency expenses which we do not seem to be able to avoid these days.

On the other hand if you decide that it is impossible to accept this interpretation and the appropriation is only C\$35,000 00 regardless of the amount of United States currency required for the purchase, it will mean we shall be entitled to draw only C\$13,916 83 which at today's rate is something less than US\$2,000 00. If this is your decision, please let me know as early as possible. We would be interested to know the decision concerning the balance that will be left in your hands under this plan.

Special funds:

No. 876 Schmidt & Co.	714 29	5,000 00 ✓	
882 Central Scientific Co.	298 49	2,089 43 ✓	<i>noted 2.c.</i>
Against Harvard-Yenching grant.....	<u>US\$1,012 78</u>	<u>C\$7,089 43</u>	

To date this is all that has been drawn against this grant, and as we do not require more funds in Chengtu at present, we shall prefer to leave these funds in NEW York for the present.

2-16-39

From this report you will see that exchange rates are unusually high in Chengtu at the present time. May I explain that the rate secured in Shanghai is about 6.25 today, but the rate between Shanghai and Chengtu is now 180 premium on every thousand dollars. When you put these together it brings in a return of more than 7.40 on every United States dollar. How long this situation may continue is hard to predict but we expect the dollar will drop after Chinese New Year. At the same time we are always a bit fearful that the government will place a moratorium on bank balances, as has been done in the past, thus crippling us temporarily. For this reason we prefer to keep a considerable amount of our funds in New York and bring to Chengtu only such amounts as may seem necessary to continue the work.

I hope you have opened the bank account in our name in one of the New York banks and have deposited to our credit some of the funds that are due us on this current year.

In order to make the record of drafts complete I will list the ones that have been drawn during the year against special appropriations.

Special appropriations:

Emergency grant for 1937-8:

No. 840	Univer. of Nanking	1,000 00 ✓	5,540 00 ✓
847	" "	1,000 00 ✓	5,880 00 ✓
848	" "	2,000 00 ✓	11,760 00 ✓
849	" "	1,000 00 ✓	6,250 00 ✓
859	" "	5,000 00 ✓	31,350 00 ✓
		US\$10,000 00	C\$60,780 00

Hodgkin fund:

865	S. H. Fong	100 00 ✓	600 00 ✓
874	Associated Miss Treas	400 00 ✓	2,445 97 ✓
Special gifts			
874	" "	140 40 ✓	858 54 ✓
874	" "	5 00 ✓	30 57 ✓
874	" "	8 80 ✓	53 81 ✓

Special Harvard-Yenching given to

Cheng Te-kun			
842		US\$ 250 00 ✓	
843		250 00 ✓	

I trust this explanation will enable you to charge the drafts correctly on your records. This letter covers every draft that has been drawn to date in this budget year excepting the ones that were used to close out appropriations for 1937-1938 which we assume are all in order and satisfactory to you. We are waiting for further advice on the balances that remain in these 1937-8 accounts after the drafts were paid.

In accordance with your cable a three day sight draft was drawn against the Associated Boards for US\$4,000. for the Chemistry Building. We have not yet received a report on the sale of this draft. We have also received from the University of Nanking US\$3,000. for this building.

Please let us hear from you as soon as possible in order that we may be guided in our use of funds for the balance of this year.

Sincerely yours,

H. D. Robertson
H. D. Robertson

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Paid
2/20/39

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TELEGRAPHIC ADDRESS: "HUATA"

WEST CHINA UNION UNIVERSITY

私立華西



協合大學

ADMINISTRATION OFFICE

辦公廳

THE VICE-CHANCELLOR

CHENGDU, SZECHWAN

四川成都

March 3rd, 1939.

ack 4/10/39

Mr. C.A. Evans,
Associated Boards for Christian Colleges,
150, Fifth Avenue,
NEW YORK CITY, U.S.A.

Dear Mr. Evans,

I am getting anxious as I still have received no reply from you to my letter of November 14th, nor have we received your letter to which Dr. Anderson refers in his of January 30th. He said that you had already written us concerning three financial matters - Chemistry Building; Emergency grant for the United Hospital; Request from the field for remittances in Gold. I sincerely hope these letters will arrive shortly.

On March 1st we received your cable reading:
COMMITTEES APPROVE SCIENCE. BUILDING OPERATIONS MAY PROCEED AT YOUR DISCRETION. The plans for the building will be passed within a few days and work will commence on the foundations. We are all grateful for the prompt attention given to this matter.

With kind regards,
Yours sincerely,

H.D. Robertson
H.D. Robertson.

HDR/MR.

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WEST CHINA UNION UNIVERSITY

西華聯合大學



西華聯合大學

RECEIVED
UNIVERSITIES
MARCH 3 1939
POST OFFICE

四川風雷

March 3rd, 1939

Mr. C. A. Evans,
Associated Boards for Christian Colleges,
150 Fifth Avenue,
NEW YORK CITY, U.S.A.

Dear Mr. Evans,

I am getting anxious as I still have received
no reply from you to my letter of November 14th, nor have
we received your letter to which Dr. Anderson refers in
his of January 30th. He said that you had already written
us concerning three financial matters - "Emergency Building",
"Emergency fund for the United Hospital", "Request from the
field for remittance in Gold". I sincerely hope these letters
will arrive shortly.

On March 1st we received your cable reading:
COMMITTEES ABOVE SCIENCE. BUILDING OPERATIONS MAY PROCEED
AT YOUR DISCRETION. The plans for the building will be
passed within a few days and work will commence on the
foundations. We are all grateful for the prompt attention
given to this matter.

With kind regards,
Yours sincerely,

H. D. Robertson
H. D. Robertson

HDR/ter

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INDEXED

150 Fifth Avenue
New York City
March 6, 1939

*ack by Robertson
3/22/39*

Mr. H. D. Robertson
West China Union University
Chengtou, Szechwan, China

Dear Mr. Robertson:

We are in receipt of your letter of February 10th regarding Emergency Funds allotted to West China, and ere this you have received my letter of January 26th which answers all of the questions you have raised regarding this particular item.

As it was necessary for us to make reports to the Rockefeller Foundation regarding the use of Emergency Funds appropriated by the Foundation, and as these reports were required by October 1st, we prepared figures which have been accepted by the Foundation. In reality it was necessary for us to do this before we could establish any grounds for making application for new appropriation. The figures we reported are as follows:-

To reduce the deficiency in the operating budget 1937-38.....	\$4,500.00	
For buildings to house guest students and guest colleges. Eventually to be used as an isolation unit.....	<u>3,000.00</u>	\$7,500.00

In regard to the apparent shortage of gold \$1,763.37 in the emergency account as compared with your original understanding, volumes might be written but to no effect. Boiled down to a few sentences, it represents an early misunderstanding of amounts which might be available and which were discussed at the meeting of the Executive Committee in Canada early in 1938.

It is well known that the Emergency Campaign would cost all, if not more than the budget figures, but it was not known what proportions each university would be required to pay. As a consequence the field received an impression that all of the amount assigned to West China, up to that date, was available for use which would not have been so had the Rockefeller Foundation appropriated the total amount without definite allocation requiring a report thereon. This action forced the charging of additional Emergency Campaign costs against previous collections, with the result in West China as you full well know. There does not seem to be any place in the Board of Governors' books where the US\$1,763.37 can be absorbed.

The income on the current budget is just keeping abreast of the budgeted anticipated income, and there does not seem to be much chance of a surplus there. It is possible later on that the field will find some opportunity of absorbing this charge, especially if all of the colleges continue to operate on the West China campus.

Very truly yours,

C. A. EVANS

GAE/B
(Via China Clipper)

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TELEGRAPHIC ADDRESS: "HUATA"

WEST CHINA UNION UNIVERSITY

私立華西



協合大學

ADMINISTRATION OFFICE

辦公廳

THE BURSAR

CHENGDU, SZECHWAN

四川成都

March 14, 1939.

ack 4/19/39

Mr. C. A. Evans,
Associated Boards for China Colleges,
New York City.

My dear Mr. Evans:

During the past ten days we have taken advantage of present favorable exchange rates to sell the total amount of fifteen thousand dollars United States currency (US\$15,000.) which was appropriated for the new Chemistry Building as follows:

From the Associated Boards grant	US\$ 4,000 00✓	
University of Nanking	3,000 00	
Ginling College	2,000 00	
Cheeloo University	2,000 00	
West China Union University	<u>4,000 00</u>	15,000.

The funds have been sold as follows:

Through Hongkong & Shanghai Banking Corp.	US\$ 4,000 00✓	C\$25,000.00
University of Nanking - check on NY	3,000 00	18,776 47
Sold by Associated Mission Treasurers	<u>8,000 00</u>	<u>49,107 00</u>
	15,000 00	92,883 47

A few days ago we telegraphed the Associated Mission Treasurers to sell US\$8,000 00 in order that we would be sure to secure the best possible rate. There was a rumor that possibly rates would drop following the announcement of the loan from Great Britain for the stabilization of Chinese currency. Please note that this draft of 8,000.00 covers:

Grant from West China Union University	4,000 00	
" " Ginling College	2,000 00 -	
" " Cheeloo University	<u>2,000 00</u>	8,000 00

Since telegraphing to Shanghai, Ginling College has given us a check on New York for \$2,000 00 to cover their grant. Therefore please charge \$2,000 00 of the above \$8,000 00 against the appropriation for Harvard Yenching Institute funds for this current year. We will make the necessary adjustments on the field.

We are asking you to collect in New York the grant from Cheeloo University as it will be less difficult than for us to attempt to do so from Tsinan.

Sincerely yours,

H. D. Robertson
H. D. Robertson.

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WEST CHINA UNION UNIVERSITY

西華立聯合大學



CHENGDE UNIVERSITY
成都大學

ADMINISTRATION OFFICE
辦公處

March 14, 1939

Mr. C. A. Evans,
Associated Boards for China Colleges,
New York City.

Dear Mr. Evans:

During the past few days we have taken a number of
present favorable exchange rates to sell the total amount of fifteen
thousand dollars United States currency (US\$15,000), which was deposited
for the new Chemistry Building as follows:

From the Associated Boards grant	4,000.00
University of Hanking	2,000.00
Shanghai College	2,000.00
Chefoo University	2,000.00
West China Union University	5,000.00
Total	15,000.00

The above have been sold as follows:

Through Hongkong & Shanghai Banking Corp.	4,000.00
University of Hanking - check on NY	2,000.00
Sold by Associated Mission Treasurers	2,000.00
Total	15,000.00

A few days ago we telegraphed the Associated Boards for China Colleges
US\$15,000 in order that we would be sure to secure the best possible
rate. There was a major rate possibly rate would be secured for the
advancement of the loan from Great Britain for the new Chemistry
Building. Please note that this grant of \$5,000.00 is for the new
Chemistry Building.

RECEIVED
UNIVERSITIES
APR 17 1939
JOINT OFFICE

Grant from West China Union University
" " " " " " " " " " " "
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Since telegraphing to Shanghai, Ginkang College has given us a check on
New York for \$2,000.00 to cover their grant. Therefore please advise
\$2,000.00 of the above \$5,000.00 against the appropriation for Harvard
Yenching Institute funds for the current year. We will make the necessary
adjustments on the field.

We are asking you to collect in New York the grant from Chefoo University
as it will be less difficult than for us to attempt to do so from Taiwan.

Sincerely yours,

H. D. Robertson
H. D. Robertson

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IC ADDRESS: "HUATA"

WEST CHINA UNION UNIVERSITY

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私立華西



協合大學

ADMINISTRATION OFFICE

CHENG TU, SZECHWAN

INDEXED

March 17th, 1939.

Dr. B.A. Garside,
Associated Boards for Christian Colleges,
150, Fifth Avenue,
New York City, U.S.A.

ack 4/29

Dear Dr. Garside,

I am forwarding to you another appeal to the Associated Boards. This appeal arises out of a situation which has developed during recent years, and particularly since the coming of the guest colleges.

The statement which is enclosed was drawn up by the Library Committee in consultation with Mr. C.H. Fahs who is connected with the Missionary Research Library and who came to Chengtu from Madras with Bishop Ward. I presume that Dr. Fahs is well-known to you because of his work in connection with the Research Library. He became very much interested in the library conditions as he found them here and gave much time and thought to the problems of the Library.

The statement is very carefully prepared and answers all the questions that are likely to arise in your consideration of the situation. I would like to call your attention specially to the needs as enumerated. I do not think that it is possible to add anything to the arguments presented in the statement. I might, however, emphasize the fact that the additional staff suggested really means that up to the present voluntary workers and assistants with no special training other than that gained by experience have been attempting to do the work which only trained staff can possibly do. You may remember that the appeal for a foreign Librarian has been before the Board of Governors on several different occasions.

You will note that in the financial summary at the end of the statement the period covered is one of three years. This will indicate to you that we are now anticipating a period of at least three years during which cooperation between the institutions now in Chengtu will continue.

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All the cooperating institutions have given consideration to this appeal and approve of its being sent forward. It is understood, however, that funds made available for this purpose shall not affect the funds appealed for by the several institutions for their current budgets. It is also thought that through Mr. Fahs it may be possible for the Associated Boards to secure funds which would otherwise be unavailable. It is possible, too, that funds may be secured for one or more of the needs indicated, in case the total amount suggested cannot be secured.

In connection with the appeal being made at this time it should be remembered that on several former occasions the Board of Governors has been urged to secure a qualified librarian and to make possible the enlargement of the stack-room space available in the present building. The situation which has developed as a result of the war is our justification for urging an immediate solution of the problems indicated in the statement prepared. At the same time the library expenditures as outlined are only those which the University should be able to meet.

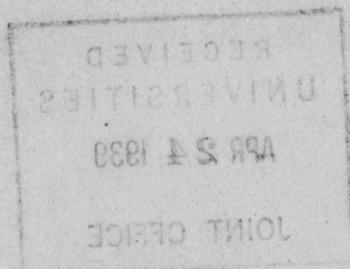
Assuring you of our appreciation of your cooperation and success in securing funds to meet our situation, and

With kindest regards,
Yours sincerely,


H.D. Robertson.

HDR/MR.

P.S. Bishop Ward of the Methodist Episcopal Mission, and Mr. Fahs are at present on their way to New York, and they should be arriving before you get this letter.



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3-17-39

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All the cooperating institutions have given consideration to this appeal and approve of its being sent forward. It is understood, however, that funds made available for this purpose shall not affect the funds appealed for by the several institutions for their current budgets. It is also thought that through Mr. Fahn it may be possible for the Associated Boards to secure funds which would otherwise be unavailable. It is possible, too, that funds may be secured for one or more of the needs indicated, in case the total amount suggested cannot be secured.

In connection with the appeal being made at this time it should be remembered that on several former occasions the Board of Governors has been urged to secure a qualified librarian and to make possible the enlargement of the stack-room space available in the present building. The situation which has developed as a result of the war is our justification for urging an immediate solution of the problems indicated in the statement prepared. At the same time the library expenditures as outlined are only those which the University should be able to meet.

Assuring you of our appreciation of your cooperation and success in securing funds to meet our situation, and

With kindest regards,
Yours sincerely,


H.D. Robertson.

HDR/MR.

P.S. Bishop Ward of the Methodist Episcopal Mission, and Mr. Fahn are at present on their way to New York, and they should be arriving before you get this letter.

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WEST CHINA UNION UNIVERSITY

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The Library Situation at Chengtu, Szechwan

Since the outbreak of the war in the summer of 1937, Chengtu has become one of the leading educational centres in free China. Five institutions or departments of institutions which have moved from the war areas now share the campus of the West China Union University — the University of Nanking, Ginling College, Cheeloo University, National Central University Medical and Dental College, and the Biology Department of Soochow University. Not only are these five guest institutions or departments resident on the campus, but the student body of West China Union University itself has increased at an accelerated rate both before and during the war period. The composite student and teacher group now using the library and dependent upon it numbers over sixteen hundred.

The Library building, erected in 1928, was not expected to meet the needs of any such numbers as the present enrolment of West China Union University, let alone such additional readers as have come up river and must also be accommodated. Nevertheless, by making adjustments and certain changes in the use of the rooms, it is possible to provide facilities, inadequate to be sure, but fairly practicable, for the students and staffs of all six institutions now sharing the campus. Some provision must be quickly made for the expansion of the stackroom, however, in order to house not only the present collection of West China Union University, but also the books belonging to the guest Universities, books which by great effort and struggle they have managed to bring with them in their flight from the east. Moreover large numbers of new books are urgently needed, and shelf room must be provided, for at present there is not sufficient shelf room for the ordinary and normal annual accessions for 1939 and for the future.

As the period of the emergency and of guest university relationships lengthens into years, these institutions now on the campus have joined with West China Union University in a cooperative plan for greater efficiency in the use of the library and its facilities. This plan contemplates a further period of three years of cooperative relationships. All books brought to Chengtu by the guest universities, many of which have hitherto been housed outside the library building because of its inadequate stackroom facilities, are to be brought together there. Careful surveys have been made of the particular needs of all the groups for the next three years, and the following plan has been adopted and instrumented by an authoritative resolution on the part of each institution concerned.

I. Joint cooperation in the use of books.

Every university will make its accessible books available for the joint use of the entire staffs and for the inclusive student body now on the campus. Each institution will be responsible for the care and oversight of its own books and periodicals. The several library catalogues will be placed side by side in the general reading room. The book slips will be of different colours for

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convenience at the circulation desk. All institutions will share in the circulation work.

Temporarily, rooms are to be rearranged to make possible the housing of present collections, but it is grievously poor economy to be forced to use valuable and urgently needed reading, seminar and office space for emergency shelving, moreover the present use of rooms in widely separated areas for housing books which should be in the main library is both inconvenient and non-economical. Additional stackroom space must be provided at the earliest day possible.

II. General reference and reserved books.

One room at the north end of the Library Building will be made into a general reference and reserved book room. The present staff of the reserved book department will be retained but will be provided with more space and more adequate facilities so as to permit an enlarged service to include all guest institutions.

Each university is to have the privilege of placing on the combined reserve shelves the books required for its particular courses.

General reference books will be placed on open shelves in this room, and will be available to all staff members and students wishing to consult them. Reading tables in this reference room will provide facilities for forty students at any one time.

III. Joint periodical rooms for staffs and for students.

Faculty members of all the institutions will continue to use two rooms for cooperative shelving of periodicals subscribed for personally, also for special collections and for staff reading facilities.

A student periodical reading room will be opened, with facilities for open shelving of the periodicals received statedly by all institutions. This room will be open during regular library hours.

IV. Increase of general reading room facilities.

Additional chairs are to be provided for each table, and more tables are to be added. This will give additional seating to seventy-six students. Necessary electric lighting and other facilities will be added to provide for more efficient and increased use of the general reading room.

V. Needs.

In order to make possible the carrying out of this cooperative plan it is necessary to seek financial aid to enable imperative changes to be made within the building and in the service. The following are required:-

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1. Stackroom expansion.

After careful study of the problem by all immediately concerned and with the help of the counsel and skilled estimates of the university architect, a plan has been prepared which provides for the extension of the present stackroom. This should give adequate space not only to house the collections of West China Union University but also the collections of the guest institutions for the period they are likely to be in Chengtu. When these visitors return to their home situations stackroom space so released will be available for expansion by the Library of the West China Union University, and for the return of campus branch or special collections already set up to relieve the stack space in the Library building.

The proposed extension would provide for three floors of stacks, necessary shelving, heating facilities, electric lights, tables and other equipment required for efficient use of the stackrooms.

The cost of the extension, equipment and building readjustments is estimated as follows:-

Building extension	C\$17,000.00
Shelves	4,000.00
Heating and electric lights	4,000.00
Rearrangement to provide for adequate circulation space and offices	2,500.00
Contingent	2,500.00
	<hr/>
	C\$30,000.00

2. Additional Staff.

The present University Library staff is unable to take care of the increased work which the new situation has brought to the library. The university library had reached the point as early as 1937 where its too limited normal staff could scarcely continue to function because of overload, and an appeal was made to the University authorities for reinforcements. This appeal failed of response because of the condition of the university budget in general. With the advent of war and the sudden accession of refugee student readers conditions became doubly acute. The additional staff needs are as follows:-

- (a) A permanent head librarian, who will have equal status and standing with the heads of other academic units. This person should have had advanced training and be able to manage the library as well as to train the junior staff.

Estimated amount required C\$2,700.00 per year

- (b) Trained library cataloguers and assistants. At present only two of the library staff have had training for their work. At least one additional trained man is the minimum required.

Estimated amount required for one C\$1,800.00 per year

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- (c) College graduates for staff work, these to be trained by the librarians. Experience is not essential but two men of this type should be added to the Library staff.

Estimated amount required for two C\$1,920.00 per yr.

- (d) Junior staff members are required but need not be college graduates. Three Middle School graduates should be added and trained as assistants for the future development of the library.

Estimated amount required for three ... C\$1,500.00 per yr.

- (e) One secretary with special training is needed.

Estimated amount required C\$1,000.00 per yr.

Total required for Chinese staff for one year C\$8,920.00

For three years C\$26,760.00

3. Recataloguing of the present Library.

From the beginning of cataloguing in the library the cards, both Chinese and English, have been prepared by amateur Chinese workers, who knew something of Chinese but little of any western language, and still less of modern library science. A simple type of card was produced which gave author and title, and an attempt at an approximate general classification was made. Under hitherto existing staff conditions no subject carding and no analytic cataloguing could be done. With this inescapably faulty and fractional cataloguing, the lack of a reference librarian made the catalogue service an exceedingly unsatisfactory and often an illusive guide to the contents of the library. The available books, both Chinese (75,000) and Western (17,000), quite inadequate both in number and in scope for worthy university library service, are rendered measurably inaccessible by incomplete cataloguing.

The need of a more adequate and soundly prepared catalogue has become increasingly apparent, indeed very poignant, during the year, beginning in the spring of 1938, when readers have tripled in number.

For the best present and future efficiency of the Library service the old catalogue of the West China Union University library should be discarded at the earliest date possible. To set up, before any large number of additional accessions comes to hand, a clear, comprehensive type of card for Western books similar to that used and distributed by the Library of Congress, is an immediate necessity. To accomplish this the need is dual: first, an expert cataloguer, preferably able, through revision and completion, to deal with both the Chinese and the Western sections of the present catalogue; secondly, funds to secure the necessary cards from the Library of Congress, these being unavailable in China, also the blank unruled cards in kind and quality like the Library of Congress cards. Similar blanks, but ruled, are required for the cataloguing of Chinese books. Paper stock produced in China has proved to be unsatisfactory for library catalogue cards.

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The expert needed to reorganize the present cataloguing of the Library, and possibly to install a new system as well as to train the junior staff to continue to operate it, may be either Western or Chinese but should be fully and completely trained in North American Library techniques, and have had disciplined experience, preferably in the West, in this type of work. Presumably one year of service would be required from such a qualified expert adviser.

Estimated amount required for -

- (a) One year of expert service, including contingent travel from and to U.S.A. or Canada US\$4,000.00
- (b) Installation of the Library of Congress cards and blank catalogue cards for present books ... US\$2,000.00
- (c) Additional temporary staff and supplies for one year C\$2,000.00

4. Binding of Chinese Books.

Through force of circumstances the Chinese Classics in their old-style binding have had to be placed on open shelves, and owing to lack of funds have not been safeguarded against the ravages of time, use and borrowing. An assistant slowly and laboriously turns the pages as he has time and the worms get ahead of him before he can start back again, as does also the dust. Protection is urgently needed for these books, many of which are highly valuable, and due to present conditions in China probably quite irreplaceable. The customary blue boxes would be dust-proof and would give protection in carrying from one place to another.

Estimated amount required C\$2,500.00

5. Books.

The need for books falls into three categories, all of high importance:

(a) There is a serious shortage of general reference books which are already needed by the West China Union University Library, while the guest institutions were unable to bring to Chengtu many of their own reference books. A more adequate supply of standard dictionaries, encyclopedias, yearbooks, and general reference texts is essential.

(b) A second great need is for duplication of technical books necessary to and most in demand for the supplementing of text books. Such books are completely out of reach of students through private purchase. In many cases there may now be only one copy of a book to be shared by teachers and students taking similar courses in all three Arts and Science institutions, when a dozen copies are really needed for reasonably efficient work. At times as many as thirty students and several teachers are demanding the use of a single book. Duplicate or triplicate copies are absolutely essential, these to be placed on the reserve shelves for the use of students during this emergency period when many refugee students are unable to buy basic texts and the temptation is great on the part of all to sequester books temporarily in order to make essential study possible.

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(c) The third need is for more general books for collateral reading where one copy may be sufficient for the use of many readers. Faculty members also desire these books and consider such additions of great importance in meeting present demands in the classroom. It is difficult to estimate closely the amount of money required for this purpose; indeed an almost unlimited sum could be used to high advantage in supplying the urgent needs of all six institutions on the campus. A figure is proposed for books in western languages, mostly in English, which is equivalent to adding one such book at an average price of 10s or U.S.\$2.50 for each student on the campus each year for three years and the necessary transportation costs for these books.

Estimated amount required for Western books	US\$13,500.00
" " " " Chinese	"	C\$5,000.00

6. Housing for present and additional staff personnel.

The administrators of the West China Union University and those of the guest institutions have a grievous and pressing problem with respect to the decent, let alone the wholesome and healthful, housing of the Chinese staffs. When the residential colleges were not crowded a certain number of rooms therein were available for members of staff without families. Even before the tide of war refugees set westward, however, these dormitories were filled to maximum capacity with student residents, and library and other staff occupants were requested to leave. Some of them have been temporarily accommodated in attics, in offices, and in vacant single rooms at the rear of houses of faculty members. Meals can occasionally be arranged for in student diningrooms, but more often must be snatched irregularly in unhygienic street shacks. Housing facilities for new-comers in the city of Chengtu, always almost entirely lacking, are now, because of refugee conditions, quite impossible to obtain. Overcrowding is observable everywhere. Temporary buildings have been thrown up on the campus of West China Union University, or on mission land near by, but the present demand far exceeds the supply. For the permanent library Chinese staff, present or prospective, there is little or nothing to be had, and only additional buildings will meet the case. The need for such houses is inescapably a part of the inclusive library problem, and that problem cannot be solved apart from it. Several small family houses, Chinese style, and two modest hostels, one for men and one for women, could be put up for US\$5,000.

VI. Limited Current Resources of the Library.

(1) Budget. The current budget of the library of West China Union University in Chinese currency and stated in terms of inclusive categories, is as follows:-

Books	C\$7,190.00
Staff and supplies	5,020.00
Light and heat	500.00

Of the total for books, C\$5,750 is an annual gift of the Harvard-Wenching Institute and by terms of the grant may be used solely for books on China, whether in Chinese or in European languages. The current library budget contains no item for building, equipment or repairs.

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(2) Staff help from the guest institutions. Many of the Library staff members of the visitor institutions could not or did not move west. Those who came now act as custodians of such books as were shipped to Chengtu or have been added since, also they act as reference and other helpers to the students of their respective institutions which are now in Chengtu. Several are rendering special temporary service in the West China Union University Library, thus aiding the students of all the institutions grouped on the campus.

(3) Library budgets of the visiting institutions. These were already at a minimum before war conditions forced the westward move of the guest institutions, at heavy expense and indeed at considerable loss through transportation exigencies. Salaries are still necessary if the staff groups are not to be disintegrated during this emergency period. Certain books specially needed for various professors or classes have been purchased by the visiting universities and periodical subscriptions have been continued, at least in part. Due to disablement of the postal services at various periods of the war and at various places, many important serials, both Chinese and foreign, show serious gaps, because of non-appearance or of loss in transit, and these files must be rechecked and missing issues replaced as far as possible. The expense of replacement will be in advance of that of original subscriptions. In some cases salaries must also be provided for custodians for libraries left behind.

This statement as a whole therefore must be regarded as an appeal for additional equipment, staff and books, beyond provision for those possible under the present library budget of West China Union University, and beyond any help to be had from other library staffs or from the library budgets of the visiting institutions.

It is proposed that the funds to meet the needs of the additional equipment (other than extension of stack space) required for the joint use of the library building, be somehow secured in China. The needs outlined in this statement may be summarized as follows:-

	To be paid in Chinese currency	To be paid in US currency
Stackroom extension	\$30,000.00	
Additional Chinese staff (3 yrs)	26,760.00	
Expert for one year (including travel from & to America)		\$4,000.00
Recataloguing of present library (special Chinese staff - 1 yr.)	2,000.00	
Recataloguing of present library, L.of C.cards & western supplies		2,000.00
Binding of present Chinese books	2,500.00	
Books in Chinese (3 yrs)	5,000.00	
Books in English etc.(including transportation - now very costly) (3 yrs.)		13,500.00
New housing essential for present and proposed staff		5,000.00
	C\$66,260.00	US\$24,500.00
Expressed in US currency (using a safe exchange rate of 4 : 1) - C\$66,260 is equivalent to		16,565.00
Grand total estimated amount in US currency		US\$41,065.00

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March 17th, 1939.

Dr. B. A. Garside,
Associated Boards for Christian Colleges,
150, Fifth Avenue,
New York City, U.S.A.

Dear Dr. Garside,

I am forwarding to you another appeal to the associated Boards. This appeal arises out of a situation which has developed during recent years, and particularly since the coming of the guest colleges.

The statement which is enclosed was drawn up by the Library Committee in consultation with Mr. C. H. Fahs who is connected with the Missionary Research Library and who came to Chengtu from Madras with Bishop Ward. I presume that Dr. Fahs is well-known to you because of his work in connection with the Research Library. He became very much interested in the Library conditions as he found them here and gave much time and thought to the problems of the library.

The statement is very carefully prepared and answers all the questions that are likely to arise in your consideration of the situation. I would like to call your attention specially to the needs as enumerated. I do not think that it is possible to add anything to the arguments presented in the statement. I might, however, emphasize the fact that the additional staff suggested really means that up to the present voluntary workers and assistants with no special training other than that gained by experience have been attempting to do the work which only trained staff can possibly do. You may remember that the appeal for a foreign Librarian has been before the Board of Governors on several different occasions.

You will note that in the financial summary at the end of the statement the period covered is one of three years. This will indicate to you that we are now anticipating a period of at least three years during which cooperation between the institutions now in Chengtu will continue. All the cooperating institutions have given consideration to this appeal and approve of its being sent forward. It is understood, however, that funds made available for this purpose shall not affect the funds appealed for by the several institutions for their current budgets. It is

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also thought that through Mr. Fahs it may be possible for the Associated Boards to secure funds which would otherwise be unavailable. It is possible, too, that funds may be secured for one or more of the needs indicated, in case the total amount suggested cannot be secured.

In connection with the appeal being made at this time it should be remembered that on several former occasions the board of Governors has been urged to secure a qualified librarian and to make possible the enlargement of the stack-room space available in the present building. The situation which has developed as a result of the war is our justification for urging an immediate solution of the problems indicated in the statement prepared. At the same time the library expenditures as outlined are only those which the University should be able to meet.

Assuring you of our appreciation of your cooperation and success in securing funds to meet our situation, and

With kindest regards,

Yours sincerely,

H. D. Robertson.

HDR/MR.

P.S. Bishop Ward of the Methodist Episcopal Mission, and Mr. Fahs are at present on their way to New York, and they should be arriving before you get this letter.

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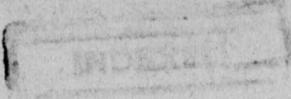
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Via Chinese Clippers

file 1

150 Fifth Avenue
New York, N. Y.
March 21, 1939



Mr. H. D. Robertson
West China Union University
Chengtou, Szechwan, China

Dear Mr. Robertson:

I am in receipt of your letter of February 16th reviewing the financial status as related to the Board of Governors appropriations. In the list to be charged at 2 to 1, three drafts are still unpaid, 861, 862 and 881. Presumably, 861 will never be presented as we note it was made to Dr. R. A. Peterson. We note that you will be drawing the entire balance of the 2 to 1 appropriation.

We are glad to have the schedule of drafts to be charged at prevailing currency rates. You will note from my letter of January 26th that the 4 to 1 rate represented simply a guide in setting up our budget figures, but that the appropriation was in local currency.

This last week we have gone through a rather humiliating experience in the office in one account by anticipating a payment which makes us reluctant to put any other interpretation on an action other than that covering the budget appropriation. Rather than leave this to the discretion of the treasurers to interpret the situation why not make a special request of the Board of Governors for any gain in exchange between the actual cost of \$35,000 and the 4 to 1 rate. Later on we will know better and, if necessary, we can secure a circulation vote.

We note what you are drawing on the Harvard-Yenching account and that no other drafts will be coming through -- it being your desire to have the money remain in New York for the present.

We note what you say regarding the exchange situation and at this end we have kept in rather close touch with banking circles and with investment counsel mediums -- the general feeling being that China will be able to continue at present from a financial standpoint for some considerable time to come. The recent purchase loan of the British Government will greatly assist in this respect.

Our letter of January 26th deals with the bank account which you previously requested to be opened in your name. As such an account would require action of the Board of Governors, and as there is a most decided reluctance to take this step, there does not seem much chance of putting one in operation at a very early date. This is probably due to the growing tendency to consolidate bank accounts and carry more sizable balances which has resulted in the use of drafts and like papers.

We have checked the drafts covering special appropriation which agree with our books, but we note that you are waiting further advice regarding the balances for 1937-38. This was covered in our letter of January 22nd, page 2 - item 6 - last paragraph.

We have received the draft for \$4,000. against the Associated Boards and same has been paid.

Emergency funds have been received in a sufficient amount to cover special

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Mr. H. D. Robertson

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gifts in the current budget. In Account 175.6 you will note we have received \$10,275.00 of which we have used \$6,373.83 for the current budget. This leaves a balance of nearly \$4,000, but we are authorizing you to draw under Requisition No. 3905 \$3,500 to be charged to Account 175.6 Emergency Funds.

I am answering your letter immediately to get it in the clipper mail.

With sincerest regards, I remain

Very truly yours,

C. A. EVANS

GAE/B
c.c. to Accounting Office

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WEST CHINA UNION UNIVERSITY

私立華西



協合大學

ADMINISTRATION OFFICE

CHENG TU, SZECHWAN

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

March 22nd, 1939.

ack 4/17/39

Dear Mr. Evans,

I wish to thank you for your letter of March 6th which reached me on the 20th. You mention your letter of January 26th to which I referred in mine of March 3rd. This letter has never reached us. I think we must presume it to have been lost. Again I would suggest that letters not sent by Clipper should be sent by ship to England and then air mail all the way to Chengtu. Canada has a rate for this service of 25 cents for a letter of ordinary weight. We have found this method most satisfactory.

I have gathered the impression that communications between your office and the office of the University of Nanking are much more satisfactory than with this office. If the fault lies with us I should appreciate very much your indicating how we might improve this service.

I am sure you anticipated my amused appreciation of the phrase in your letter "apparent shortage of gold \$1,763.37". However there is no longer any question as to your interpretation and I think that Dr. Decker after our conversations understood clearly our position here as compared with the interpretation placed upon correspondence by your office. I hope you may find it possible to join with Dr. Decker in arguing that this amount be made available to the University for the year 1937/38.

We have received Dr. Garside's cable of February 11th: "Associated Boards for China Universities Finance Committee has appropriated American gold \$4,000 available for Chemistry. You may draw at three days." The foundations of the building are now going in, and with good weather we may possibly be able to use at least part of the building early in the autumn. However, good weather may mean Japanese bombing planes!

The lack of residential accommodation for members of our staff and others employed by the University is giving us much embarrassment as you may imagine. We ^{are} hoping, therefore, that in the amounts available from the emergency grants there may be sufficient to enable us to erect additional accommodation of this nature.

Dr. Beech has been in Shanghai and yesterday I had a letter from him, written in Hongkong on the previous day. We had telegraphed W.R. Taylor to consult with Dr. Beech as to the advisability of bringing the money available for the Science Building to Shanghai, and a telegram from Taylor indicated that this money had been transferred.

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I think Dr. Beech expects to leave Hongkong by the end of the month. We have done everything we can to secure the necessary passes and official exemptions here and hope that Dr. Beech may be able to get his supplies through without too much trouble.

Miss Priest tells me that you have informed the University of Nanking and Ginling College that items for the emergency appeal for 1939/40 should be in New York by April 15th. We have not received such information, but I shall endeavour to have a statement prepared and despatched before the end of the month.

We are interested in the plan to secure funds to be used for the support of fellowship men, and are writing to suggest that some support for John Kao, for whom we have accepted a fellowship in the M.I.T., may be available from this source.

There has not been much change in the situation here, but we anticipate more liveliness with the coming of the warmer weather. The situation that has developed in Europe is, of course, holding our attention at the moment.

I hope we may have word shortly of the date fixed for the Board of Governors annual meeting. Estimates for the year 1939/40 were sent to you on January 27th.

Thanking you for your personal interest, and with very kindest regards,

Yours sincerely,



H.D. Robertson.

HDR/MR.

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UNIVERSITIES
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JOINT OFFICE

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H.D. Robertson.

HDR/MR.

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WEST CHINA UNION UNIVERSITY

私立華西



協合大學

ADMINISTRATION OFFICE

CHENG TU, SZECHWAN

INDEXED

March 24th, 1939.

Dr. B.A. Garside,
Associated Boards,
150, Fifth Avenue,
NEW YORK CITY, U.S.A.

Recd 4/29

Dear Dr. Garside,

In the Minutes of the Finance Committee of the Associated Boards, February 10th, which have reached us, it was voted F896 "to recommend to the Executive Committee to set up a special committee for the purpose of handling fellowships" and further F 897 "That the Finance Committee approve of the inclusion as part of the Emergency Campaign of 1938/9 of grants of fellowships from American colleges up to a limit of \$3,000."

We have not received any covering letter relating to the unsigned cable which came to us dealing with the Massachusetts Institute of Technology scholarship of \$600 for John Kao. We replied to the cable indicating that we accepted the fellowship and that we would endeavour to secure funds to cover his travel and living expenses. President Dsang is endeavouring to secure funds here, but the high rate of exchange constitutes a real difficulty in providing any such sum. At a recent Cabinet meeting the following resolution was passed:

RESOLVED to appeal for a grant of G\$1,000 for Mr. Y.L. Kao and of \$400 for Mr. D.F. Pen.

Mr. Pen has a scholarship at Toronto. He is Instructor in Physiology. He also needs some assistance to cover travel expenses. Is it possible for you to consider making a grant to us from the funds secured by the Associated Boards for this purpose? Both these men are very highly recommended by the University for this advanced study, and we would urge that if possible you would make available assistance from these special funds. As I think I have indicated in previous correspondence, since the coming of the other institutions to Chengtu, we have felt more keenly than ever before the fact that so few of our Chinese staff members have had an opportunity to study abroad. Your assistance in this matter would be specially appreciated.

Yours sincerely,

H.D. Robertson.

HDR/MR.

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WEST CHINA UNION UNIVERSITY

西立華西 聯合大學



CHENGTAU, Szechwan

ADMINISTRATION OFFICE

March 24th, 1939.

INDEXED

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Associated Boards,
150, Fifth Avenue,
NEW YORK CITY, U.S.A.

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Yours sincerely,

H.D. Robertson
H.D. Robertson.

HDR/MR.

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TELEGRAPHIC ADDRESS: "HUATA"

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Case route Bank of Montreal 3/10/39

ADMINISTRATION OFFICE
辦公廳
THE BURSAR

CHENGDU, SZECHWAN
四川成都

INDEXED

March 30, 1939.

ack 5/10/39

Mr. C. A. Evans,
Associated Boards for China Colleges,
New York City.

My dear Mr. Evans:

We wish to clear some accounts with Dr. E. R. Cunningham who has requested that the remittance be made in sterling and credited to his personal account in London.

Will you kindly send £40-13-6 for the credit of the account of Dr. E. R. Cunningham in the

Bank of Montreal,
47 Threadneedle Street,
London, E.C.2, England

*4,68 1/4
\$ 190.46*

OK case

ay-# 31.1

and charge this amount against our current account. I shall appreciate very much receiving details of the exact rate you pay in buying this amount of sterling.

*Paid 5/9/39
910.3054*

For your information the bills cover the purchase of various surgical instruments, including one perimeter and should be charged against the 1938-1939 budget appropriation granted to the College of Medicine and Dentistry.

Sincerely yours,

H. D. Robertson
H. D. Robertson.

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JOINT OFFICE

Mr. E. B. ...
Associated ...
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Sincerely yours,

[Handwritten Signature]
W. E. Robertson

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WEST CHINA UNION UNIVERSITY

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協合大學

ADMINISTRATION OFFICE

CHENG TU, SZECHWAN

April 6th, 1939.

Dear Dr. Garside,

In this letter we shall answer the questions raised in your communication of January 24th which reached us on March 13th. We have given careful consideration to all the matters mentioned, and we trust that this statement will seem to you to be adequate.

Period of Adjustment.

We are anxious to assure our friends in America and in England that every possible adjustment to present conditions is being made and that we propose to build upon our experience in cooperation of the past months.

Chinese Cultural Studies.

The Institute of Chinese Cultural Studies of the University of Nanking is now in Chengtu. Cheeloo's Harvard-Yenching Research Department did not move here, as this work is being carried on in Tsinan. Cheeloo students majoring in Chinese have been enrolled in the Department of Chinese of West China Union University. The Department of Chinese of both the University of Nanking and West China are at the moment considering lines of practical cooperation in the offering of courses for students of all colleges.

As many of China's educational centres have been destroyed there is even greater need for opportunities for post-graduate and research work at our Universities. The programme of the University of Nanking includes research along the historical side of Chinese Cultural subjects, while in West China emphasis is placed upon the development of a museum of Chinese cultural objects. At present both institutions are interested in advanced study and research which will involve joint expeditions and projects.

Plans of the Colleges for 1939-40.

Failing any change in the political or military situation, which we cannot at the moment forecast, we are making plans to carry on our work at the West China Union University for at least another two years. It is apparent from your letter that

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you recognise quite clearly the difficulty we have in looking into the future. We must await developments and shall keep you informed of events which necessitate any change in our plans.

Maintenance of Institutional Lines.

The situation in Chengtu does not appear to us to justify amalgamation, but rather suggests the closest possible correlation. This has been secured by the formation of a Universities' Joint Council, and now we propose to set up a Joint Committee of the associated Christian Universities and a fortnightly meeting of the four presidents to discuss common problems and possible common policies.

The duties of a treasurer have been performed in two offices both under the supervision of Miss Priest. In one office the staff looks after the accounts of the University of Nanking and Ginling College, and in the other of Cheeloo and West China Union Universities. Amalgamation of these two offices would not secure any greater efficiency or reduce expenses.

The religious life and the athletic activities of the students are under the supervision of joint committees which are representative of all the universities.

The departments of the several Colleges of Arts and Science have given much time to a consideration of possible increased cooperation, and definite plans are now being considered by which courses offered by any teacher may be taken by students of all universities. In Medicine all students have common courses. The greatest possible use is made of all Science laboratories and apparatus is freely exchanged. The possibilities in the way of reduction of staff are not great, but it is expected that with increased cooperation the employment of part-time teachers will be unnecessary. During the past few years none of our colleges has had more than a minimum staff.

Admission of Students.

Beginning next September we shall have a common calendar and entrance examinations for all universities will be held on the same date. Before a student registers he will be advised to enter the institution whose normal location is nearest his own home. In this way a certain amount of liberty will be allowed each student to choose his University. As the credit system in all institutions is based upon Government regulations there will be no difficulty in exchanging credits where students take courses in two or more institutions.

Budgets.

Under present circumstances there are difficulties connected with correlating or amalgamating the budgets of the several

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institutions. The departments of the different colleges have different policies. Then too the scale of salaries differs widely. It is possible that a Joint Fund for joint projects can be set up, and this is being given consideration. The matters we have in mind cover the proposed Teachers' Training Course, the administration of the Library, and certain equipment for the laboratories.

Buildings and Equipment.

The buildings of the West China Union University will continue to be used as at present. This accommodation, while not adequate, is still sufficient for us to carry on. The new Science building will afford the additional classroom and laboratory space which is absolutely necessary. The dormitory accommodation in the buildings erected for the students of the University of Nanking and Ginling College is sufficient for the present enrolment. Present accommodation for Cheeloo students is not satisfactory. Appeals have already been made in regard to this.

The visit of Drs. Arnup, Decker and Cressy in February afforded us an opportunity to discuss with them problems arising out of the enforced removal of three institutions to Chengtu. When the conference of Presidents meets in Hongkong there will be another opportunity to consider together and to advise as to future policies. We are confidently expecting that the reports of these meetings, together with the more detailed statements which will be sent before the end of the term, outlining correlation of work achieved and that planned for the coming year, will give you a clear understanding of the situation as we see it at the date of writing.

Yours sincerely,

S. T. Liu

S.T. Liu, Cheeloo

Y. F. Wu

Y.F. Wu, Ginling

Y. G. Chen

Y.G. Chen, University of Nanking

L. G. Dsang

L.G. Dsang, West China

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The departments of the different colleges have different policies. Then too the scale of salaries differs widely. It is possible that a Joint Fund for joint projects can be set up, and this is being given consideration. The matters we have in mind cover the proposed Teachers' Training Course, the administration of the library, and certain equipment for the laboratories.

Buildings and Equipment.

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Yours sincerely,

Handwritten signature

S.T. Liu, Cheeloo

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Y.F. Wu, Ginling

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Y.G. Chen, University of Nanking

Handwritten signature

L.G. Damm, West China



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April 10, 1939

Mr. H. D. Robertson
West China Union University
Chengtu, Szechwan, China

Dear Mr. Robertson:

We have just received a draft for \$8,000.00 which, from Dr. Beech's letter of March 11th, we interpret as being the balance on the Chemistry Building.

It is our understanding that Nanking has paid its \$3,000.00 quota to the treasurer on the field. We have also drawn \$4,000.00 appropriated by the Associated Boards. The total of these two accounts makes \$7,000.00, leaving a balance of \$8,000.00 due. As the draft was paid through West China account, Cheeloo and Ginling owe the West China account \$2,000.00 each -- the balance coming from the West China Emergency Fund.

Pending further word from the Associated Treasurers, we are not making these changes immediately. Authorization #3905 permitted you to draw \$3,500.00 on Emergency Funds. The following schedule shows the Emergency Fund up to the present moment:-

Paid on Current Budget		\$6,373.83
Authorization #3905		3,500.00
Drawn today 4/10/39		4,000.00
		<u>\$13,873.83</u>
Received to March 31st	\$11,048.00	
" 3/31/39 to date	1,049.00	
	<u>\$12,097.00</u>	12,097.00
Emergency Overdraft		<u>\$ 1,776.83</u>

The foregoing schedule shows that including authorization #3905 you are overdrawn \$1,776.83. Of course, it is our hope that much more than this will be received, but this is the extent of the authorizations or payments which can be made up to the present time.

Very truly yours,

C. A. EVANS

CAE/B
c.c. to Dr. Beech
" " Accounting Office

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150 Fifth Avenue
New York, N. Y.
April 10, 1939

Mr. H. D. Robertson
West China Union University
Chengt'u, Szechwan, China

Dear Mr. Robertson:

Your letter of March 3rd indicates that my letter of January 27th, Mr. Garside's of January 19th, and mine of January 26th have not been received.

Recent correspondence from Dr. Beech at Shanghai would seem to indicate that the Chemistry building account has been straightened out and I have written to you regarding same separately.

The emergency grant for the United Hospital was dealt with in my letter of January 27th which indicated that any fund used for the hospital must come from emergency gifts after the budget requirements were taken care of.

Surely by this time the minutes of the Executive Committee of January 18th have been received showing that it was voted, "That the Executive Committee cannot recommend to the Board of Governors to change its present policy." This, of course, will be reviewed at the meeting of the Board on June 5th.

With sincerest best regards, I remain

Very truly yours,

C. A. EVANS

CAE/B
c.c. to Dr. Beech

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West China Union University,
CHENGTU, Sze.

April 10th, 1939.

ack 5/1/39

Dear Dr. Garside,

I am forwarding this letter via England. The Presidents spent two half-days over your letter and this is their considered reply.

Presidents Liu and Dsang left on Saturday for Chungking on their way to Hongkong. Presidents Chen and Wu are leaving tomorrow and have seats on the through plane to Hongkong. The meetings are called for the week beginning April 17th. You will receive detailed reports of this meeting by mail and from Dr. Cressy when he reaches New York.

Because of the difficulties of travel and the uncertainty in the affairs of this country and of Europe there have been doubts as to the advisability of the Presidents leaving Chengtu to attend the conference. We very much hope, therefore, that the results will be such as to justify their decision.

I shall be writing Mr. Evans in a few days, giving details of our appeals for next year.

Yours sincerely,

H. D. Robertson
H.D. Robertson.

HDR/MR.

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0630

West China Union University,
CHENGTU, Szechwan.
April 11th, 1939.

INDEXED

Dear Mr. Evans,

Your letter of February 11th, suggesting that the University's emergency requirements for next year should reach you by the middle of April arrived on 6th April. I think the explanation for letters not reaching us in better time is that often they are sent along with several copies of minutes and come by slow mail. I would like to suggest again that all important letters come separately, either by Clipper or via England.

Last evening we considered our emergency requirements in the light of information as to the results of the emergency appeal for the present year. We are basing our new appeal on the expectation that the \$33,143.75 - our share of the appeal for the present year - will be made available for us. We appreciate the fact that the Board of Governors will require \$6,373.98 and that \$4,000 has already been set aside as our share of the new Science building. The items of our emergency requirements are as follow:

1. To balance the 1939-40 budget	
	at present rate of exchange approx. G\$5,000
2. Librarian	NC\$3,000
3. Assembly Hall - temporary	G\$7,000
4. Staff residences	G\$2,500
5. Motor Truck	G\$ 900
6. Purchase of Land	G\$5,000
7. Scholarships for needy students	G\$1,000
8. Maintenance of free beds in Hospital	G\$5,000
9. Transportation of chemicals and other supplies	G\$2,500

10. Woman's College request for Dormitory	G\$15,000
" " " Teachers' Salaries	G\$ 800.

1. This item is included in the budget which you have already received, and covers expenses connected with the running of the University. It may therefore be regarded as of first urgency.
2. We include an item to cover the salary and a small amount for travel expense in case a Chinese trained librarian is secured. We desire to assure at least this sum whatever happens to the larger library scheme already presented to you. The situation here is so acute that this provision must be made.
3. It is apparent that the Assembly Hall as provided for in the original plans of the University cannot possibly be built within a number of years. However, with the number of students now on our grounds, and because on many occasions the need for accommodation to seat from 1,000 to 1,500 people has been brought home to us, we feel that a one-storey building designed for this purpose and to be used for from five to ten years, pending the erection of the permanent Assembly Hall, is very much to be desired. We think the amount suggested would make possible this building.
4. We still need a large number of residences for members of our staff. It has become almost impossible to secure suitable residential accommodation in Chengtu at reasonable rates.

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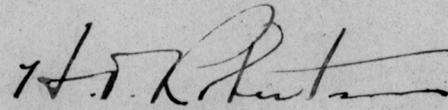
5. This is our share of the Truck which has been ordered through the Red Cross for the Universities and Missions in West China. The Universities' Joint Council decided to make a joint appeal for 60% of the cost of the Truck; this being the share of the Universities of the total cost, and item 5 represents our share.
6. Last year we included in our askings an estimate of \$3,000 for this purpose. There are some bits of land which, if we do not take advantage of any opportunity which may open up in these immediate years, we shall never be able to secure. We have already had several sad experiences in this matter. We have therefore raised our original estimate and are asking for this sum of money to be available if needed.
7. This item explains itself.
8. Until the new Hospital is open and running to capacity, we shall need a sum of money for this purpose. As indicated previously, this money would be used to provide free beds and thus afford the necessary clinical facilities for the medical students.
9. This item is directly connected with war conditions and our special difficulties in transporting supplies of any kind from the coast to Chengtu. We must have these supplies for the departments of the College of Science and of Medicine and Dentistry. We are appalled by the rapid increase in charges for transportation, and we desire this amount as insurance against possible further increases.
10. This appeal for a dormitory and for teachers' salaries has already gone forward from the Woman's College Board to their home committee. We support this appeal, however, and include it in order to give a complete picture of our needs.

A letter by regular post will give more complete details.

Thanking you for your assistance in putting this appeal before the Associated Boards,

I am,

Yours sincerely,



H.D. Robertson.

HDR/MR.

P.S. Dr. Osang, together with the other Presidents, has left for Hongkong for the meeting of Presidents with Mr. Cressy. H.

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5. This is our share of the Truck which has been ordered through the Red Cross for the Universities and Missions in West China. The Universities' Joint Council decided to make a joint appeal for 50% of the cost of the Truck; this being the share of the Universities of the total cost, and item 5 represents our share.

6. Last year we included in our asking an estimate of \$3,000 for this purpose. There are some bits of land which, if we do not take advantage of any opportunity which may open up in these immediate years, we shall never be able to secure. We have already had several sad experiences in this matter. We have therefore raised our original estimate and are asking for this sum of money to be available if needed.

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A letter by regular post will give more complete details.

Thanking you for your assistance in putting this appeal before the Associated Boards,

I am,

Yours sincerely,

H.D. Robertson.

HDR/MR.

Dr. Deane, together with the other Presidents, has left for Hongkong for the meeting of Presidents with Mr. Cressy. H.

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April 14, 1939

*Ack by Robertson
5/17/39*

Mr. H. D. Robertson
West China Union University
Chengt'u, Szechwan, China

Dear Mr. Robertson:

The March 31st trial balance sheet, budget analysis, cash statement, duplicate invoices and Journal Vouchers #331 and #332 are enclosed herewith. Duplicates of the typed sections will follow.

It will be noted that the income is holding up very well indeed. An analysis has not been made of the endowment section but, from appearances, it will not fall greatly behind.

I have written you previously on the emergency fund situation and no further comment seems necessary now. The draft, however, which came to hand from the Associated Mission Treasurers a few days ago, we interpret to include the \$4,000.00 for the Chemistry Building from West China Emergency Fund and we are treating it accordingly. In any further consideration, therefore, of emergency income for the current year, you will kindly bear this in mind.

Since these balances were written up the United Church of Canada has made an adjustment on their appropriation in connection with the accounts of Messrs. Small and Albertson.

As previously reported \$1,094.00 additional has been received since March 1st in emergency funds.

With sincerest best wishes, I remain

Very truly yours,

C. A. EVANS

CAE/B
ENCS.

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WEST CHINA UNION UNIVERSITY

私立華西



協合大學

Ack
5/2/39

ADMINISTRATION OFFICE

INDEXED

CHENGDU, SZECHWAN

April 14th, 1939.

Dear Dr. Garside,

When making our appeals for financial assistance to the Foundations this spring we included one to the Rockefeller Foundation for CC\$25,000 for the completion of the Dental wing of the O.P.D. of the University Hospital now building. As Dr. Beech had intimated to me in New York last July that he wished to make this particular appeal himself we wrote him in this connection at Hongkong. His reply suggested that we should apply direct to you, and promised a personal letter supporting the appeal. This may already have reached you.

When in New York in July last year Dr. Beech told me that the amount G\$15,000 granted by the Rockefeller Foundation for the O.P.D. was definitely not to be used for the Dental wing. He intimated, however, that he was confident that funds would be secured from other sources and asked me to assure the Medical-Dental College to this effect. The foundations of the Dental wing of the O.P.D. building have been put in, but all brick work has had to be stopped as funds were not available for this purpose.

Following former practice we have had prepared a statement setting forth clearly the arguments for our appeal. We consider these arguments conclusive and hope it will be possible for you to secure the small sum desired from the Rockefeller Foundation. At current rates CC\$25,000 requires little more than Gold\$4,000. However, in view of the fact that building costs are increasing very rapidly, we suggest that the appeal be for G\$5,000.

I would like you to read the enclosed letter to Mr. Evans before passing it on to him. The facts seems to us quite clear, and we are very anxious to take advantage of the present rate of exchange if that is possible. I had a good talk with Dr. Decker when he was here over this and other matters, and I think he understands thoroughly our point of view.

With kindest regards,
Yours sincerely,

H.D. Robertson.

HDR/MR.

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WEST CHINA UNION UNIVERSITY

私立華西



協合大學

ADMINISTRATION OFFICE

CHENGDU, SZECHWAN

April 14th, 1939.

ack 5/16/39

Dear Mr. Evans,

Since writing on 23rd March we have received your letters of January 16th and 27th, February 11th and 16th. Apparently the January 27th letter is that of January 26th to which you referred in your letter of March 6th and which I reported to you as lost. It was attached to minutes, was posted on February 4th and reached us on April 4th.

The matters mentioned in your letters listed above have already been covered by my letters to you. Dr. Anderson has already reported in his letter of March 2nd the arrival of his copy of the estimates for 1939-40.

In this letter I wish to deal particularly with the Harvard-Yenching grant for the year 1939-39. The amount appropriated is CC\$33,000. We have already used drafts amounting to CC\$25,663.75, the balance due being \$7,336.25. At present rates of exchange this would amount to G\$1,332.70. In other words, this year it has required about G\$5,234.78 to purchase CC\$33,000, and in our budget you credit us with G\$8,842.12. The question is therefore what happens to the balance of G\$3,607.37, or at the present rate of exchange CC\$19,052.72, which is the difference between the budget amount of G\$8,842.12 exchanged at 6 to equal CC\$52,052.72 and the Chinese currency granted us of \$33,000.

As questions are being asked here with reference to the Harvard-Yenching grant, I should appreciate very much your giving me the necessary information.

Further, there is the question as to the G\$3,000 which is the difference between the Harvard-Yenching Institute's grant to the Board of Governors of G\$11,842.12 and the \$8,842.12 which is put in the budget.

I am sorry to trouble you with these questions, but I am in need of the answers in order to deal with the matter at this end.

A few days ago we sent forward to the office a statement of our immediate needs. I trust this reached you safely, and would ask your kindly consideration and support if necessary.

Yours sincerely,

H.D. Robertson.

HDR/MR.

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WEST CHINA UNION UNIVERSITY

聯合大學



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ADMINISTRATION

CHENG TU, SICHUAN

April 14th, 1939.

Dear Mr. Evans,

Since writing on 23rd March we have received your letters of January 16th and 27th, February 11th and 16th. Apparently the January 27th letter is that of January 26th to which you referred in your letter of March 6th and which I reported to you as lost. It was attached to minutes, was posted on February 4th and reached us on April 4th.

The matters mentioned in your letters listed above have already been covered by my letters to you. Dr. Anderson has already reported in his letter of March 2nd the arrival of his copy of the estimates for 1939-40.

In this letter I wish to deal particularly with the Harvard-Yenching grant for the year 1939-39. The amount appropriated is CC\$33,000. We have already used drafts amounting to CC\$25,602.75, the balance due being \$7,397.25. At present rates of exchange this would amount to G\$1,332.70. In other words, this year it has required about G\$2,34.78 to purchase CC\$33,000, and in our budget you credit us with G\$8,842.12. The question is therefore what happens to the balance of G\$3,607.37, or at the present rate of exchange CC\$19,052.72, which is the difference between the budget amount of G\$8,842.12 exchanged at 6 to equal CC\$52,052.72 and the Chinese currency granted us of \$33,000.

As questions are being asked here with reference to the Harvard-Yenching grant, I should appreciate very much your giving me the necessary information.

Further, there is the question as to the G\$3,000 which is the difference between the Harvard-Yenching Institute's grant to the Board of Governors of G\$11,842.12 and the \$8,842.12 which is put in the budget.

I am sorry to trouble you with these questions, but I am in need of the answers in order to deal with the matter at this end.

A few days ago we sent forward to the office a statement of our immediate needs. I trust this reached you safely, and would ask your kindly consideration and support if necessary.

Yours sincerely,

H.D. Robertson.

HDR\MR.

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150 Fifth Avenue
New York, N. Y.
April 17, 1939

*ack by Robertson
5/4/39*

Mr. H. D. Robertson
West China Union University
Chengtou, Szechwan, China

Dear Mr. Robertson:

I am hastening to acknowledge your letter of March 22nd and get into the mail a copy of my letter of January 26th. Dr. Beech has a copy of this letter, but I am not sure that it will be readily accessible and, therefore, we are taking the extra precaution as per the enclosed.

We are glad that you had the opportunity of seeing Dr. Decker and his ability to straighten things out.

I am notifying the rest of the staff as to what you say regarding the use of mails by way of England, but I cannot understand the reason for Nanking mail getting through more promptly. It has been in our thinking that the American Express in Hongkong would be more familiar with the best procedure and we have left it to their discretion. We take it to mean that air mail from England will be sent by way of Rangoon and Yunnan, and if it is sent by way of Hongkong, it will be in the same position as before.

According to our interpretation of the Chemistry Building appropriation, you have received the entire amount regarding which we wrote you on April 10th. A copy of this letter is enclosed herewith.

We have in hand several letters from Dr. Beech mailed at Hongkong wherein he confirms his intention of leaving on the 30th for Haiphong. We trust he was able to get through without any great delay.

We are glad to know that you have received the information regarding the 1939-40 budget and emergency appeal. The budget came to hand promptly and we are hoping you will be able to formulate the emergency requests so as to reach us without any great delay.

A word regarding the anticipated conditions for next year might not be amiss. We have carefully reviewed the processes involved and the pressure required to secure the present year's emergency income and, from the various questions which have been asked, we are convinced that it will be necessary to more closely correlate the work of the different educational institutions cooperating in certain localities in China, as it will be impossible to approach certain large givers for continuing a budget of the present emergency size for another year. For instance, we are seeking US\$125,000.00 for the institutions at Chengtu. A lesser amount is being asked for the Eastern China group; whereas, separate askings are listed for Hwa Nan and Fukien. It would seem, therefore, the better part of wisdom for the groups in these various localities to estimate requirements on the basis of a closer unity. Of course, any fellowship item which you may wish to include, I am sure, would have sympathetic consideration by the Board of Governors and others in authority. The Board meets on June 5th here in New York, and any special request should be in hand as soon as possible.

I feel like congratulating all of these institutions in the manner in which they have set themselves to the task of furnishing us with the information we desire.

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Mr. Robertson

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4/17/39

This war of non-aggression may do a lot of things to us which we never anticipated, and possibly may be all to the good. Nevertheless, we deprecate the horrible suffering and tragic consequence of such an inhuman situation.

With best regards to you all, I remain

Very sincerely yours,

C. A. EVANS

CAE/B
ENCS.

VIA "CHINA CLIPPER" 4-18-39

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April 19, 1939

*ack by Robertson
5/17/39*

Mr. H. D. Robertson
West China Union University
Chengtu, Szechwan, China

Dear Mr. Robertson:

Your letter of March 14th dealing with the Chemistry building appropriation has been received--it coming to hand on April 17th.

The reports received from Dr. Beech indicate about the same situation as you have included in your letter. We are glad to have the local currency equivalent for the drafts which you have drawn.

Agreeable to your instructions, we are adjusting the Ginling charge so that it will be absorbed in your Harvard-Yenching Institute appropriation rather than from Ginling College. This will mean that we are to reimburse Ginling for this expenditure.

The Cheeloo collection will be made here on our books as requested.

Very truly yours,

C. A. EVANS

CAE/B

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TELEGRAPHIC ADDRESS: "HUATA"

WEST CHINA UNION UNIVERSITY

私立華西



協合大學

ADMINISTRATION OFFICE

CHENG TU, SZECHWAN

April 20th, 1939.

ack 5/20

Dear Dr. Garside,

Thank you for your letter of March 15th. We are relieved to know that our estimates reached you in good time. To complete the statement I have decided to send under separate cover a copy of the details of all salaries provided in the budget. This will, of course, not be done each year, but I think it may be useful to do it once.

Will you be good enough to inform Mr. Evans that the much referred to and anxiously awaited letter of January 26th finally reached us on 15th April. I cannot discover from the postage stamps by what route it had travelled, but it must have been delayed at some point. Meanwhile I think most of the matters referred to in that letter have been covered by our correspondence.

I regret that so much correspondence about finances has been necessary during these months. The explanation may be found in the fact that the three other institutions with whom we are working have their budgets determined in gold and have had the benefit of the good exchange through the year. This applies both to their current budgets and to the grant from the Harvard-Yenching Institute. Also, the greatly increased student body and the opening of so many opportunities have made us feel our financial limitations. If when the Board meets it is possible for you to reconsider the matter of exchange it would be very much appreciated. It occurs to me that as it will not require the amount estimated from emergency funds to balance the budget for 1938/39, you might release the difference for use on the field.

We have not heard when the Board will meet, but we expect you will delay the meeting until both Dr. Arnup and Dr. Decker are able to attend. I am sure you will be keenly interested in what they have to report on conditions here.

With kind regards,
Yours sincerely,

H. D. Robertson
H.D. Robertson.

HDR/MR.

Dr. B.A. Garside,
150, Fifth Avenue,
New York City, U.S.A.

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WEST CHINA UNION UNIVERSITY



CHENG TU, Szechwan

ADMINISTRATION OFFICE

April 20th, 1939.

Dear Dr. Garalde,

Thank you for your letter of March 15th. We are relieved to know that our estimates reached you in good time. To complete the statement I have decided to send under separate cover a copy of the details of all salaries provided in the budget. This will, of course, not be done each year, but I think it may be useful to do it once.

Will you be good enough to inform Mr. Evans that the much referred to and anxiously awaited letter of January 26th finally reached us on 15th April. I cannot discover from the postage stamps by what route it had travelled, but it must have been delayed at some point. Meanwhile I think most of the matters referred to in that letter have been covered by our correspondence.

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We have not heard when the Board will meet, but we expect you will delay the meeting until both Dr. Aramp and Dr. Becker are able to attend. I am sure you will be keenly interested in what they have to report on conditions here.

With kind regards,
Yours sincerely,

H.D. Robertson
H.D. Robertson.

HDR/MR.
Dr. B.A. Garalde,
150, Fifth Avenue,
New York City, U.S.A.

Handwritten notes:
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WEST CHINA UNION UNIVERSITY

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ADMINISTRATION OFFICE

CHENG TU, SZECHWAN

Dear Dr. Garside,

April 20th, 1939.

ack 5/11

As President Dsang is in Hongkong I am sending you a few comments rather than a report for the year. You have had the reply of the four Presidents to your letter, and no doubt you will receive a statement from the Hongkong meeting. Also, you have received our estimates for the year 1939/40 and our suggestions for the special financial appeal. So, with the return of Dr. Arnup and Dr. Decker after their visit to Chengtu and with Bishop Ward and Mr. Cressy in New York, you should be well-informed on University matters when the Board of Governors meets.

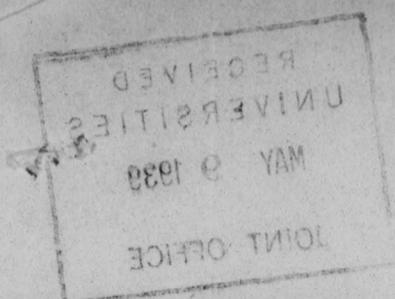
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The April issue of the "West China Missionary News" is a special University number. Several hundred copies with a special cover and containing only University material are to be used for publicity purposes. A good number will be sent to the New York office. The articles cover all phases of life at the University, and give a complete picture of present conditions to anyone

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In this connection it has occurred to me that it would be worth while considering the value to the Board of Governors of a well produced film of the University grounds and student activities. It should be well done by a professional and of sufficient length to make an impression on the minds of uninterested persons. Arrangements could be made in New York City or in Shanghai with a professional of proper experience and the necessary qualifications.

The political situation in China has now become so involved in European developments in international affairs that any comment by one living in Chengtu is quite without value. The fate of China is definitely tied up with that of the democracies in the present alignment of nations, and the Chinese people have as leaders men and women of as clear vision and as great determination as those of any other country. There is a strong feeling in some quarters that China has been fighting the battles of all the nations opposed to aggression, and the recent evidences of more practical support have had a heartening effect. We join with you in praying that Divine Guidance may be given those in whose hands rest the decisions that will bring war or peace to the nations of the world.

Yours sincerely,

H.D. Robertson.

HDR/MR.

Dr. B.A. Garside,
Board of Governors,
West China Union University,
150, Fifth Avenue,
New York City, U.S.A.

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H.D. Robertson.

HDR/MR.

New York City, U.S.A.
150 Fifth Avenue,
West China Union University,
Board of Governors,
Dr. B.A. Garbide,

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WEST CHINA UNION UNIVERSITY

私立華西



協合大學

INATION OFFICE

CHENGDU, SZECHWAN

April 20th, 1939.

Holding list of

Dr. B.A. Garside,
Associated Boards for Christian Colleges,
150, Fifth Avenue,
NEW YORK CITY,
U.S.A.

Dear Dr. Garside,

Following our letter of March 17th covering the statement concerning the urgent need of the Library for increased stackroom accommodation, an adequate staff and more books, I now forward to you the list of desired books as prepared by the cooperating universities. This has been prepared at the suggestion of Mr. Fahs. Will you kindly communicate with him concerning his ideas for the scrutinising of the list?

We shall be grateful for anything you are able to do to secure funds for this most pressing need.

Yours sincerely,

H.D. Robertson.

HDR/MR.

P.S. The Presidents are in Hongkong at present meeting with Mr. Cressy before he leaves for the States.

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WEST CHINA UNION UNIVERSITY

西華立聯合大學



CHENGDU, SICHUAN

ATION OFFICE

RECEIVED
APR 15 1939
MAY 15 1939
JOINT

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Associated Boards for Christian Colleges,
150, Fifth Avenue,
NEW YORK CITY,
U.S.A.

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REPORT FROM WEST CHINA UNION UNIVERSITY

April 20th, 1939

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Yours sincerely,

/s/ H. D. Robertson

Dr. B. A. Garside
Board of Governors
West China Union University
150 Fifth Avenue
New York City, U.S.A.

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Jack
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INDEXED

150 Fifth Avenue
New York, N. Y.
April 25, 1939

ack
by Robertson
5/17/39

Mr. H. D. Robertson
West China Union University
Chengtou, Szechwan, CHINA

Dear Mr. Robertson:

Dr. Beech wrote me from Shanghai on March 11th regarding the Hospital Funds carried with the Associated Mission Treasurers stating that as soon as he arrived in Chengtu he would write by clipper or cable disposition of funds held in Shanghai.

A letter has just been received from Mr. W. Robert Taylor amplifying the communication written by Dr. Beech, but it is dated March 29th and brings us up to date on the Hospital Specification Fund. He further states that the sterling deposit carried with the National City Bank has been renewed to June 10, 1939 - the total amount being \$3,633-15-7.

Dr. Beech alludes to "the banks in Shanghai guarding themselves against requirements to pay in Japanese notes at a fixed fictitious value, and at the same time prohibit payment of accounts in Chinese Government currency." Mr. Taylor reports a more drastic step in that depositors are compelled to sign a release granting the bank permission to pay fixed deposits at maturity or on demand at the current currency prevailing at the maturity or demand date. This has caused us some uneasiness, but we have been reassured by the National City Bank and the Bank of China that it is a mere formality and that our deposits may be paid in sterling if we so demand.

The question naturally arises as to how soon this money will be required for the hospital building, or if it should be renewed after June 10, 1939, or if we should ask for a draft to be issued on London and eventually clearing it through New York and having it in readiness to be transferred to Chengtu.

As our office has the final say as to the disposition of these funds, we must know as soon as possible when the field will require these funds. Let us have word, therefore, as soon as possible.

This situation brings up another issue -- namely, the method of transmitting funds to China. For some time we have been very much concerned over the handling of funds through Shanghai, believing that almost any moment a fictitious currency might be floated and we would be left the losers.

I have stopped this letter to listen to a recommendation over the telephone from the Bank of China suggesting that before our sterling deposit is renewed in Shanghai the sweeping statement protecting the bank be modified to some degree to grant payment in sterling on London. Over night the bank has investigated this and advises that it can be done. This only emphasizes the question of sending funds through Shanghai.

Before the war started, we had devised a plan for remitting directly to Chengtu. There has been considerable correspondence about loss of gain on exchange through this method, but drafts which have been coming from Chengtu do not verify this contention. The fact remains that the Japanese cannot touch the currency situation in Szechwan but there is nothing to stop them from doing it in Shanghai.

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Mr. Robertson

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We are, therefore, recommending that you draw directly upon our New York office for such funds as are needed within the budget and, if you will let me know if this is agreeable, we will issue authorizations to cover the balance of funds available for the current year.

This covers the situation up to the present moment and I am hastening to get this off by China Clipper today.

With sincerest personal regards, I remain

Very truly yours,

C. A. EVANS

CAE/B

c.c. to Dr. Beech

Original via China Clipper
Copy via Burma, Amsterdam & Rangoon

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INDEXED

April 29, 1939

Dear Mr. Robertson:

Let me acknowledge receipt of your letters of March 17th and March 24th.

S.T.P.
To your letter of March 17th you attach a copy of the appeal to the Associated Boards for special funds for improving the library facilities of West China Union University. We will be glad to lay this proposal before the Finance Committee of the Associated Boards, which will be meeting about a fortnight hence. You can be sure of the sympathetic interest of all the group here, but just what help can be given is a problem that depends upon our financial resources during the years just ahead. At its next meeting the Finance Committee will have to begin its study of the whole of the important questions of general financial policy for the future, with which we are now face to face. Everyone agrees that we can not go on year after year seeking for such large emergency funds as we raised last year and are endeavoring to secure this year. If present conditions in China are to continue for a number of years as now seems likely, some radical changes in the scope and expenditures of our group of Colleges must be made. Action on such a request as this for improved library facilities of West China should be taken as a part of a general financial policy. It is quite likely therefore that final decisions on this request will have to be deferred until general policies have been formulated and approved.

Your letter of March 24th transmits the request of the Cabinet for a grant of US\$1,000 for Mr. Y. L. Kao and of \$400 for Mr. D. F. Pen. I am afraid that at the present time there is not much possibility of securing any favorable action on these requests. When the Finance Committee approved the inclusion of an item of \$3,000 for fellowships in the 1938-39 emergency campaign, it was understood that this was merely to authorize us to secure fellowship grants up to that amount, to be included in this year's emergency campaign. No actual cash received from other sources in the campaign has been allocated for fellowships, and at the present moment it does not seem likely that such allocations can be made. It is fairly easy to secure teaching scholarships and fellowships for outstanding Chinese graduate students and faculty members, and occasionally one is able to secure a fellowship which provides a moderate amount of cash assistance in addition to tuition. But there is a very urgent need for additional cash which can be provided in connection with fellowships to assist Chinese fellows to meet the cost of travel to and from China and of living expenses while studying in America. I hope that within another year we can go further in solving this problem than we have as yet gone. Meantime, we hope that it will be possible both for Mr. Kao and Mr. Pen to take advantage of the fellowships which have been provided for them.

Very sincerely yours,

Mr. H. D. Robertson
West China Union University
Chengtu, Szechwan, CHINA

BAG:MP

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WEST CHINA UNION UNIVERSITY



file 7/14/39

ADMINISTRATION OFFICE

CHENGDU, SZECHWAN

Mr. C.A. Evans,
Associated Boards,
150, Fifth Avenue,
NEW YORK CITY, U.S.A.

May 4th, 1939.

Dear Mr. Evans,

Acknowledging your letter of April 17th - I have already reported the arrival of the missing letter of January 26th. The emergency requests were sent to you on April 11th. I would like to refer to two of the items:

1. To balance the 1939-40 budget NC\$32,283.50 - since writing you we have been informed that the grants made by the British Boxer Indemnity Board of Trustees will depend upon payments being made by the Chinese Government, and these are not at all assured. Consequently our assured income will be of even greater importance.

2. Fellowships. In a letter to Dr. Garside on March 24th, I forwarded a resolution of the Cabinet appealing for a grant of US\$1,000 for Mr. Kao who has a fellowship of \$600 at the M.I.T. and of \$400 for Mr. Penn who has a scholarship at the University of Toronto. I hope very much you will do what you can to secure this grant for us.

✓
Paid 7/3/39 | In your letter of March 21st you mention drafts Nos. 861, 862 and 881. Please cancel draft No. 861 for \$300 as it probably never will be presented. If it is we shall deal with it in another way. No. 862 for \$240 was a draft made out in favour of Mr. E.N. Meuser who informs us that he has sent it to Canada and it will be presented to you in due course. No. 881 in favour of H.W. Wilson and Co. for \$12 was returned to us in a letter from the Company acknowledging receipt of our order. It is being returned to them and will be presented to you.

You suggest that we make a special request to the Board of Governors for any gain in exchange between the actual cost of \$35,000 and the 4:1 rate. Please regard our communications as a definite request. We shall appreciate your effort to secure the release of this amount for us. Also, you will recall that in my letter of April 14th I raised the question of the Harvard-Yenching Institute grant. I would like now also to suggest another adjustment, namely, that the Board of Governors take from the Emergency Fund Committee's grant an amount sufficient to make up the gold required in the Board of Governors Budget to secure the national currency on the field. This would mean that the difference between the amount required from the Emergency Fund Committee to balance its budget and the \$6,373.83, the item in the current budget, could be transferred to the field at current rates.

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MAY 23 1939
JOINT OFFICE

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I am glad to have the date of the Board of Governors meeting. If anything of special importance comes up in the meantime we shall cable you.

Dr. Beech has been in Kunming since April 12th and may at the moment be on his way by air to Chengtu. I understand he succeeded in getting all his freight through Customs without payment of extra duties.

Chungking was badly raided yesterday. No doubt your radio will have reported this.

Dr. Wu Yi-fang and President Ch'en are back in Chengtu. Dr. Dsang and President Liu are expected before the end of the week. It is most satisfactory to receive letters in such quick time. In contrast, today I have received by ordinary post your letter dated February 16th.

With kind regards,
Yours sincerely,

H.D. Robertson
H.D. Robertson.

HDR/MR.

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MAY 22 1939
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H.D. Robertson.

HDR/MR.

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V.W. Appendix B
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A STATEMENT SUPPORTING THE APPEAL FOR THE
IMMEDIATE ERECTION OF A NEW
DENTAL CLINICAL BUILDING

The University Hospital of the West China Union University in 1938 received a timely grant from the Rockefeller Foundation for the erection of its medical out-patient department. The building is to provide the accommodation necessary for clinical medical out-patient teaching.

According to instructions received from Chancellor Beech the grant of G\$15,000 was definitely earmarked for a medical O.P.D., excluding the use of any portion of this sum for the erection of the Dental Clinic with which that building is directly connected. In our present United Hospital O.P.D. the medical and the dental departments function as integral services.

For some years it has been recognised that new clinical facilities for dental teaching were a necessity. Present clinical quarters have always been considered a very temporary makeshift - in no way adapted to modern teaching methods. In fact, use is being made of a large laboratory with its adjacent ante-rooms.

Before the war while the staff and student body were small and no odious comparisons possible these rooms served. With the erection of new buildings for other departments, not only is the lack of conditions for efficient and modern teaching woefully evident, but the inadequacies and inappropriateness of all present clinical appointments only too obvious.

Dental education as developed by the West China Union University has gained an enviable reputation throughout China. The College of Medicine and Dentistry has been the pioneer in dental education in China. The first grant of the Chinese Government to the West China Union University provided for a chair in Dentistry. In order to maintain the high standards expected of us more suitable clinical teaching accommodation must be provided soon.

The dental clinical unit of the new hospital as planned by the architect provides acceptably for immediate requirements. The possibility of extensions as staff and student body increase allows for future expansion. The main building, without extensions, allots space for fifteen operating chairs. Our immediate need calls for that number. Our present clinical space permits the use of eight chairs only, thus seriously restricting any expansion in service or improvement in teaching.

The Government must have post-graduate courses open to men and women who wish to prepare to teach in the dental schools. These schools must be established in the very near future. The W.C.U.U. can assist in providing the training if laboratory and

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clinical facilities are provided. At present there are three post-graduate students in the College, all studying under Government scholarships. Our present floor space will not permit of the provision of any satisfactory clinical training for this group.

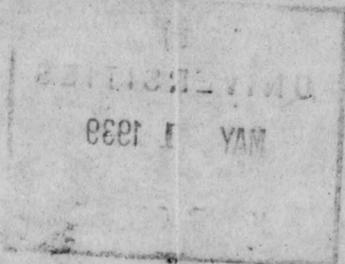
The vacating of the present clinical quarters will provide the college with laboratory and administrative accommodation which is also imperatively needed at the present time. To meet pressing needs rooms in the attic of the Medical-Dental building were this year prepared in order to accommodate extra laboratories and store-rooms.

The University Dental Clinic is self-supporting. Since its inception it has been successful in meeting all its current maintenance expenses, receiving nothing from University annual budgets.

The College of Medicine and Dentistry has recognised the immediate need of a new dental clinical building by suggesting its erection before other buildings of which the Board of Founders has already approved and which will be urgently needed.

Summarising reasons for need of new clinical quarters:

1. To supply the growing demand for better clinical service.
2. To meet demands of modern dental clinical teaching.
3. To increase floor space and permit better arrangement of operating facilities.
4. To permit W.C.U.U. to maintain its service to dental education.
5. To provide an example of the accommodation required in dental clinical practice.
6. To fit the dental clinical department into the new University Hospital services.
7. To care for growing numbers of post-graduate students.



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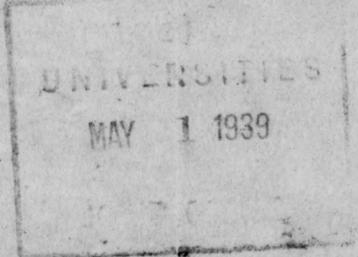
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May 8, 1939

Mr. H. D. Robertson
West China Union University
Chengtu, Szechwan, China

Dear Mr. Robertson:

The trial balance for April 30, 1939 is enclosed herewith, also the cash statement, budget analysis, supporting invoices and copies of Journal Vouchers #333, #334 and #335.

You will note from Journal Voucher #334 that we charged \$2,000.00 of the Chemistry building emergency funds to the Harvard-Yenching Institute account. You will also note that the Chemistry Building Fund has been set up under 122 (t) and the Chemistry Building Account under 26 (t) thus capitalizing this expenditure, as eventually it will be a West China proposition.

The governors' budget is facing a heavy overdraft because of the travel of the Smalls and Alberstons and were calculated in setting up the original budget.

You will note that emergency funds up to the amount of \$12,102.00 had been received up to the 30th, of which of this amount \$6,373.83 was used to balance the current appropriation and \$4,000.00 for West China's part in the Chemistry building and that leaves a very small amount for the use of the field, but if additional funds come to hand we will immediately authorize their withdrawal.

I believe that the other parts of the trial balance are self-explanatory.

Very truly yours,

C. A. EVANS

CAE/B
ENCS.

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TELEGRAPHIC ADDRESS: "HUATA"

WEST CHINA UNION UNIVERSITY

私立華西



協谷大學

ADMINISTRATION OFFICE

May 17th, 1939.

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UNIVERSITIES
MAY 2 1939
ADMINISTRATION OFFICE
CHENG TU, SZECHWAN

Dear Dr. Garside,

My last letter to you, dated April 20th, should reach you in good time for the Board meeting which we understand is to be held in New York on June 5th. We shall await a cable with more than the usual anticipation.

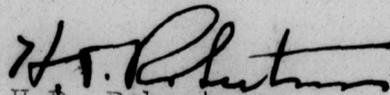
President Dsang, President Chen and Dr. Y.F. Wu have returned from Hongkong. President Liu of Cheeloo is still in Chungking, but hopes to arrive shortly. The terrible destruction resulting from the bombing on two successive days of Chungking city has definitely affected the situation here. The Ministry of Education has ordered all schools within the walls of the city of Chengtu to close, and already most of these schools have moved to other points. In view of the special difficulties of moving the College of Medicine and Dentistry and the College of Science, we are planning to carry on as usual, but to take every precaution possible to protect the lives of the students and the equipment of the various departments.

Teaching for this term will stop on June 10th, examinations will be held until June 24th and the Commencement Exercises on June 26th. The University of Nanking and Ginling College close somewhat later as they opened after we did. If we can manage to finish the work of the term without undergoing a bombing we shall be most thankful. Meanwhile, because of the experience of Chungking, the staff and students are being organized to deal with any situation which may arise as a result of a bad raid. As you know, the University grounds are situated outside the city, but although not far removed it is possible that we might escape a raid if the bombers confine their attentions to official and military objectives. In any case our danger is chiefly that of a direct hit, as our buildings are widely separated. The students have shown no signs of fear or panic, and we hope they may be spared the frightful experience of a bad raid. The inhabitants of the two great cities of Chungking and Chengtu have been evacuating and only a small proportion of the population remains. However, I have not heard any suggestion of a weakening of the will of the people to resist. The leaders in the Government appear to continue to command the confidence of the people generally.

You are fortunate in having Mr. Cressy at the Board of Governors, bringing as he does the results of the meeting of the Presidents in Hongkong.

Trusting that the Board may be guided in its decisions at this most perplexing and difficult time,

Yours sincerely,


H.D. Robertson.

P.S. Under separate cover I am sending the financial report for the year ending June 30th, 1937, as requested by the Board of Regents of the University of the State of New York.

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RECEIVED
UNIVERSITIES
JUN 9 1939
JOINT OFFICE

WEST CHINA UNION UNIVERSITY

學大合聯 西華立



ADMINISTRATION OFFICE

May 17th, 1939

Dear Dr. Garalde,

My last letter to you, dated April 20th, should reach you in good time for the Board meeting which we understand is to be held in New York on June 5th. We shall await a cable with more than the usual anticipation.

President Dang, President Chen and Dr. Y. F. Wu have returned from Hongkong. President Liu of Chefoo is still in Chungking, but hopes to arrive shortly. The terrible destruction resulting from the bombing on two successive days of Chungking city has definitely affected the situation here. The Ministry of Education has ordered all schools within the walls of the city of Chengtu to close, and already most of these schools have moved to other points. In view of the special difficulties of moving the College of Medicine and Dentistry and the College of Science, we are planning to carry on as usual, but to take every precaution possible to protect the lives of the students and the equipment of the various departments.

Teaching for this term will stop on June 10th, examinations will be held until June 24th and the Commencement Exercises on June 26th. The University of Nanking and Ginling College close somewhat later as they opened after we did. If we can manage to finish the work of the term without undergoing a bombing we shall be most thankful. Meanwhile, because of the experience of Chungking, the staff and students are being organized to deal with any situation which may arise as a result of a bad raid. As you know, the University grounds are situated outside the city, but although not far removed it is possible that we might escape a raid if the bombers confine their attentions to official and military objectives. In any case our danger is chiefly that of direct hit, as our buildings are widely separated. The students have shown no signs of fear or panic, and we hope they may be spared the frightful experience of a bad raid. The inhabitants of the two great cities of Chungking and Chengtu have been evacuating and only a small proportion of the population remains. However, I have not heard any suggestion of a weakening of the will of the people to resist. The leaders in the Government appear to continue to command the confidence of the people generally.

You are fortunate in having Mr. Cressy at the Board of Governors, bringing as he does the results of the meeting of the Presidents in Hongkong.

Trusting that the Board may be guided in its decisions at this most perplexing and difficult time,

Yours sincerely,

H. D. Robertson
H. D. Robertson

P.S. Under separate cover I am sending the financial report for the year ending June 30th, 1937, as requested by the Board of Regents of the University of the State of New York.

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TELEGRAPHIC ADDRESS: "HUATA"

WEST CHINA UNION UNIVERSITY

私立華西



協合大學

ADMINISTRATION OFFICE

CHENG TU, SZECHWAN

May 17th, 1939. *act 1/2 5/39*

Dear Mr. Evans,

Acknowledging your letters of April 14th, 19th and 25th (Clipper) which reached me yesterday - The enclosure for Dr. Beech has been forwarded to him by air mail, as he is still in Kunming. I presume he will advise you with reference to the sterling fixed deposit. Since you wrote the whole question of the International Settlements in China has become more acute because of Japanese action at Amoy.

Your recommendation that we draw directly upon the New York Office for such funds as are needed within the budget is agreeable to us. I hope very much you will be successful in securing for us the balances which have been the subject of correspondence throughout the year. In my previous letters I have made suggestions on these matters which I hope will meet with your approval and will be given your support before the Finance Committee and the Board.

Harvard-Yenching Appropriation.

I am forwarding by ordinary mail a summary of the financial statement of the Programme of Chinese Cultural Studies, July 1st, 1935 to June 30th, 1938. I trust this will explain how the budget has been overspent. NC\$6,700.67 which you made available for us to balance the account has been drawn by the issuing of draft No. 897, which cost US\$1,082.14. We appreciate very much your making available this amount.

T.K. Cheng's Account.

In a letter dated November 30th, Dr. Beech advised us that the agreement with Professor Elisseeff and reported to you was that the US\$500 advanced to Mr. Cheng for travel expenses and the NC\$1,800, his salary paid to his family here, would be made up to the University.

We have already drawn the \$500 advanced, and we shall be selling a gold draft for the amount necessary to secure NC\$1,800. I trust this is your understanding of the arrangement.

These are days of uncertainty for us, and there does not seem any likelihood that conditions will change in the near future. We shall be anxious to hear the decisions of the Board meeting.

Yours sincerely,

H.D. Robertson
H.D. Robertson.

HDR/MR.

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WEST CHINA UNION UNIVERSITY

PROGRAM OF CHINESE CULTURAL STUDIES.

Summary financial statement - July 1, 1935-June 30, 1938.

Balance on hand July 1, 1935		C \$ 2,227 07	
<u>Report for the year 1935-1936:</u>			
Expenditures	34,765 80		
Receipts	<u>28,990 00</u>		
Overexpenditure for year			C\$ 5,775 80
<u>Report for the year 1936-1937:</u>			
Expenditures	37,415 89		
Receipts	<u>33,000 00</u>		
Overexpenditure for year			4,415 89
<u>Report for the year 1937-1938:</u>			
Receipts	33,000 00		
Expenditures	<u>31,736 05</u>		
Balance to apply on deficit		<u>1,263 95</u>	
		C\$ 3,491 02	10,191 69
Net deficit June 30, 1938 - per report		C\$	6,700 67

JOINT OFFICE
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WEST CHINA UNION UNIVERSITY

PROGRAM OF CHINESE CULTURAL STUDIES.

Summary financial statement July 1, 1935-June 30, 1938.

Balance on hand July 1, 1935		\$ 5,527 07
<u>Report for the year 1935-1936:</u>		
Expenditures	28,990 00	
Receipts	34,765 80	
Overexpenditure for year		\$ 5,225 80
<u>Report for the year 1936-1937:</u>		
Expenditures	33,000 00	
Receipts	37,415 89	
Overexpenditure for year		\$ 4,115 89
<u>Report for the year 1937-1938:</u>		
Expenditures	31,736 05	
Receipts	33,000 00	
Balance to apply on deficit		\$ 1,263 95
Net deficit June 30, 1938 - per report		\$ 6,700 67
		\$ 3,436 72

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WEST CHINA UNION UNIVERSITY

私立華西



協合大學

ADMINISTRATION OFFICE

CHENG TU, SZECHWAN

May 19th, 1939.

ack 6/28/39

Dear Mr. Evans,

INDEXED

Last evening I received a copy of your letter dated April 25th. The envelope had this post office stamp: "Mis-sent to San Francisco, California", so I presume that both the original and the copy came by "Clipper". I have forwarded Dr. Beech's copy to him.

I am enclosing a statement of the drafts issued between February 16th and May 10th. I do not think this calls for any comment, except for the orders noted as for the Central University. As you know the National Central Medical and Dental Colleges are now associated with our own. These orders are part of a large number being sent to Mr. Spooner. It is because Mr. Spooner is giving his personal attention to these orders that we have felt justified in sending such large ones. We are asking the National Central University to pay us here in Chengtu US\$1,000, or its equivalent, to cover their orders, together with an amount for freight and packing. As you will note, the total amount of our orders for supplies to be charged against the \$12,500 reckoned at the rate of 2:1 is greater than the budget item. If drafts are presented before June 30th, please charge to the 1939-40 budget.

noted 6/21/39

Sage 6/12/39
ack 6/30

You may know of the arrangements made between Dean Sage and the Science Departments of the University (Executive Minutes January 18th). We have presented a statement of accounts to Mr. Sage on two occasions and it would be embarrassing for us to take further action in the matter, but the fact is that so far as we know no advance has been made by Mr. Sage, and acting on his authority the University has overspent the \$7000 originally promised. Perhaps you could take this matter up with Mr. Garside and discover some way of dealing with it. The two Baby Pandas have arrived safely in New York, but the biological and other specimens are probably still on the way, having been taken by Dr. Best as far as Kunming, where they were held up by the Government authorities and later forwarded to the American Express Co. in Hongkong. We trust they will reach New York in good condition and prove of interest to Mr. Sage and his friends.

I am enclosing copies of my Clipper letters of May 17th to you and Mr. Garside, together with statement covering the "Program of Chinese Cultural Studies, July 1st 1935 - June 30th 1938; also Report for the year ending June 30th, 1937, covering finances, for the Board of Regents of the University of the State of New York.

EDR/MR

With kind regards,

Yours sincerely

H. S. Reuter

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West China Union University

Report of drafts on the Board of Governors since February 16, 1939.

1. Drafts on current account charged at the rate of 2:1

<i>✓ are paid but memo of ones not paid</i>	No. 884 - Associated Drug Co.	2.40 ✓	
	885 - " "	46.30 ✓	
	887 - Clinical Med. and Surg.	4.00 ✓	
	888 - Chen Tsuo Sheng	85.00 ✓	
	889 - Ash Temple Co.	1000.00 ✓	
	891 - Wallace Crawford	130.00	
	893 - John Hopkins Hospital	5.00 ✓	
	894 - McAlinsh & Co. Ltd.	8.12 ✓	
	895 - R. Gordon Agnew	101.64 ✓	
	898 - Wallace Crawford	10.00	
	899 - Office Appliance Co. <i>cancelled</i>	275.00	
	900 - Schmidt & Co.	289.50	
	901 - Associated Drug Co.	9.55	
902 - T. H. Williams	15.00		
	US\$ 1,981 51 @ 2:1--3,963 02		

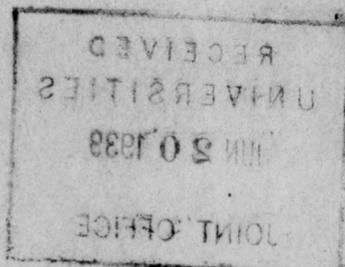
2. Drafts on current account charged at current rates:

✓ 886 - Andersen Meyer & Co.	90 00 ✓	C\$ 630 00 ✓
✓ 890 - Syracuse University	30 00	210 00
✓ 892 - D. R. Hooker	48 75	346 12
	US\$ 168 75	C\$ 1,186 12

3. Drafts on special appropriations:

Harvard-Yenching funds:			
-883 - Hongkong & Shanghai Bank	1,000 00 ✓	6,250 00	
Draft through A.M.T.	2,000 00	12,724 32	
897 - A.M.T. (Special for deficit)	1,082 14 ✓	6,700 67	
896 - Ernest Hibbard Treas. W.C. Theological Seminary	150 00 ✓	(Entered for convenience at 2:1)	

This reports all drafts through the date of May 10, 1939.



12,324.32
12,276.75
47.57

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Report of drafts on the Board of Governors since February 16, 1939.

1. Drafts on current account charged at the rate of \$:1

✓ 902	T. H. Williams	15.00
✓ 901	Associated Drug Co.	9.55
✓ 900	Schmidt & Co.	289.50
✓ 899	Office Appliance Co. <i>cancelled</i>	275.00
✓ 898	Wallace Crawford	10.00
✓ 897	R. Gordon Agnew	101.64
✓ 894	McAhan & Co. Ltd.	8.12
✓ 893	John Hopkins Hospital	5.00
✓ 891	Wallace Crawford	130.00
✓ 889	Ash Temple Co.	1000.00
✓ 888	Chen Tansheng	85.00
✓ 887	Clinical Med. and Surg.	4.00
✓ 885	"	46.70
✓ 884	Associated Drug Co.	2.40

Use \$ 1,981.51 @ \$:1--7,963 02

*✓ one paid
✓ not money
✓ never yet paid*

2. Drafts on current account charged at current rates:

✓ 892	D. R. Hooker	48.75
✓ 890	Syracuse University	30.00
✓ 886	Andersen Meyer & Co.	90.00

Use \$ 1,186.15 @ \$:1,186.15

3. Drafts on special appropriations:

897	A.M.T. (Special for deficit)	1,082.14
887	Hongkong & Shanghai Bank	2,000.00
	Harvard-Yenching funds:	1,000.00
	Draft through A.M.T.	2,000.00
		12,254.75
		6,700.67

896 - Ernest Hibbard Treas. W.O. Theological Seminary 150.00 (Entered for convenience at \$:1)

This reports all drafts through the date of May 10, 1939.

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UNIVERSITIES
JUN 20 1939
JOINT OFFICE

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17,354.72
15,354.37

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TELEGRAPHIC ADDRESS: "HUATA"

WEST CHINA UNION UNIVERSITY

1 copy by Clipper

私立華西 協合大學



Sup.
~~_____~~
CHENG TU, SZECHWAN
四川成都

ADMINISTRATION OFFICE
辦公廳
THE BURSAR

May 31, 1939.

ack 6/19

Mr. C. A. Evans,
Associated Boards for China Colleges,
New York City.

My dear Mr. Evans:

You will find enclosed a copy of a pro-forma invoice sent by Alsop Engineering Corporation, Milldale, Conn. which covers some equipment that is urgently needed by Dr. Meuser. In the letter this company, with whom we have not done business previously, indicates that it is necessary to send the payment before shipment can be made. This pro-forma invoice is for US\$702 27, but does not include packing or freight charges. Also there may be some small changes made by Dr. Meuser. Will you accept this letter as authorization to clear this account immediately you receive the proper invoice in order that shipment may be made at once? We will appreciate very much if you will write to the firm upon receipt of this letter and make clear to them that you are ready to pay the account. Please charge the payment against the current appropriation for the year.

When you make payment, will you kindly urge them to make shipment at an early date and to be sure that the goods are consigned:

West China Union University
Chengtu, Szechuen, China.

and not to any individual. If desired, they may send the letters marked "Attention of Dr. E.N.Meuser." This point is important as we cannot secure a huchao for the exemption of customs duties if the goods are consigned individually. Dr. Meuser will give instructions for the shipment of the goods - we shall expect to receive the shipping papers in order to arrange for the rest of the transportation from the coast.

There is another important factor in connection with this payment. We are trying to secure the privilege of paying for this equipment at the official rate allowed for certain grants from the government. One of the conditions is that the Ministry of Finance will make each check payable to the company concerned. This may mean that after payment is made from your office we find ourselves with a check payable only to this firm. In that case we shall ask you to secure the endorsement of the draft in order to refund the amount advanced through your office. It takes a number of months to secure these drafts, and sometimes it is impossible, so we shall have to ask you to pay for the goods in order that shipment may be made. In doing so will you kindly keep in mind this possible second draft which we may have to ask you to adjust later. As this payment will eventually be made from a special grant made in Chinese currency, it will be a great saving to the department if we are able to secure this privilege.

Sincerely yours,

H. D. Robertson
H. D. Robertson.

Be sure this firm secures Consular invoice.

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COPY

ALSOP ENGINEERING CORPORATION

Milldale, Conn. 5/10/39

Pro-forma Invoice

Sold to:

Dr. E.N.Meuser
West China Union University,
Chengtu, Szechwan, China.

F.O.B. Milldale, Conn.

Terms: Net cash

Your order No. Letter 3/25

Our Order No. 66145-66146

.....

1	#1 Internal Pressure Filter	180 00
100	Extra Pressure Filter Papers	8 00
12	Extra Pressure Filter Cloths	4 80
1	#4 Hy-Speed Mixer	57 50
2	#3 Hy-Speed Mixers	80 00
1	G-7 Portable Transfer Pump	105 00
1	#02 Portable Bottle Filler	80 00
1	3 spout Standard Filling Handle	10 00
1	#38 Labelit	65 00
8	qts. #42 National Adhesives Glue	N/C
1	Hy-Speed Capper with	
1	ea #18,22,26,28 Chucks and	
12	extra Rubber Inserts	105 00
1	Extra 1/4 HP direct drive motor, 220 volts	
	50 cycle, 1 phase 1425 RPM	24 00
1	Extra 1 HP direct drive motor 220 volt, 50	
	cycle, 3 phase 1425 RPM	61 00 (This is to be cancelled)
		US\$ 780 00
	Less 10%	<u>78 03</u> \$702 27

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VIA CHINA CLIPPER

West China Union University
150 Fifth Avenue
New York, N. Y.

June 6, 1939

*ack 7/11/39
by Walter Small*

INDEXED

Mr. H. D. Robertson
West China Union University
Chengtu, Szechuan, China

Dear Mr. Robertson:

We had a very successful meeting of the Board of Governors yesterday, and put through a considerable amount of important work.

There was one item on which I was asked to communicate with the field by Clipper mail. In order to bring the matter before you, I think it will be best to give you the following extract from the minutes:-

"Progress of New Clinical Hospital.

The Secretary reported information received from the Field, under date of March 29, 1939, as follows:--"The University Hospital is coming along according to plan.....Dr. Beech has been in correspondence with us since his arrival in HongKong, and plans to leave for Chengtu tomorrow, coming by way of Indo-China. The difficulties of transportation from the rail-head, Kunming, to Chengtu remain as great as ever. Petrol is \$1.00 a gallon, and the roads are in bad shape because of excessive traffic; commercial trucks are impossible to secure because of military needs, and our supplies have to be brought by the one truck purchased by the University. The distance is roughly 1,200 miles, and the truck takes three weeks to make the trip." Further, a cable had just been received from Dr. Beech from Kunming, as follows:- "Greetings Governors: en route Chungking 12 tons freight."

Attention was called to the fact that this Board has had no recent report from Chengtu on the building of the University Clinical Hospital. Dr. Arnup and Dr. Decker reported briefly on their meeting with the Building Committee in Chengtu in February 1939.

It was

G-140: VOTED to call the attention of the Board of Directors to the conditions which are embodied in the original action of the Board of Governors at its meeting in Toronto on October 21 and 22, 1936, under Minutes G-1258 and G-1259 approving the purchase of the first materials and the laying of the foundations, which conditions were extended to cover additional construction later authorized at the meeting of the Board of Governors in New York on May 12, 1937, under Minutes G-1296, ~~G-1297~~ G-1297, and G-1298. The Board of Directors is urged to see that a statement of building plans and finances is forwarded to the Board of Governors by early air mail, for study by the Executive Committee of the Board, to which Committee the matter of any action which may be required is referred, with power. "

I have not time to say more now, but will write about other matters later on.

With all good wishes to yourself and your colleagues, I am

Yours very sincerely,

FA:VW

Frank Anderson

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Faint handwritten text, possibly a signature or address.

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TELEGRAPHIC ADDRESS: "HUATA"

WEST CHINA UNION UNIVERSITY

私立華西



協合大學

ack
8/10
CHENGDU, SZECHWAN
四川成都

ADMINISTRATION OFFICE
辦公廳
THE BURSAR

June 10, 1939.

Mr. C. A. Evans,
Associated Boards for China Colleges,
New York City.

My dear Mr. Evans:

In your letter of May 5th addressed to Mrs. Simkin you call attention to the fact that the invoices from Wm. Dawson & Sons, Ltd. have not been paid. At the same time you have sent us with the April statement two invoices from this firm which you have paid covering our requisition No. 149.

When the orders were placed, instructions were given to send all invoices to you for payment in New York through the regular channels. We forwarded to you copies of the requisitions and assumed there would be no further instructions required to have the bills cleared in due time. We can only assume that our letter containing part of the copies must have been lost and consequently as you had no record, you did not feel justified in paying for the invoices when presented.

Please clear all invoices as presented to you. We will list the order requisitions which have been forwarded to Wm. Dawson & Sons, Ltd. but we cannot furnish the exact amounts as we do not have complete invoices to date.

Order requisition

- No. 136
- 137
- 143
- 142
- 140
- 145
- 204 ✓
- 206 ✓
- 207 ✓
- 218 ✓
- 220 ✓
- 222 ✓
- 224 ✓

Those not checked have not come to hand; neither have inv. covering same

Rep. ✓ have been taken care of and invoices rec'd. (7/10)

The total amount will be considerably more than seventy-five pounds - the first order amounting to approximately that amount.

We shall plan to have these requisitions charged to the appropriation for 1938-1939 and will make reserves on the field accordingly.

Sincerely yours,

H. D. Robertson
H. D. Robertson.

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WEST CHINA UNION UNIVERSITY

Handwritten notes and stamps in the top left corner, including a date "8/10" and a name "CHU HUA CHANG".

學大合聯

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UNIVERSITIES
JUL 10 1939
JOINT OFFICE

ADMINISTRATION OFFICE
THE BUREAU

In your letter of May 25th regarding the...
call attention to the fact that the invoice from...
was not sent to you...
statement two of those from the firm which you have...
regulation...
then the order were...
to you for...
to you copies of the regulations and assumed there would be no further...
regulations required to have the Bill of Lading in the name...
assume that our letter containing part of the copies...
and consequently as you had no record, you did not feel...
the...
Please refer all invoices...
regulations which have...
cannot furnish the... as we do not...
Order regulation

Please refer all invoices...
regulations which have...
cannot furnish the... as we do not...
Order regulation

- 150
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The total amount will be...
first order...
We shall...
and will...
Sincerely yours,

Handwritten signature and name at the bottom of the page.

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June 12, 1939

Dear Mr. Robertson:

Let me acknowledge receipt of your letter of May 17th.

We can appreciate to some extent the tension created in Chengtu by the terrible bombings in Chungking during recent weeks. All the friends of the four Colleges in Chengtu have watched the news from China with special anxiety during recent weeks, but have been relieved that the days have gone by without any serious raids on your city. We earnestly hope that you will be able to complete the work of the spring semester this month without any serious interference.

The minutes of the West China Governors' meeting of June 5th are now being mimeographed and will be forwarded within a few days. The meeting was particularly crowded this year with the consideration of a large number of important problems, in many of which clear-cut decisions were very difficult. The Board was gratified to have present four men who had recently been on the West China campus - Dr. Decker, Dr. Arnup, Bishop Ward and Mr. Cressy.

We have not yet received the copy of the financial report to the New York Regents for the year ending June 30th, 1937 but will transmit it to Albany as soon as it reaches us.

Very sincerely yours,

Mr. H. D. Robertson
West China Union University
Chengtu, Szechwan, CHINA

BAG:MP

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150 Fifth Avenue
New York, N. Y.
June 12, 1939

Mr. H. D. Robertson
West China Union University
Chengtu, Szechwan, CHINA

Dear Mr. Robertson:

We enclose herewith the trial balance of May 31st together with accompanying papers. We are sending a duplicate set by Clipper mail, which you should receive promptly.

Everything would appear to be clear with the possible exception of Emergency Gifts. You will note that \$4,000.00 has been paid in Account 175.6 which is the Chemistry Building appropriation. We have also given you authorization to draw US\$10,000. which is the Rockefeller appropriation. Another authorization has been issued for you to draw \$3,500.00 and as we require \$6,373.83 to balance the current budget you will be overdrawn by \$1771.83. However, we have slightly under \$10,000.00 to distribute and West China's share should go a long way toward balancing this deficit. If you have not drawn the \$3,500.00, adjustments, of course, can be made at our closing.

With sincerest regards, I remain

Very truly yours,

C. A. EVANS

CAE/B
ENCS.

Via "Empress of Asia" - 6/19/39
c.c. Via China Clipper

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On Sunday, June 11th, Chengtu city and the West China Union University were bombed by a flight of 26 or 27 Japanese planes. The warning signal was heard about 6.35 p.m. When the Japanese bombers arrived without further warning about 7.20 they were seen to be in the formation of a flat "W". From the University they appeared over the centre of the city and flew a direct course from north to south, passing over the University grounds. They seemed to be flying at a height of about 6,000 ft.

The first bomb dropped on the University grounds landed on the river bank a short distance from four University residences. Two of these, those occupied by the families of Dr. Liljestrang of the West China Union University and President Chen of the University of Nanking, were practically wrecked, and the members of these families all received injuries, some serious and some slight. It was here that Miss Hwang, a second year Pharmacy student and a member of the Student Volunteer First Aid Corps, was killed, and another woman student with her was badly wounded.

The second and third bombs dropped quite close to the University Library building - one within ten feet and one within 30 feet - but did not explode. One of them was probably an incendiary bomb. Glass was broken and window sashes were blown out of this building.

The fourth bomb, apparently a very large one, struck a tree within ten feet of the Baptist Mission Middle School dormitory building which was being used by the staff members of Central University and their families. The bomb exploded in the air, demolished a good part of the building and caused injuries to a number of people. The concussion from the explosion of this bomb also affected many residences and University buildings nearby, bringing down ceilings and blowing out doors and windows and breaking glass.

Nine bombs dropped on the Government Institute of Animal Husbandry, not far from the site of the Union Theological School, Kiang Hsi Kai, but only five of them exploded. Several persons were killed here. Very large bombs exploded just within and outside the South Gate of the city.

As a result of the bombing a member of the University of Nanking College of Science staff was killed, and several staff members, both Chinese and foreign, received injuries. One W.C.U.U. woman student was killed and two Cheeloo women students were severely injured - one of these is not expected to recover.

A First Aid Station was operated at the University Health Clinic and over eighty casualties were brought in. More than fifty were severely wounded cases and seven died during the night. The Student Volunteer First Aid Corps did splendid service in bringing in and caring for the wounded, working throughout the night. The United Hospital treated 355 injured, of whom 125 were admitted as in-patients - twenty died.

At least seventy bombs, both incendiary and demolition,

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1939

were dropped in the city. The area most severely affected by fire is just south of the Tong Ta Kai, stretching west from Shu Hwa Kai to and including Yen Si Keo and Shuen-chen Kai. These fires came within a short distance of mission property at Shansi Kai (M.E.M.) and Pi Fong Kai (C.M.S.)

The latest estimates of casualties are 146 killed, 437 wounded, 1,242 houses burned and demolished. It is estimated that the cost of reinstating University property damaged will be about NC\$50,000.

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MAY 14 1939
MAY 14 1939
MAY 14 1939
MAY 14 1939

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were dropped in the city. The area most severely affected
by fire is just south of the Tong Tai Kai, stretching west from
San Hwa Kai to and including Yen Si Kuo and Shun-chen Kai.
These fires came within a short distance of mission property
at Shun Kai (M.S.M.) and Si Kung Kai (C.M.S.).

The latest estimates of casualties are 148 killed, 437
wounded, 1,242 houses burned and demolished. It is estimated
that the cost of reinstating University property damaged will
be about HK\$50,000.

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June 14th, 1939

Extract of a letter from Mr. Robertson to Prideaux Brune Esq.

You may be interested to have some details of this bombing. The warning siren was heard about 6.35 p.m., but on this occasion it was much fainter than previously. A few minutes afterwards the Chinese planes from the air field south of Chengtu went up and we watched them circling round getting elevation. There were two flights of nine each and four other large planes. When the Japanese bombers arrived without warning about 7.20, they were seen to be in the formation of a semi-circle and as there were twenty-six planes they must have covered an area of almost a mile. From the University they appeared over the centre of the city and flew a direct course from north to south, passing over the University grounds. Apparently the Chinese planes had failed to discover them, but later engaged them after the bombing of the city. The Japanese bombers seemed to be flying at about 6,000 feet.

You will remember the location of the University grounds in relation to the city. The first bomb dropped on our ground landed on our side of the river a short distance from four residences. Two of these residences were practically wrecked and another small Chinese building used as a residence disappeared. It was here that President Chen and several members of his family were severely injured. The woman student who lost her life was killed as a result of that bomb, and another student with her was badly wounded. Several of the foreign members of the staff in this vicinity received slight injuries and suffered from shock.

The second and third bombs dropped on either side of the Library building and did not explode. We imagine they must have been incendiary bombs. Glass was broken and window sashes were blown put in this building.

The fourth bomb, apparently a very large one, struck a tree within ten feet of a one-storey dormitory building which was being used by the staff members of Central University. The bomb exploded in the air, demolished a good part of the building wounding a number of people. The concussion from the explosion of this bomb also affected many buildings near-by, bringing down ceilings and blowing out doors and windows and breaking glass. A number of bombs fell on the outskirts of the University property but away from University buildings. In addition to the wrecking of the residences and dormitory considerable damage was done to a good number of University buildings.

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6-14-39

A member of the University of Nanking College of Science staff was killed and several members of the staff, foreign and Chinese, received injuries; One woman student was killed, and several other women students were severely injured, one of whom is not expected to recover.

A First Aid Station was operated at the University Clinic and about one hundred casualties were brought in.

Owing to the difficulty of digging trenches with the water so near the surface of the ground we have adopted the plan of sending the students into the country away from the area likely to be bombed. Since the raid it has been felt wise to allow the students of the 1st, 2nd and 3rd years to leave for their homes as the term's work was completed, and examinations were about to begin. The final Year is sitting for their examinations and it is expected that Graduation Exercises will be held according to plan on Monday, June 26th. The University of Nanking and Ginling College will carry on, as their term has not been completed.

On Monday morning the five cooperating Universities here send the following cablegram to the New York offices of the Universities:

CHENGDU BADLY BOMBED. UNIVERSITY BUILDINGS DAMAGED.
ONE CHINESE STAFF ONE STUDENT KILLED SEVERAL INJURED.
URGE BRITISH CANADIAN AMERICAN GOVERNMENTS STRONG
PROTEST.

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Rec'd
6/29/39
June 16th, 1939.
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Dear Dr. Garside,

I am enclosing paragraphs from a letter to the Consul-General in Chungking. We feel that we were very lucky indeed in escaping as we did. The general impression is that the attack on the University grounds was not deliberate, but any attack on the city of Chengtu by such a large number of planes is sure to endanger lives and property at the University. We cling to the hope that the representations made to the Government of Japan may result in greater immunity, but the reported statement by Japan's official spokesman, that mission property in China being adjacent to military positions is in danger in case of air attack, is suggestive of their attitude towards such protests. You can understand the effect of such a raid on the staff and students. If we have further raids the question will naturally arise as to whether or not it is possible to continue work on our University site. The Presidents of the four Universities are in constant consultation, and we are endeavouring to decide upon future plans in the light of all our experience and information. I am sure our friends and supporters will understand the difficulties of our position and will give us their confidence under these trying conditions. I hope to send you a further statement within the next ten days.

A reply to your cable was forwarded today through the American Embassy, Chungking.

Yours sincerely,


H.D. Robertson.

HDR/MR.

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MAIL ADDRESS: "HUATA"

WEST CHINA UNION UNIVERSITY

私立華西



協合大學

*dup.
Copy Orig. by Clipper*

ADMINISTRATION OFFICE

辦公廳
THE BURSAR

June 23, 1939.

CHENGDU, SZECHWAN
四川成都

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8/10*

Mr. C. A. Evans,
Associated Boards for China Colleges,
150 Fifth Avenue, New York City.

My dear Mr. Evans:

Your letter of May 13th has reached us and in reviewing all orders that have been forwarded abroad, we find there may be confusion concerning payment. In this letter we shall attempt to give you definite authorization for the clearance of all orders and will list the numbers again for clarity.

1. Library orders: Please pay all library orders in New York. We find some requisitions have been prepared incorrectly but from this date we shall try to have them filled out to indicate that the invoices must be presented to you for payment. We find the following orders are outstanding at this date:

136, 137, 140, 142, 143, 145, 204, 206, 207, 208, 209, 210, 211, 213, 214, 215, 218, 219, 220, 222, 223, 224, 6, 7, 8,

2. College of Medicine and Dentistry: We shall need your help in completing arrangements for these orders. Both Mr. R. C. Spooner and Mr. W. G. Sewell are on furlough and we have placed large orders with several firms to be shipped in accordance with the instructions given by either one of these two staff members. We advanced funds to Mr. Sewell to cover part of his orders but there are the following which need to be cleared directly through your office.

No. 159	estimated in US\$	553 85	
162		504 42	
164		152 94	
170		375 00	
171		250 00	
		<u>250 00</u>	US\$1,836 21

Please note these estimates may not be very exact and in no case have we included charges for packing and freight. As nearly as we can tell, this is the approximate value of the goods being ordered. Most likely Mr. Sewell will collect this money through the Friends Service Council. Please be prepared to meet his drafts.

The next group of orders have been forwarded to be shipped under the directions of Mr. R. C. Spooner, but in every case we wish to have you clear the invoices in New York with the exceptions as noted below.

Please pay in New York:
No. 166 - The Arlington Chemical Co. estimated cost US\$ 5 00

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6-23-29

Please pay in New York the following:

No. 167 - Schering Kahlbaum A.G.	Estimated cost	US\$	2 40
168 - G. Frederick Smith Chem Co.			5 00
174 - Fred S. Carver NYC			339 00
175 - Abbott Laboratories (send Parcel Post)			25 00
227 - Fisher Sc. Co.			52 90
232 - to be placed by Mr. Spooner			25 00

On the following orders, please make final settlement with the firms but note that we have instructed the China Foundation to send payment at least in part for the orders. Our reason for doing so was due to the fact that we had a considerable amount of United States currency to our credit in Shanghai, and under the regulations of the China Foundation, they insist upon sending drafts directly to the firms. Please note the orders and the amounts that have been forwarded. Will you write to these firms and in securing the necessary invoices assure them that the checks will be sent from Shanghai for the amounts indicated, and clear any balance that may be necessary directly from New York. It may seem rather complicated but we could see no other way to take advantage of the appropriation made in United States currency and deposited in Shanghai.

1. Arthur H. Thomas Co. Philadelphia, Pa.			
Orders No. 165	US\$.80	
226		800.00	
233		475.00	1,275 80

2. Harvard Apparatus Co., Boston, Mass. No. 173			950 00
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3. Eastman Kodak Co., Rochester, N.Y. <i>LR 13059</i>			
Orders No. 160 and 163 <i>106.90</i>		125 00	194.70 <i>(10.3092)</i>
<i>1138</i> <i>13059</i> <i>NC 230 - LR 13059</i>		175 00	
<i>278 - NC</i>		25 00	325 00 <i>6/28</i>
<i>14731 - 4.69</i>			

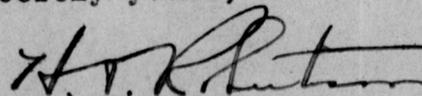
We have chosen the three firms listed above as we have done business with them for many years and felt it would be possible to make an adjustment should there be confusion and payment be made both from Shanghai and New York. Will you kindly see that the necessary advice is sent to them concerning these particular orders?

There are a few other orders which seem to be in order but will be listed to make the records complete:

No. 74 - S.S. White Co. parcel post	estimated US\$	20 00
276 - Bausch & Lomb, Rochester		50 00 (R.C. Spooner)
277 - Gen. Biol. Supply House		75 00 "

We hope this will clear any questions concerning the orders that have been placed during the past few weeks. We regret that our instructions were not entirely clear in the first place and will endeavor to see that all future orders carry the necessary shipping and billing instructions.

Sincerely yours,



H. D. Robertson.

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NOTE: See letter to Dean Sage, dated June 28, 1939.

June 28, 1939

Mr. H. D. Robertson
West China Union University
Chengt'u, Szechwan, China

Dear Mr. Robertson:

Thank you for your letter of May 19th enclosing list of drafts issued on the Board of Governors books from February 16th through May 10th. Insofar as we have received those issued, they are correct and we will take into consideration those that have not been paid. The balance will be cleared through Accounts Payable as they are received.

We note that you say regarding orders sent through for the attention of Mr. Spooner and that the National Central University has deposited US\$1,000.00 with the West China office.

We have also noted that any drafts exceeding the current year's budget are to be charged against 1939-40.

*note by self
6/30/39*
Yesterday I wrote a letter to Dean Sage calling attention to the progress made with the biological and other specimens and asking for information regarding the LC\$7,000.00 which was supposed to be appropriated for West China this year. I am hoping that he will reply promptly as I have put it on the basis of closing our books on June 30th and expressed the hope that definite information would be in hand before that date.

I wish to acknowledge receipt of the copy of the New York State Educational Department Report for 1937. We are completing these documents and trust we will have no difficulty in getting them filed. It is obvious that this cannot serve one of the outstanding purposes of these reports - namely, being included in the annual report of the Board of Regents. The record after the name of West China Union University is entered as a perfect blank.

With sincerest personal regards to you, I remain

Most cordially yours,

C. A. EVANS

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June 30, 1939

Mr. H. D. Robertson
West China Union University
Chengt'u, Szechwan, China

Dear Mr. Robertson:

Your letter of April 14th came to hand promptly and again raises issues which we have discussed in the past, excepting that in the interim there has been a meeting of the Board of Governors of West China.

The issues you raise in the third paragraph, as well as the fifth paragraph of your letter were very carefully studied and statements were presented to the secretary for consideration at the meeting. As I was attending another board meeting which was in session at the same time, I am dependent upon the minutes and the memory of those who were directly interested in these items.

It appears that consideration was given at the same time that the request from the field was presented asking for appropriations in U. S. dollars. It seems that there was considerable discussion over this item, but it was finally disposed of by deferring to take favorable action toward the field's request. It is apparent that the other items alluded to in your letter of April 14th were considered in the same category and did not receive individual attention.

It is my definite impression that had these requests been brought up for discussion they would have received the same treatment as the U. S. dollar request. There is something to be said in defense of the Board's action or lack of action in that the reports which have been made covering Harvard-Yenching funds and the budgets which have been set up indicate rather clearly that up to very recent times LC\$33,000.00 was all that could be properly absorbed by West China for the purpose involved. What is happening to the rate of exchange and commodities at the present time is another story, but I am convinced that a much better case will have to be presented with some pretty telling facts before the Board will take any different action.

I would think, as an answer to your final question, that there is very little chance of having the Board of Governors appropriate the Harvard-Yenching grant in U. S. dollars, as there has long been an understanding that some of these funds should be held to build up a surplus which could be used for further strengthening the Department of Chinese Cultural Studies. I know this is not a very satisfactory answer to your letter as I know the only agreeable reply would be complete acquiescence. I believe you were present, however, at a meeting of the Board and probably realize how difficult it would be to secure such action.

Most cordially yours,

C. A. EVANS

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NOTE: See letter from Dean Sage, dated June 30, 1939

INDEXED

July 5, 1939

Mr. H. D. Robertson
West China Union University
Chengtu, Szechwan, China

Dear Mr. Robertson:

I have received a reply from Dean Sage regarding the so-called LC\$7,000.00 appropriation for biological specimens.

It appears that this sum was guaranteed under a contract dated October 1938 between the University, The American Museum of Natural History, the New York Zoological Society and Dean Sage. The Museum and Zoological Society were to underwrite LC\$3,000.00 each toward the cost of two expeditions sent out last summer for collection purposes. Dean Sage agreed to underwrite the last LC\$1,000.00. The terms of the contract approved and signed by the University stipulated that payments would be made to the University upon receipt in New York for materials collected by the expeditions. This, therefore, is not an appropriation but an agreement to buy, and inasmuch as no material has yet been received in America, there is no obligation to pay anything now.

The expenses for transporting the giant panda in custody of Dr. Best have been approved and as soon as the Zoological Society will authorize payment the money will be forthcoming. Several questions come to mind in connection with this situation which have not been known before. First, there was a definite contract drawn between certain organizations and the university, of which our office had no knowledge. Secondly, that apparently the bill for the transportation of the giant panda presumably is supposed to be collected through our office. Thirdly, that we have had no knowledge as to the whereabouts of the shipments upon which we were supposed to make collection.

Again we are in the position where we must accept the statement of Mr. Sage as we have no copy of the understanding with the University.

We should be very glad to act in whatever capacity the University desires, with the reservation, of course, that we be kept informed as to particulars.

Very truly yours,

C. A. EVANS

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July 10, 1939

Mr. H. D. Robertson
West China Union University
Chengtou, Szechwan, China

Dear Mr. Robertson:

I am writing you regarding the financial items in the minutes of the Annual Meeting of the Board of Governors held June 5, 1939.

New Chemistry Building (Page 2 of the Minutes) - This is a matter which requires no further comment as it has been cleared by previous correspondence with the field and the funds have been made available.

Appropriation to Woman's College from Emergency Funds of the Associated Boards (Page 7 and 8 of the Minutes) - The preamble to action 8-1405 indicates clearly the discussion which was involved. You will note in paragraph one of the action that the allocation of 1938-39 Emergency Funds was left in the hands of the Board of Directors of West China -- it being understood, of course, that the Woman's College be given the same consideration as other needs of the University. The second paragraph of the action presents a different aspect in that emergency needs should be correlated in China and voted upon by the Board of Directors before being forwarded to America for action by the Board of Governors. One of the greatest difficulties we face is having a number of people write for various requests and this motion is to regularize such procedure. Your Board will then have in hand all of the requests and will be able to formulate your requirements having in mind the needs of the entire University.

Financial Statement and Forecast (Page 10) - This material will be second handed to you in view of the fact that the books have been closed and all accompanying papers sent to you by Clipper mail last week.

Budget 1939-40 (Page 11) - The budget figures were adopted after very careful consideration of all the factors involved including the application of the field to remit its appropriations in U. S. dollars. The Board of Governors have not reached the point where they will accede to this request. Presumably there is some thought in the minds of some of our governors that the attitude previously expressed by the field requesting the advantage of the high rate of exchange with the governors protecting the field when the rate is low, still prevails. If you have a really good case to present before the budget for 1940-41 is considered the facts should be correlated and an application made in sufficient time for the Finance Committee to give a study to the whole problem before presenting the recommendation to the Board of Governors.

There seems to be no likelihood of the governors voting all of the Harvard-Yenching Institute appropriation, or even all of the estimated U. S. dollar equivalent within the budget, without stronger representation from the field. Up to the present time with the appropriations having been used as they have, there is little ground for pressing claims. It needs the proper organization of this entire department with reports being promptly made and a program for the use of the funds which are being received annually. Dr. Beech should be present when consideration is given to this proposition as he is entirely familiar with the situation here in America.

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We wish we could guarantee a revival of former appropriations from mission boards, but that seems too much to expect for the present time. However, work along this line is being instituted and sooner or later should bear fruit.

Special Needs for 1939-40 (Page 12) - The Board of Governors approved the special needs as outlined in G-1411 as well as special items listed under G-1412. You will note that the amount needed to complete the regular budget has been modified to correspond with the figure in the budget as voted.

Our thoughts are turning forward to the next year's program still hoping, however, that larger receipts will be forthcoming for the 1938-39 campaign. Items in the special needs, of course, cannot be used until when, and as received, and reported to the field.

Basis of Exchange, Field Budget (Page 18) - This has been referred to in comments on the budget and would seem to require no further explanation. It calls attention to the fact that all other funds outside of the basic appropriation of \$60,000.00 and the Harvard-Yenching Institute are forwarded to the field in U.S. currency upon which you have advantage of gain in exchange.

Harvard-Yenching Institute Restricted Fund (Page 19) - This is self-explanatory and you will note that a committee to confer with other university boards with the hope of reaching a uniform agreement as to the use of these funds was appointed.

Very truly yours,

C. A. EVANS

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WEST CHINA UNION UNIVERSITY

CHENG TU, SZECHUEN

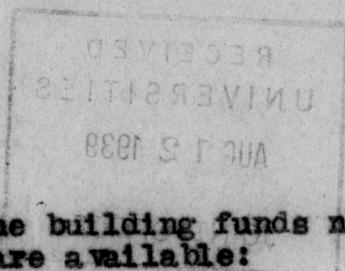
Report of the Hospital Building Accounts - June 30, 1939

Receipts:

Original grant from Board of Governors May 1937	C\$ 12,000 00
Moore gift - invested in Sterling 3,624/14/3	60,991 24
Grant from Board of Governors sent thro A.M.T.	53,286 48
British Boxer Indemnity grant (C\$75,000 00)	50,000 00
Rockefeller Foundation grant O.P.D. (US\$15,000.)	93,028 00
Emergency grant:	
Hospital annex buildings	24,381 87
Isolation building	18,234 00
Local interest and exchange:	
Interest	2,632 54
Exchange on 53,286 48 - average rate 9.	4,795 78
	<u>C\$319,349 91</u>

Expenditures:

Medical plant which includes Central unit, isolation, private and maternity wards	C\$ 138,051 12
O.P.D. unit	78,428 83
Hospital annex buildings	<u>24,381 87</u> 240,861 82
Balance of funds	C\$ 78,488 09



Note: In addition to the building funds noted above the following equipment funds are available:

China Foundation grant:	
Received in Chengtu	C\$ 43,750 00
Exchange on above	3,937 50
	<u>47,687 50</u>
Trans. to New York - US\$1,847 63	6,250 00
Total for equipment.....	<u>C\$ 53,937 50</u>

Report of the Hospital Building Accounts - June 30, 1939

Receipts:

Original grant from Board of Governors May 1937	15,000 00
Moore gift - invested in sterling 3/62 1/2	60,991 24
Grant from Board of Governors sent thro A.R.T.	57,286 48
British Boxer Indemnity grant (6875,000 00)	50,000 00
Rockefeller Foundation grant O.P.D. (US\$15,000.)	27,028 00
Emergency grant:	
Hospital annex buildings	24,281 87
Isolation building	18,234 00
Local interest and exchange:	
Interest	5,635 54
Exchange on 27,286 48 - average rate 2.	4,795 78
	<u>243,949 91</u>

Expenditures:

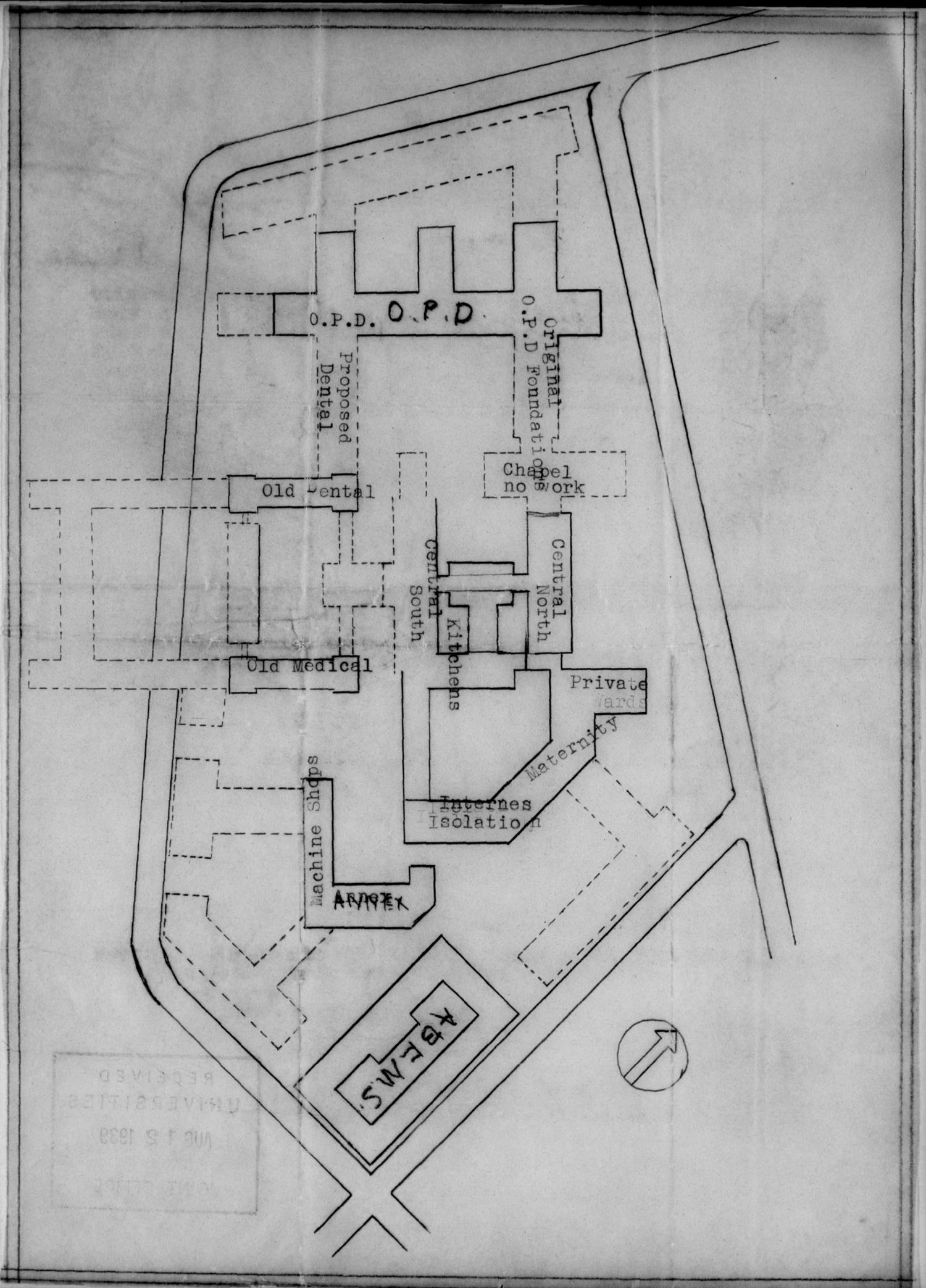
Hospital annex buildings	24,281 87
O.P.D. unit	78,428 87
City wards	18,234 00
Unit, isolation, private and water- Medical plant which includes Central	138,021 15
Balance of funds	<u>78,428 00</u>

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Note: In addition to the building funds noted above the following equipment funds are available:

Total for equipment	23,937 50
Trans. to New York - US\$1,247 63	6,250 00
Exchange on above	47,687 50
Received in Chengdu	3,937 50
China Foundation grant:	47,750 00

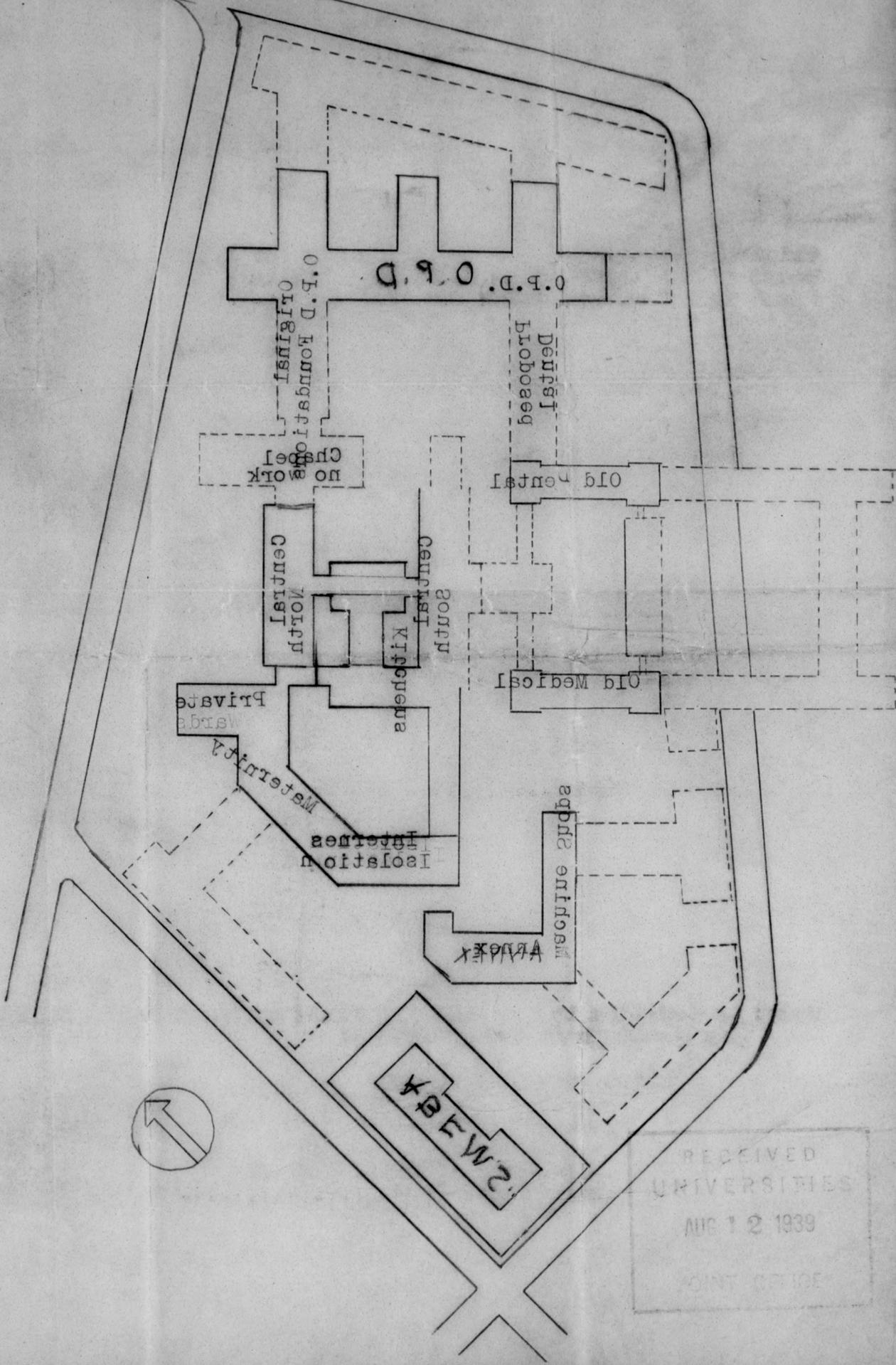
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Copy of letter sent by "Clipper"

The enclosed sketch is to scale and in more satisfactory condition than Dr. Anderson's copy. H.D.R.

July 11th, 1939.

Dear Dr. Anderson,

I have to acknowledge your two letters of June 6th and 8th dealing particularly with the University Clinical Hospital. Immediately upon receipt of your letter I referred this question to the Hospital Building Committee and asked Mr. Small, the Superintendent of Construction, to prepare a statement of the building situation as it is at present.

That no recent report had reached you may be explained by the fact that we considered the presence of Dr. Arrup and Dr. Decker at the meeting of the Board to satisfy all requirements. Also, since Dr. Beech's arrival in Kunming on April 19th we have been anticipating his reaching Chengtu, and had he done so he would have written you fully concerning the Hospital. In a letter from Chungking which reached me Saturday evening, Dr. Beech said that he hoped to be in Chengtu by the end of the month.

I shall deal with the Hospital Building under the following heads:

1. O.P.D. Block.

The work on this section has been pushed as indicated in Mr. Small's statement. The amount expended on this block up to June 30th was \$78,428.83.

2. Central Unit, North section, including Maternity and Private Wards and Isolation buildings.

As you will see by reference to the accompanying plan, this block is not so far along, but with no special hindrance to the work the roof should be on all three sections before the heavy summer rains come. The total amount expended on this section is \$138,051.12. Some slight adjustment of these totals may be necessary.

In your letter of May 8th you mentioned the matter of plumbing. Our information is that all funds provided for the Hospital building, of which we had been advised, are to be used for the building itself, and do not cover the cost of plumbing. In making our appeal to the British Boxer Indemnity Fund Trustees this year we included an item of NS\$100,000 to cover heating and plumbing for the new Hospital and all present Medical-Dental buildings. We have had no reply from the Trustees and there is no great likelihood that they can make any such grant this year as their funds depend to a certain extent upon the payments made by the Central Government of China. These payments are greatly reduced because of the Japanese interference with the receipts of the Maritime Customs.

In the statement prepared by Mr. Small you will note conditions obtaining at Chengtu as a result of the war. It is not possible for us to foresee new conditions which may arise in the coming months.

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A complete statement of the financial situation as indicated by the University books is enclosed.

Soon after the arrival of Dr. Beech I shall endeavour to have a more detailed statement prepared and forwarded to you.

Your cablegram authorising the dental section was received and has been forwarded to Dr. Beech.

Yours sincerely,

HDR/MR.

H.D. Robertson.

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Report regarding progress of the Clinical Centre Construction
by Superintendent of Construction, Walter Small.

June 10th, 1939

On my arrival from furlough, the first piece of work undertaken was to make the changes in foundations necessary because of changes in plans.

In accordance with the suggestions sent to the Field by Dr. Beech, we commenced work in the order suggested in his letter. One change was made in the Block known as the Isolation, Interne, Maternity and Private Ward Block. The change made by the Committee was to decide to put up the whole shell of that block, as to break where suggested would have given a very awkward piece of construction, with every probability of an uneven settlement later, to say nothing of a very ugly appearance. We discussed this with Drs. Decker and Arnup.

We were also busy getting in all the additional foundations for the North and South Central Blocks.

When word arrived stating that a gift had been granted for the O.P.D. conditional on our being able to spend a large sum of money in a stated time we decided to accept the challenge, and immediately got to work laying out the foundations in readiness for work as soon as the land was free from rice crop and water. Fortunately it was a dry Fall and we were able to make good progress with the foundations. These were completed in good time and the brickwork was commenced, and soon we had the largest individual unit yet to be erected on the University Grounds rising rapidly towards the roof.

The brick work was completed more than two months ago, and we have all the wood work of the roof finished, and nearly one half of the roof is now covered with tile.

Unfortunately the war has made its influence felt in these parts. Due to the great influx of people from all parts of China, there has been an unprecedented demand for building material, and we have had considerable difficulty in getting the supplies in quantities large enough to keep up with the pace that was started. However, we have managed to keep going with all that was started.

The Central unit north section is going forward and the brickwork is now up two and a half storeys, with brick coming in fast enough so that we can press forward without delay.

The kitchens are also moving forward, so that when the necessity arises to open any section of the plant, we can have every expectation that it will be possible to keep them supplied with the wherewithal to nourish the body.

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Unfortunately one of our brick and tile merchants died in the winter and his widow decided to sell her property whilst they held contracts to supply us with four hundred thousand tiles and a similar number of bricks. We had advanced, in accordance with Chinese custom, about two thousand five hundred dollars as deposit money. We were fortunate in hearing when the property was being paid for, and managed to collect all that was due in addition to collecting twenty thousand bricks as interest on our money.

The difficulties of obtaining building material are greater than at any time in the thirty years that I have been associated with the erection of our plant. Merchants have gone bankrupt due to difficulties of obtaining delivery of supplies. Transportation has been made difficult because of the demand for all kinds of carrying vehicles for transporting Government goods.

Labour has been made scarce because of the large numbers of men who have been drafted into military service.

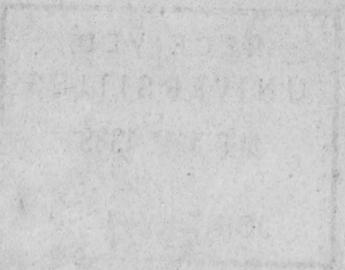
Prices have soared and we are to be congratulated on the fact that so many bricks and such a goodly supply of lumber were assembled before the problems were as numerous as they are.

A good many panes of glass were shattered by the bomb which exploded on the Baptist property adjacent to our Isolation Block. The main structure, however, escaped with a few holes knocked through the brickwork.

The Government has been evacuating the people from the city to the country, and as a result lumber of all kinds is being held up at various cities where the Government plans to erect refugee cities.

A small sketch enclosed will locate the sections under construction and enable you to see the progress made.

Walter Small



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Unfortunately one of our brick and tile merchants died in the winter and his widow decided to sell her property whilst they held contracts to supply us with four hundred thousand tiles and a similar number of bricks. We had advanced, in accordance with Chinese custom, about two thousand five hundred dollars as deposit money. We were fortunate in hearing when the property was being paid for, and managed to collect all that was due in addition to collecting twenty thousand bricks as interest on our money.

The difficulties of obtaining building material are greater than at any time in the thirty years that I have been associated with the erection of our plant. Merchants have gone bankrupt due to difficulties of obtaining delivery of supplies. Transportation has been made difficult because of the demand for all kinds of carrying vehicles for transporting Government goods.

Labour has been made scarce because of the large numbers of men who have been drafted into military service.

Prices have soared and we are to be congratulated on the fact that so many bricks and such a goodly supply of lumber were assembled before the problems were as numerous as they are.

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The Government has been evacuating the people from the city to the country, and as a result lumber of all kinds is being held up at various cities where the Government plans to erect refugee cities.

A small sketch enclosed will locate the sections under construction and enable you to see the progress made.

Walter Small

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UNIVERSITIES
MAY 12 1939
JOINT OFFICE

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8990

West China Union University
Chengtu
July 6, 1939

*ack
8/8*

Mr. C. A. Evans,
Associated Boards for China Colleges,
New York.

Dear Mr. Evans:

You will find enclosed the application blanks for Eastern and Western clergy certificates for one of our staff members, Mr. John Y.L.Kao, who expects to study at Massachusetts Institute of Technology next autumn. Will you please extend to Mr. Kao the privilege of having the certificates? He has been on our staff for several years and expects to return to the institution after the completion of his graduate study.

Mr. Kao has reservations on the Empress of Japan, scheduled to sail from Hongkong on September 2d. Will you kindly arrange to send the two certificates to him:

Mr. John Y. L. Kao
Passenger on Empress of Japan, Third Class,
Victoria, B. C.

or have it delivered to him at Seattle. I am sure you are familiar with the procedure and we will advise him to call at the office for any mail. It should be marked that he will call for it, but passengers on third class are sometimes limited in time so we will leave the matter in your hands to see that arrangements are made to have the certificates reach Mr. Kao either in Victoria or in Seattle - as he leaves the Empress of Japan.

Please charge the cost of the certificates to our current account.

Sincerely yours,

H. D. Robertson
H. D. Robertson.

*Eastern & Western
clergy applied
for 8/9*

Note Mr. Kao 7/13

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West China Union University
Chengtu
July 6, 1939

*ack
8/8*

Mr. G. A. Evans,
Associated Boards for China Colleges,
New York.

Dear Mr. Evans:

You will find enclosed the application blanks for Eastern and Western clergy certificates for one of our staff members, Mr. John Y. L. Kao, who expects to study at Massachusetts Institute of Technology next autumn. Will you please extend to Mr. Kao the privilege of having the certificates? He has been on our staff for several years and expects to return to the institution after the completion of his graduate study.

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Please charge the cost of the certificates to our current account.

Sincerely yours,

H. L. Robertson
H. L. Robertson

*Robertson & Robertson
clerks
for
8/8*

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TELEGRAPHIC ADDRESS: "HUATA"

WEST CHINA UNION UNIVERSITY

私立華西 協合大學



RECEIVED
Clipper.
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JOINT OFFICE

ADMINISTRATION OFFICE

CHENG TU, SZECHWAN

Dear Dr. Garside and Mr. Evans,

August 22nd, 1939.

Your letters from the dates June 12th to July 10th have been received. We are very much disappointed that the minutes of the Board of Governors' meeting of June 5th have not yet reached us. This makes it difficult for me to comment on the references in your letters to the Minutes of the Board. I can understand how you found the time arranged for the meeting to be all too short this year with the number of problems and the presence of several members of the Board who had recently visited West China. I feel sure that when the Minutes arrive we shall appreciate the services of these men as seen in the decisions reached by the Board. We shall then send a special letter dealing with finances. In his letters Mr. Evans has raised several interesting points, but it is impossible for us to deal with them without having the Minutes at our disposal.

The report to the New York Board of Regents was mailed the third week of July and I trust reached you safely. We made no mistake this year, and all the reports were despatched in good time.

I regret very much the difficulty that has arisen with reference to the Dean Sage account. The original authorisation as to the LC\$7,000 was given by cable June 30th, 1939. The written agreement was not signed until October. In the beginning there was no indication to the field that the money would not be available until the specimens had reached America and had been sold. In fact, the agreement itself contains no such condition. You will understand that we appreciate very highly Mr. Sage's friendship, interest and assistance and do not wish to have a misunderstanding of any kind. However, we have these expenditures on our books and expect that gold will be available to meet them at the average rate for the year 1938/9, namely LC\$6.50 for US\$1.00. In July of this year Mr. Sage again authorised the expenditure of LC\$1,000 for another collecting expedition. The Giant Pandas, of course, are quite outside the plan for cooperation between our Department of Biology and Mr. Sage. I shall send a copy of the agreement by my next ordinary mail letter.

Referring specifically to Mr. Evans' letter of June 30th, I must express my personal disappointment that the Board of Governors was unable to take favourable action on my suggestions with reference to grants for the year 1938/39, more particularly as I had taken pains to disassociate the suggestions from the earlier consideration of appropriations in U.S.\$.. We probably cannot hope for a reconsideration, but it is difficult to understand why the Board of Governors should have taken the \$6,373.83 from the Emergency Funds when this sum was not needed to balance the budget as originally planned, because of the very favourable exchange which has prevailed.

After a very serious illness (dysentery) in Chungking, Dr. Beech was brought to Chengtu on Saturday and is convalescing in the Hospital here. As soon as he is able to discuss business matters I shall take up with him the question of the Harvard-Yenching Funds and also the matter of a more complete statement of the University Hospital Building Funds. We were very anxious concerning Dr. Beech's illness and are very much relieved that he appears now to be on the way to a complete recovery. Difficulties in connection with the transport of the equipment which he brought, the weather and bombing conditions have been just a little too much for a man of his age.

If the Executive of the Board is meeting in September, please assure them that all here are in good spirits and are anticipating another year of special service. We cannot say the conditions have improved or that there is less uncertainty about the future, but we can assure you that there is no weakening of morale. Yours sincerely, H.D. Roberts.

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SEP 5 1939

JOINT OFFICE

WEST CHINA UNION UNIVERSITY

華立西 聯合大學



ADMINISTRATION OFFICE

Dear Dr. Garalde and Mr. Evans,
 Your letters from the dates June 12th to July 10th have been received. We are very much disappointed that the minutes of the Board of Governors' meeting of June 5th have not yet reached us. This makes it difficult for me to comment on the references in your letters to the Minutes of the Board. I can understand how you found the time arranged for the meeting to be all too short this year with the number of problems and the presence of several members of the Board who had recently visited West China. I feel sure that when the Minutes arrive we shall appreciate the services of these men as seen in the decisions reached by the Board. We shall then send a special letter dealing with finances. In his letter Mr. Evans has raised several interesting points, but it is impossible for us to deal with them without having the Minutes at our disposal.

The report to the New York Board of Regents was mailed the third week of July and I trust reached you safely. We made no mistake this year, and all the reports were despatched in good time.

I regret very much the difficulty that has arisen with reference to the Dean Sage account. The original authorization as to the \$100,000 was given by cable June 30th, 1938. The written agreement was not signed until October. In the beginning there was no indication to the field that the money would not be available until the specimens had reached America and had been sold. In fact, the agreement itself contains no such condition. You will understand that we appreciate very highly Mr. Sage's friendship and assistance and do not wish to have a misunderstanding of any kind. However, we have these expenditures on our books and expect that gold will be available to meet them at the average rate for the year 1938/9, namely \$100.50 for US\$1.00. In July of this year Mr. Sage again authorized the expenditure of \$100,000 for another collecting expedition. The grant of course, are quite outside the plan for cooperation between our Department of Biology and Mr. Sage. I shall send a copy of the agreement by my next ordinary mail letter.

Referring specifically to Mr. Evans' letter of June 30th, I must express my personal disappointment that the Board of Governors was unable to take favourable action on my suggestions with reference to grants for the year 1938/39, more particularly as I had taken pains to dissociate the suggestions from the earlier consideration of appropriations in U.S. \$. We probably cannot hope for a reconsideration, but it is difficult to understand why the Board of Governors should have taken the \$6,373.83 from the Emergency Funds when this sum was not needed to balance the budget as originally planned, because of the very favourable exchange which has prevailed.

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If the Executive of the Board is meeting in September, please assure them that all here are in good spirits and are anticipating another year of special service. We cannot say the conditions have improved or that there is less uncertainty about the future, but we can assure you that there is no weakening of morale. Yours sincerely, M. D. Robertson

2904555

2070

August 28, 1939

Mr. H. D. Robertson
West China Union University
Chengtu, Szechwan, China

Dear Mr. Robertson:

We are writing you further in connection with the orders for West China Union University which Mr. Spooner is taking out with him on the S.S. EMPRESS OF RUSSIA.

We have made arrangements with the Royal Insurance Company here in New York for the insurance of the freight through to Hongkong. It is impossible at present to have the shipment insured to Chengtu, but Mr. Spooner can attend to this in Hongkong. We are enclosing herewith a copy of our letter to the Royal Insurance Company.

For your information, we are quoting herewith from Mr. Spooner's last letter to us:-

"It is too bad that these orders were not shipped direct to Hongkong so enabling insurance and freight to that port to be paid in advance. The university has not forwarded any money to me and hence I am in a quandary as to how I can finance the proposition. I may be able to use mission funds but am not quite sure. This is the first time I have returned in charge of a mission party and I am not quite sure of all the details."

A copy of our reply to Mr. Spooner is attached, and the third paragraph therein deals specifically with the question raised by Mr. Spooner. We trust the method we have suggested of dealing with this situation is agreeable to you.

You will notice that Mr. Dye's letter to the Central Scientific Company has been received and forwarded to the company. It is Mr. Dye's desire to have the invoice sent to him at Chengtu, but if the company is not willing to do this, we have authorized them to send the invoice to our New York office. As you know, most firms are reluctant to send goods in to China at present without receiving payment for same in advance.

Sincerely yours,

ROC

cc: Mr. Spooner

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September 8, 1939

Mr. H. D. Robertson
West China Union University
Chengtú, Szechwan, China

Dear Mr. Robertson:

We are referring to our letter of August 10th, which was sent in reply to yours of June 23rd.

The Eastman Kodak Company has now sent to our office their check for US\$325.00, which we have credited to account #31.1. We trust the procedure we have followed in this instance will meet with your approval.

We have arranged with the Canadian Pacific Steamship Company here in New York to bill us for the freight charges to Hongkong, which will facilitate matters for Mr. Spooner. We will advance an amount to Mr. Spooner sufficient for his needs for the transshipment of the goods from Hongkong to Chengtu.

As stated previously, we have arranged with the Royal Insurance Company to insure the shipment through to Hongkong. We trust Mr. Spooner will have a minimum of trouble in the supervision of the shipment of this freight to Chengtu.

Sincerely yours,

ROC

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NOTE: See letter from Dean Sage to Daniel Dye, re: the agreement between Sage and West China and New York Zoological Society and the American Museum of Natural History. Dean Sage's individual folder.

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INDEXED

Sept. 9, 1939

Mr. H. D. Robertson
West China Union University
Chengtu, Szechwan, China

ack 10/17/39

Dear Mr. Robertson:

I am taking opportunity to acknowledge your letter of August 22nd. I am quite sure that you have received the minutes of the board long before this.

I am greatly surprised at what you say regarding the Dean Sage account. It is quite apparent that Mr. Sage has a different view of the situation, although he should be familiar enough with our work to understand that the university cannot afford to continue making expenditures of this kind without some definite method of reimbursement.

Up to the present time, we have not heard anything more about the shipment of specimens, and neither have we any knowledge as to their ultimate destination. Early in the week, I might call up Dean Sage and find out if he knows anything about it, which will give me an opportunity to talk more freely with him. He is a fine young man and would not desire to do anything which would cripple the university. If I secure any additional information, I will write you at once.

We are greatly surprised to hear of Dr. Beech's illness but, of course, are overjoyed at his recovery. Presumably he undertook too much in connection with the transportation of the freight. I presume he is having the satisfaction of knowing that in spite of his illness he accomplished the thing where unto he set his face. I will be writing to him later on.

Certainly I sympathize with you in the disappointment regarding the action of the board covering appropriations, but let us temper our disappointment with the thought that the board exists alone for the sake of West China Union University and every dollar available for the field will be so appropriated. There has been plenty of talk about the proportionate charges for administration and promotion, but the fact remains that no agency endeavoring to secure a fund on a scale such as we have anticipated is doing it more economically, and you will notice from the balance sheet that not a dollar more was used than was necessary to balance the budget. The very favorable rate of exchange did not affect the entire budget as one might think when so much was charged up at the rate of 2 to 1. A summary of Account #31.1 which goes forward monthly tells that story.

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Mr. Robertson

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9/9/39

A report to the New York Board of Regents came to hand promptly and has been forwarded to the State Department.

With sincerest best wishes, I remain

Very truly yours,

C. A. EVANS

CAE/B
via "Empire of Russia" 9/11/39
to American Express

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WEST CHINA UNION UNIVERSITY

私立華西



協合大學

ack 10/27/39

ADMINISTRATION OFFICE

INDEXED

CHENGDU, SZECHWAN

Dear Mr. Evans,

September 18th, 1939.

My last letter to you was dated August 22nd. I have to acknowledge your letters of July 21st, August 3rd, 8th, 9th (2), 10th (2). I wish to deal with the matters covered by these letters.

1. Cheng Te-k'un's Fellowship. On the "Record of Drafts Drawn" Section 2 we recognise the error made and have arranged for the necessary adjustment. An explanation is also found on the sheet "Reconciliation with N-Y Office". By a strange coincidence we had made this discovery for ourselves the day before your letter reached us.

2. Schedule of Closing Entries, Account 179. We have prepared a record of drafts, together with a suggested "Reconciliation with N-Y Office" and a final report on drafts drawn on the Board of Governors 1938/39, May 10th through June 30th. It took a bit of study before we were able to see how you were making the necessary adjustments, and we think the statements prepared by us will make everything clear to both offices. Please note in Section I. of the "Record of Drafts Drawn since July 1st" that draft No. 899 is to be cancelled. Also, in the report of drafts 1938/39 "Summary for the Year" section I. and Section II of the "Reconciliation with N-Y Office", the amount to be carried forward 1939/40 at the 2:1 rate.

3. John Kao. Mr. Kao sailed from Hongkong on the "Empress of Japan" September 1st. We have not yet had definite word, but indirectly understand that the "Empress" proceeded on her way after a delay of two days in Shanghai, and that all Chinese passengers were allowed to continue their voyage. Mr. Kao has instructions to secure the certificates when he reaches Seattle. He plans to go to New York and to call at the office.

We shall appreciate any help you may give Mr. Kao. We intend to pay his travelling expenses and make an allowance of US\$50 per month. Please advise us whether this allowance is sufficient, and whether it will be convenient to pay it from the office. Mr. Kao has had US\$100 of this allowance, as from 1st October.

4. Requisitions of the National Central University, No. 230, and No. 173. Harvard-Apparatus Co. We have informed the proper authorities. Thank you for this information.

5. Wm. Dawson Account Book Orders. We are looking into this item of "Balance Rendered" and shall write you when we have further information.

6. Library and College of Medicine & Dentistry Orders. We trust these matters will all be clear without further difficulty.

In your July statement of Cash Receipts and Disbursements, you report Emergency Gifts 1938/39 Current Special US\$4,061.50, are we correct in thinking that this is in addition to the amount previously reported, and that you will be giving us authority to draw this amount?

You may wonder why we have not issued more drafts on our Emergency Funds when exchange was so high. The reasons are because we have a fairly large amount of national currency on deposit in Chengtu banks, and because of the uncertainty of the international situation we thought it wise to keep as many of our funds as possible in U.S.A. gold.

Once more we have to regret that the Minutes of the Board of Governors Annual Meeting have not yet reached us, and it is therefore impossible for me to reply to the comments of your covering letter. I am sure you will appreciate the difficult situation in which I am placed by not having the Minutes of the Board before the opening of term.

0707

- 2 -

9-18-39

We are sending all letters by "Clipper" until the situation clears and "Empress" mail is more dependable.

These are registration days for all institutions here, and classes begin tomorrow. Registration may not be as large as last year, but we shall let you have actual figures as soon as possible.

Any reference to the war in Europe and its probable effect on the Far East would be useless. Here in Chengtu we live with our ears to the radio, as you do in New York. It seems too much to hope that the conflicts which have broken out in Europe and Asia can be brought to a quick conclusion. The policy adopted by the Government of the United States will determine to a great extent the outcome of these issues.

Yours sincerely,

H. D. Robertson

H. D. Robertson.

HDR/MR.

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We are sending all letters by "Clipper" until the situation clears and "Express" mail is more dependable. These are registration days for all institutions here, and classes begin tomorrow. Registration may not be as large as last year, but we shall let you have actual figures as soon as possible. Any reference to the war in Europe and its probable effect far East would be useless. Here in Chicago we live with our ears to the radio, as you do in New York. It seems too much to hope that conflicts which have broken out in Europe and Asia can be brought to a quick conclusion. The policy adopted by the Government of the United States will determine to a great extent the outcome of these issues.

Yours sincerely,

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 W/S

H. D. Robertson
 H. D. Robertson.

HDR/MS.

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CLIPPER

September 26, 1939

Mr. H. D. Robertson
West China Union University
Chengtú, Szechwan, China

ack 10/17/39

Dear Mr. Robertson:

We are writing you further with reference to the shipment of scientific apparatus which Mr. Spooner has taken along with him. Mr. Spooner sailed on the S.S. EMPRESS OF RUSSIA, which is due in Hongkong on October 5th. We have notified you previously that we have prepaid the shipment through to Hongkong, and have given Mr. Spooner a check for US\$400. to cover the charges for transshipment from Hongkong to Chengtu. We have also given Mr. Spooner a letter to the American Express Company in Hongkong, in case Mr. Spooner finds himself stranded without sufficient funds, and have suggested that they contact Miss Elsie M. Priest, the acting treasurer. For your information, Mr. Spooner is bringing equipment from the following companies:-

Arthur H. Thomas (for West China and National Central universities)
Harvard Apparatus
Royal Typewriter

The order from the Central Scientific Company for Dr. Dye was also to have been included, but through an error the order was not complete in time for Mr. Spooner's sailing. The Central Scientific Company has made arrangements to send directly to Mr. Spooner's address in Hongkong, and should arrive about October 20th. Dr. Dye's letter to Mr. Spooner requested that the invoice for the shipment be sent directly to him, but we are taking the liberty of making payment for same from our office. Firms are not willing to send goods to China without payment in advance, and although the Central Scientific Company generously offered to do so, we did not wish to presume upon them. We trust the procedure we have followed in this instance will be agreeable to Dr. Dye.

Mr. Spooner's address in Hongkong is 32 Mody Road, Kowloon. It was our understanding that he intended to remain there for about two weeks, and then continue on to Chengtu.

Very sincerely yours,

ROC
Miss Priest
Dr. Dye

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October 3, 1939

Mr. H. D. Robertson
West China Union University
Chengtu
Szechwan, China

Dear Mr. Robertson:

We have had an enquiry through Dr. Hume from the American Council of Learned Societies, which we are passing on to West China Union University and the University of Nanking; we should appreciate receiving a comprehensive answer by air, inasmuch as we feel there is a strong likelihood of our being able to secure considerable laboratory material for the new Chemistry building, and also valuable additions to the Library.

The questions we would like you to answer follow:-

- 1) Exactly what types of books would be most welcomed by the Library in the event that they could be secured as gifts from American university libraries? also, what types of portable laboratory equipment are most needed?
- 2) How might such contributions best be shipped from New York?
Would it be possible to ask some of our American friends in Rangoon to act as a permanent committee to receive and forward any shipments which might be consigned to their care?

We should appreciate these matters being discussed with representatives of the other institutions on the West China campus.

I am very happy that I have been asked to act as Field Representative of West China Union University in this country for the coming year. It is my hope that I shall be able to make new friends for the University, and to increase the support it has been receiving from its old contributors. The report which you sent Dr. Garside of the extra-curricular activities of the University proved very helpful in our publicity work. This is just the sort of information needed, and I am hoping that you will find time to send us more reports of the same nature.

Also, I hope that you will remember to send us as many photographs as are available; action pictures are generally most acceptable. Interesting stories of special projects seem to strike a responsive note on this side of the Pacific.

Very sincerely yours,

OJC:cs

Oliver J. Caldwell

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NOTE: See the following: July 27, 1939- from Wm. Dawson & Sons, August 10, 1939- to Wm. Dawson
Sept. 8, 1939- from " " " ". See Wm. Dawson's individual folder.

October 5, 1939

Mr. H. D. Robertson
West China Union University
Chengtu, Szechwan, China

Dear Mr. Robertson:

We have been in correspondence with Wm. Dawson & Sons regarding West China book orders. We are quoting herewith a letter from them under date of September 8th:-

"Many thanks for your letter of the 10th August regarding various items in the account of The West China Union University. We have noted the various details, and have since received the amounts of 15/8d., L18.7s.1d., and L3.5s.0d.

"Our statement dated the 30th June, of course, was made up of various sums, including the three amounts above and the letter received from Mr. Robertson in which he gave various requisitions for you to pay - we now enclose copies of the invoices against requisitions Nos. 136, 137 and 143. At the moment, we have no trace of No. 142, 140 and 145, but possibly they have been sent to you from China.

"However, as the greater portion of the amount owing is contained in the invoice for L62.4s.10d, we are sending you copies in triplicate and trust to receive this amount at your earliest convenience."

We are enclosing herewith a copy of the invoice dated March 31st, which we have approved for payment. This has been done in accordance with instructions contained in your letter to us of June 10th.

You will notice that neither our office nor the Dawson people have as yet received requisitions No. 140, 142 and 145. As requested previously, we are asking for duplicate copies so that the orders may be duly executed.

We trust the periodicals will come through with regularity/

Very truly yours,

ROC
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INDEXED

October 7, 1939

Mr. H. D. Robertson
West China Union University
Chengtou, Szechwan, China

Dear Mr. Robertson:

We are enclosing herewith the September trial balance sheet, budget analysis and cash statement. A copy of Journal Voucher #549 is also enclosed, together with various invoices.

In general there is nothing to be said, but in relation to Plant Cash to the amount of \$28,867.74, we are taking steps to place a part of this where it can earn income. I understand from a late letter from Dr. Beech that a portion will be required for the building project and possibly the drafts are en route. Something should be done also with the balance in the Harvard-Yenching Restricted account and this will be given a study within the next few days. Accounts Payable contains a balance of \$14,844.82, an analysis of which has been furnished the field.

A second copy of the above papers will go forward under separate cover.

Very truly yours,

C. A. EVANS

CAE/B
ENCS.

Via "President Monroe" - 10/9/39
cc. next boat

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WEST CHINA UNION UNIVERSITY

私立華西



協合大學

ADMINISTRATION OFFICE

INDEXED

CHENG TU, SZECHWAN

ack by Cde
11/4/39

October 17th, 1939.

Dear Dr. Garside and Mr. Evans,

I beg to acknowledge letters of August 15th, 24th, September 9th, 11th (with monthly statement for August) and 26th. My last letter to you was dated September 18th and my previous joint letter was dated August 22nd.

Mr. Parker's letter, together with a set of minutes of the Board of Governors, Annual Meeting by Clipper mail reached me on 10th October. The original copies mailed to us have not yet reached Chengtu. I am very glad indeed to have this copy, and you may remember that a year ago when we had a similar experience, I suggested that one copy of the Minutes of the Executive Committee or of the Annual Meeting should be sent by Clipper mail. Board of Governors Minutes.

I shall only refer to one or two items in connection with the Minutes. Under minute G 1404 you quote FG 1363; and G. 1405 deals with the allocation of 1938/39 Emergency Funds. The relationship of the Woman's College to the Board of Governors evidently needs some study, and I shall write you in detail after it has been possible to consult with Dr. Beech who is still recuperating and has not yet recovered his normal strength. I may say here, however, that the field has never considered the needs of the Woman's College in connection with the emergency appeals. In this respect we have hitherto considered the Woman's College as of the same standing as a residential college and building provided by one of the cooperating bodies, as set out in the original constitution. In this connection please note my letter of April 11th. This makes it quite clear that the Woman's College Board had appealed to their home committee for building funds. As far as I know, in the past the home committee has raised its own funds, quite apart from the Board of Governors. We note, however, that in G. 1411 "Funds for a Woman's College Dormitory" has been placed No. 8. on the list. Harvard-Yenching Funds.

Minute G 1422. Much dissatisfaction is felt on the field about the present arrangement by which only NC\$33,000 is released for the use of the University from Harvard-Yenching Institute funds. It is our purpose to prepare and forward a special statement in this connection in the near future. Dr. Beech will be able to give us special assistance because of his intimate knowledge of the original financial arrangements.

We are recommending to the Board of Directors that the \$10,000 Emergency Funds granted by the Rockefeller Foundation should be used in the following way: Chemistry Building \$4,000; Single Teachers' Residence \$2,000; United Hospital - increase in hospital facilities for teaching purposes, including maintenance of free beds \$1,500; Supplies and their transportation for the Colleges of Science, Medicine and Dentistry \$2,500. Last year the detailed statement prepared for the 1937/38 grant arrived too late, and you reported having to furnish one from the office. This money was not made available to us until the fiscal year was practically over, and much of it has, of course, not yet been spent.

Dr. Horace E. Campbell.

Minute G. 1423 refers, I take it, to the case of Dr. Horace Campbell, about whom I have already written you. We are very anxious that steps should be taken to get in touch with Dr. Campbell and with his Church, and that the Executive Committee of the Board should be favourably disposed to

0714

10-17-39

enter into any suitable arrangement with the Church by which Dr. Campbell's connection would be maintained, his support provided and his early return to West China made possible.

In this connection may I again call your attention to our previous letters dealing with the possibility of securing a librarian. We are informed that a Miss Catharine Tseng of the University of Michigan was securing her M.A. in June in Library Science, and that Bishop Ward was in touch with her friends. The home of Miss Tseng is said to be in Chengtu, and from our information it would seem as if she would be the most suitable person for this position.

In this connection would you be good enough to secure from Dr. A.W. Hummel of the Library Congress, Serials - a. Monthly Catalogue beginning January 1936 from Superintendent of Documents U.S.A. Government, b. Biennial Document Catalogue; Books - a. Hartwell's: Check-list of U.S. Public Documents, b. Brooking Institution: Government Publications and their use. Washington D.C. One of each of these may be sufficient. Emergency Funds.

Your letter of July 3rd indicated that we had authorisation to draw \$13,500 but that you lacked \$1,771.83 to meet drafts to this amount. On September 11th with the monthly statement there was a copy of Journal Voucher 348.C.F. indicating that in account 175.6 there was an Emergency Funds credit of \$16,857.15. Would you be good enough to let us know immediately the total amount of emergency funds available to the field, and the amount to our credit on October 31st?

Registration is about the same as this time last year, and local conditions have not changed except that there is a violent rise in the prices of all commodities. This is giving us some anxiety.

Mr. Spooner is in Hongkong making plans for transporting himself and the supplies for which he is responsible to West China.

Clipper mail is the only reliable means of communication at the moment.

UNIVERSITIES
OCT 18 1939
JOINT OFFICE
HDR/MR.

With very kindest regards,
Yours sincerely,

H. D. Robertson
H. D. Robertson.

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11-17-39

enter into any suitable arrangement with the Church by which Dr. Campbell's connection would be maintained, his support provided and his early return to West China made possible.

In this connection may I again call your attention to our previous letters dealing with the possibility of securing a Librarian. We are informed that a Miss Catherine Tang of the University of Michigan was securing her M.A. in June in Library Science, and that Bishop Ward was in touch with her friends. The name of Miss Tang is said to be in Chengde, and from our information it would seem as if she would be the most suitable person for this position.

In this connection would you be good enough to secure from Dr. A.W. Hummel of the Library Congress, Serials - a Monthly Catalogue beginning January 1938 from Superintendent of Documents U.S.A. Government, D. Biennial Document Catalogue; Books - a. Hartwell's: Check-list of U.S. Public Documents, D. Brooking Institution; Government Publications and their use. Washington D.C. One of each of these may be sufficient.

Emergency Funds.
Your letter of July 3rd indicated that we had authorization to draw \$12,500 but that you lacked \$1,771.83 to meet drafts to this amount. On September 11th with the monthly statement there was a copy of Journal Voucher 348.C.F. indicating that in account 175.6 there was an Emergency Funds credit of \$16,827.15. Would you be good enough to let us know immediately the total amount of emergency funds available to the field, and the amount to our credit on October 31st?

Registration is about the same as this time last year, and local conditions have not changed except that there is a violent rise in the prices of all commodities. This is giving us some anxiety. Mr. Spooner is in Hongkong making plans for transporting himself and the supplies for which he is responsible to West China.

the only reliable means of communication at the

With very kindest regards,
Yours sincerely,

H. D. Robertson
H. D. Robertson.

CLIPPER MAIL
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Carbon Copies to President Dsang
and Dr. Beech

October 27, 1939

Ack 11/29/39

Mr. H. D. Robertson
West China Union University
Chengtou, Szechwan, China

Dear Mr. Robertson:

We are enclosing herewith copies of the Report of the Treasurer for the year ending June 30, 1939. West China certainly fared well in its participation with the Associated Boards the past year, and even after the close of the books additional funds were received, establishing a sizable beginning for the 1939-40 budget.

I note that one paragraph which should have been included has been omitted in the writing of the report - it is that all figures were checked by our Auditors, Messrs. Chambellan, Berger & Welti.

The Endowment Funds increased very little during the year and changes were made only as were found necessary. For instance, the reason for purchases was that the Milwaukee Railway and Light Bonds were called. The actual income on Invested Funds was far above the average which has been under three per cent. Whether this indicates that we are taking too much chance is a debatable question.

The Plant section increased very materially during the year--the items being set forth in the report. One increase of \$7,000.00 is directly traceable to the transferring of the Moore Fund back to the United States. Surely West China is to be congratulated on the acquisition of the new Chemistry Building.

The Current Income and Disbursements would seem to call for no special comment. On page 4, there is a consolidation of income aside from the budget requirements which shows that West China has benefited to the extent of \$65,0003.58.

The Current Special section carries a review of the Harvard-Yenching Institute Restricted Account showing a balance on hand of June 30, 1939 of \$16,812.84. An analysis of the Accounts Payable is also included in this section. We have been hampered in securing any income on current funds carried in the Current Section due to the character of present investment situation. It is difficult to find any stable investment. Governments recently dropped ten points from their highs. They are working their way back, but it is only a sample of what can happen to high grade bonds.

The balance sheets and budget analysis show the basis upon which the accounts were closed.

With best wishes to you all, I remain

Very truly yours,

CAE/B

C. A. EVANS

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INDEXED

October 27, 1939

HeK 11/29/39

Mr. H. D. Robertson
West China Union University
Chengt'u, Szechwan, CHINA

Dear Mr. Robertson:

This will acknowledge your letter of September 18th which arrived several days ago. This includes a review of closing entries on your books, also a reconciliation of drafts drawn since July 1st to September 15th.

Our letter of August 3rd which you acknowledge sets forth our closing, but which does not correspond with the entries as set forth for closing entries of the year. Consequently it has been necessary for us to reverse some of our previous transactions and, while the result is the same, yet we have gone to a great deal of work and study to bring the accounts in alignment. West China never has cooperated to the extent of regularly giving us the local currency equivalent which makes the work of reconciliation doubly hard. In one set of accounts a draft never comes through without the local currency equivalent being noted thereon. In another instance, we are always notified by mail as to the cost of a U. S. draft in local currency.

First of all, we have charged the travel cost of Cheng Teh Kun to the Current Expense account for 1939-40, taking it out of Accounts Payable. This is covered by Journal Voucher #350. Three drafts which we charged to the 1939-40 budget have been transferred to Accounts Payable as per Journal Voucher #351.

On the other hand, certain drafts as listed in your adjustment as being charged in 1939-40 were put in Accounts Payable on our books. They are changed under Journal Voucher #352. After we have made these changes there is still an amount totalling \$304.20 which can only be partially accounted for. Of this amount draft #913 for \$54.21 has not been paid. You have not taken into consideration the transfer of \$25.01 acknowledged in your letter of April 18, 1939. This was the balance on Dr. Crawford's account. This leaves an unaccounted balance of \$224.98 which appears to be a draft or drafts not reported on a two to one basis. You will have to give us further information regarding this. We have noted that draft #899 is to be cancelled.

We are very glad to get the information regarding Mr. John Kao. Both he and we were very much embarrassed in not having any word as to what our responsibilities were to be in connection with his stay at M. I. T. This clarifies the situation, although meanwhile we have advanced some funds to him as shown by our cash statements. We will write to Mr. Kao and ascertain his needs and let you know later the requirements. Most certainly we should be glad to cooperate in any way.

The question you raise as to the balance of Emergency Funds available for 1938-39 is noted and the answer is that \$4,061.50 is carried in Current Special as of July 31st, represented additional gifts received after the close of the books. After that we received an additional amount of \$1,003.00 which makes the total additional figure beyond that when the books were closed as being \$5,064.50.

0718

Mr. Robertson

- 2 -

10/27/39

Regardless of the expense, I am enclosing a copy of the minutes of the Annual Meeting held on June 5th. Apparently those sent to you previously have been lost.

Within the last few days, we have received word regarding the enrollment and congratulate you on the fine start. We hope that it augurs well for the 1939-40 year.

As an after-thought I am showing herewith the Emergency Account for 1938-39 setting forth the receipts and expenditures:-

June 30, 1939

Emergency Fund Balance (Includes Rockefeller Grant)	\$11,792.65
July Additional	4,061.50
August "	<u>1,003.00</u>
	\$16,857.15
Less: Draft 911	\$1,000.00
" 926	1,427.15
" 928	100.00
" 931	1,000.00
" 932	235.00
" 935	<u>2,000.00</u>
	5,762.15
Balance October 10th	\$11,095.00

The above should give you a clear picture of the Emergency Fund.

Very truly yours,

C. A. EVANS

CAE/B
ENCS.

cc: Accounting Office

via "President Taft"

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Let us have information as to what way of statements to send photographs from the Administration Office
私立華西協合大學
file
ADMINISTRATION OFFICE
CHENGDU, SZECHWAN

Dear Mr. Caldwell, November 1st, 1939.

Thank you for your letter of October 3rd which reached us on the 20th. We have considered your proposal with reference to books and laboratory equipment, and our ideas may be expressed as follows:
I. In reference both to books and laboratory equipment we think it unwise to accept as gifts or to forward to West China anything which is not up-to-date in the sense that they would be used by the best universities in the United States. In other words, we think it would be unwise to accept, or to expend on them the money necessary for transportation, books or equipment which are out-of-date and could not be used by the departments of our University. Our people feel quite strongly on this matter because of experience in the past when gifts consisted of books or equipment which were quite unusable. I know you will see this point. However, we are anxious to make it clear that we regard such a possibility as of very great value and hope to hear more details of the possibilities.

With reference particularly to books, we all sent carefully prepared lists of those most desired by the departments of the Universities to the Central Offices and to Mr. Fahs in the spring of this year. In our opinion these lists are the most valuable information which you could have in connection with this appeal. Please let me know if these lists are not satisfactory, and I shall see that you are provided with what you need.

2. As to how such contributions might be shipped, we are not in a position to advise at the moment. According to our reports the road into China from Rangoon has been out of commission for some weeks, but it is expected that it will be in working order in the near future. Since the outbreak of the war goods coming through Indo-China appear to have special difficulties, and I do not know that we can recommend that route. Perhaps we might leave this matter for a few weeks in the hope that the situation may clear up so that definite decisions might be reached. If you can discover from the Boards in New York any possible arrangements with their representatives in Rangoon, it would certainly prove valuable information.

Please inform Mr. Evans that we are today sending him by ordinary mail a copy of a statement of the financial condition at the close of the year, June 30th, 1939, together with a copy of the trial balance as on that date.

Letter re arrangements John Kao sent September 18th, allowance \$50 per month suggested.

We regret that the only copy of the minutes which has reached us as yet is the one sent by Clipper on September 20th. Also, we have not received the September monthly statement. This statement has been received by all the other institutions, so probably ours is lost and another copy should be sent. On October 17th we mailed a letter addressed to Dr. Carside, including our report as to the use of the 1938-39 Rockefeller Foundation grant.

May I express my pleasure that you have been appointed as field representative of the W.C.U.U. this coming year. I did not return to the field in time to meet you personally, but all your friends here are very pleased that you are acting as our special representative. Please

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let us have information as to what would be valuable to you in the way of statements, and I shall be glad to secure them for you. We shall be sending photographs from time to time.



ADMINISTRATION OFFICE

With all good wishes,

Yours sincerely, Mr. Caldwell

Dear Mr. Caldwell, Thank you for your letter of October 3rd which reached us on the 20th. We have considered your proposal with reference to books and laboratory equipment, and our replies may be expressed as follows:

I. In reference to books or laboratory equipment which is not up-to-date in the sense that they would be used by the best universities in the United States. In other words, we think it would be unwise to accept or to expend on them the money necessary for transportation, books or equipment which are out-of-date and could not be used by the departments of our University. Our people feel quite strongly on this matter because of experience in the past when gifts consisted of books or equipment which were quite unusable. I know you will see this point. However, we are anxious to make it clear that we regard such a possibility as of very great value and hope to hear more details of the possibilities.

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Mr. H. D. Robertson

H. D. Robertson

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ack. 11/27/39
JDP

CHENG TU, SZECHWAN

INDEXED

November 1st, 1939.

Dear Mr. Parker,

I beg to acknowledge receipt of your letter of September 29th enclosing Minutes of Joint meeting of the Executive and Finance Committees of the Associated Boards, September 22nd.

Minute EF1023, dealing with list of special funds for the individual Universities is not clear, as we lack information which would explain the sums under the heading "West China Group of Colleges". Joint needs of Group \$17,520 is quite new to all of us here. West China Union University Budget \$8,148.78 is, we take it, a slight variation of the amount placed in the West China Union University Board of Governors Budget; Special \$10,000 also is new to us.

Would you be good enough to let us have an early statement covering these three items? You will remember that in the minutes of the Finance Committee May 12th 1939, Summary of proposed Budgets, the amount allocated to West China was \$46,287.86. We would be grateful for information covering the change in the estimates.

In the minutes of the Board of Governors Annual Meeting, June 5th, G.1411, the funds sought from the emergency appeal totalled \$43,425.83. In addition minute 1412 requested \$7,000 for a temporary Assembly Hall to be sought jointly for all the Colleges. I presume this sum is part of the \$17,520 indicated in EF.1023 as joint needs of the group, but we here have no indication as to what makes up the items of this amount.

I am including in this letter the most accurate registration figures possible at the moment. Would you be good enough to see that Dr. Garside has a copy of this report?

Yours sincerely,

H. D. Robertson
H.D. Robertson.

HDR/MR.

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ADMINISTRATION OFFICE

November 1st, 1939.

INDEXED

Dear Mr. Barker
JOINT OFFICE

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Would you be good enough to let us have an early statement covering these three items? You will remember that in the minutes of the Finance Committee May 12th 1939, Summary of proposed Budgets, the amount allocated to West China was \$46,287.86. We would be grateful for information covering the change in the estimates.

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I am including in this letter the most accurate registration figures possible at the moment. Would you be good enough to see that Dr. Garalde has a copy of this report?

Yours sincerely,

H. D. Robertson.

HDR/MR.

INDEXED

150 Fifth Avenue
New York, N. Y.
November 3, 1939

*ack Nov
11/20/39*

Mr. H. D. Robertson
West China Union University
Chengtou, Szechwan, CHINA

Dear Mr. Robertson:

Your letter of September 18th enclosed a copy of a communication from Dean Sage to Dr. Daniel S. Dye.

We followed through on this as soon as possible and today learned that the cases are here in America at the Museum of Natural History. I was somewhat puzzled to learn from Dean Sage, Jr. that they are awaiting an invoice before making payment, and that he had written you more than a month ago by regular mail for the invoice. I am hastening to write you, therefore, by clipper mail in case Mr. Sage's letter has not reached you, so that no time will be lost in supplying the invoice which he requests.

In view of the understanding with Dr. Dye, as set forth in Mr. Sage's letter of September 15, 1938, there would seem to be no reason for such an invoice, but in view of his request you will probably desire to conform with his desires.

Two courses are open - one is to have the invoice cover the details as outlined in the letter, and the other is to see that LC\$7,000 is charged for the items you have shipped to the United States. The latter may be a more tedious process, but you will know best which course to pursue, or it might be wise to follow instructions in his letter in case it is received. In any event, please let us have copies of your correspondence with Dean Sage so that we will be able to follow through with intelligence.

I note in the letter which Dean Sage wrote that they will not be responsible for more than \$7,000 Chinese currency at the rates of exchange current at the time expenses were incurred.

If we can be of further service in this matter, we wish to assure you that you are at liberty to call upon us, and we will do the best we possibly can. It is, however, a delicate situation as Dean Sage is a member of the Board and personally undertook to underwrite a portion of this amount. Under these circumstances, we are reluctant to press our claims with the same vigor as we would use with a commercial establishment, or were we dealing with the museums directly.

I am suggesting that, in case another expedition is planned, a more specific understanding be reached as to the source of the funds when payment will be made.

I am also suggesting that you do not inform Dean Sage that I have written you on this subject.

Very truly yours,

CAE/B
Via China Clipper - 11/6/39
Copy via "President Van Buren" - 11/6/39

C. A. EVANS

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150 Fifth Avenue
New York, N. Y.
November 4, 1939

INDEXED

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11/20/39

Mr. H. D. Robertson
West China Union University
Chengt'u, Szechwan, CHINA

Dear Mr. Robertson:

Your letter of October 17th came to hand Thursday and we are answering by Clipper immediately.

We are very glad that finally a copy of the Board of Governors Annual Meeting minutes has been received. We are noting your suggestion to send light weight copies by Clipper mail.

Your comments regarding the relationship of the Woman's College to the Board of Governors seems to open a field for more study. Apparently, the action of the Board of Governors has not been in accordance with the thinking on the field. In giving consideration to this item in all of our meetings the thought has been for the need of the property rather than the source from which it was received. It is true the Woman's Committee has sponsored this request and representations were made as to the condition which would be relieved to the acquisition of this dormitory. If the field is not in agreement with this situation, we certainly should be advised at once so that the askings may be changed. I hope that you have on hand the minutes of our various board meetings covering the action which resulted in the cooperation of the Woman's Committee.

In the next paragraph of your letter, you allude to the Harvard-Yenching Funds--there being much dissatisfaction on the field because of the present arrangements. West China has been very largely responsible for this situation, and, as soon as the University can properly absorb more of these funds and make an adequate report to the Harvard-Yenching Institute, there probably will be no opposition to the use of more of the funds. You will recall the limitations surrounding the use of these funds, and these must be taken into consideration in formulating any new budget.

We are accepting your statement regarding the use of the \$10,000 Emergency Fund Grant by the Rockefeller Foundation and will include this in the report we are making next week.

You are correct in your assumption that Minute G-1423 refers to Dr. Horace E. Campbell. We will present your recommendations to the next meeting of the Executive Committee in January, and probably some action will be taken at that time. If there are enough Saints at West China to absorb the reputed disposition of this individual, we are delighted beyond expression. We thought you were all human beings.

Just as soon as we can get our understanding clear regarding the library situation, we will start proceedings to secure a librarian if possible, and your suggestion will be constantly in our thinking.

The books and serials which you desire will be ordered and forwarded at once.

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Mr. Robertson

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The emergency funds have been covered in our letter of October 27th and need not be repeated here, but we find that the letter did not go Clipper mail and, therefore, we are repeating the paragraph regarding the Emergency Account:

"June 30, 1939

Emergency Fund Balance (Includes Rockefeller Grant)	\$11,792.65
July Additional	4,061.50
August "	<u>1,003.00</u>
	\$16,857.15
Less: Draft 911	\$1,000.00
" 926	1,427.15
" 928	100.00
" 931	1,000.00
" 932	235.00
" 935	<u>2,000.00</u>
	5,762.15
Balance October 10th	\$11,095.00

The above should give you a clear picture of the Emergency Fund."

We have a tremendous amount of China mail to get off before Monday, so will close.

Very truly yours,

C. A. EVANS

CAE/B

Via China Clipper - 11/6/39
Copy via "President Van Buren" - 11/6/39

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WEST CHINA UNION UNIVERSITY

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ADMINISTRATION OFFICE

CHENGDU, SZECHWAN

November 8th, 1939.

Dear Dr. Garside and Mr. Evans,

No letters to acknowledge. On November 1st in a letter to Mr. Caldwell I asked for the September monthly statement. It has not yet arrived. But the 24 copies of the minutes of the Annual Meeting of the Board of Governors arrived in one parcel on the 7th and we had to pay Post Office charges of \$9.95 here. This experience suggests that a better method should be used next year, and that in any case a Clipper Mail copy of the minutes of Executive or Annual Meeting should be sent us. Special Funds. In a letter to Mr. Parker, November 1st, I asked for explanations of the decisions made by the Finance Committee of the Associated Boards as to items in its appeal for Special Funds. I hope very much that this information will be sent to us at an early date. I understand that Miss Priest has written about the same matter in connection with the University of Nanking and Ginling College. I am sure you will understand how necessary explanations are in the light of previous actions by the Finance Committee and by the Board of Governors.

The Woman's College recently received information that US\$30,000 had been made available for their building scheme through the Woman's Board of the M.E.M. The news of this splendid gift thrilled us all and particularly those associated with the Woman's College.

Spooner. A recent letter from Mr. Spooner suggested that he appreciated very much all the assistance you had given him, and wished us formally to express our thanks to those concerned. He spent about three weeks in Hongkong and was most successful in getting shipments through Customs and making arrangements for their transportation to West China. On the 1st he left for Haiphong, where he would decide whether he would travel to West China by rail or by motor road. We are awaiting his letter. The outbreak of war has added considerably to the difficulties of getting goods from the coast through Indo-China to West China, and we shall all be very much obliged to Spooner for this particular service.

John Kao. In my letter of September 18th I indicated our financial arrangements for John Kao. Yours of September 26th apparently was written before the receipt of mine. We covered his travel by air to Hongkong \$785; steamship \$135; \$100 to take him across the continent and \$100 to see him through October and November. I suggested that you advise us as to whether or not \$50 per month was sufficient. I do not therefore understand how John arrived in New York without any money. I understand he is living in a residence, and therefore his monthly expenses should be easily determined. I do not think he will be a trouble to you in the matter of accounts. It was our thought that his expenses would be charged against our 1938-39 Emergency Funds which are still in New York. We have arranged for that here in our allocation of Emergency Funds.

Budget 1939-40. The estimates as sent home in February and presented to the Board of Governors in June after having been revised were passed by the General Faculty and the Board of Directors Executive Committee this past week. We have found it necessary to increase somewhat these estimates, but our receipts are also somewhat larger, so that the debit balance remains practically the same. It is our intention to work out an adjustment with Cheeloo University on a cost per student basis, and ask them to make a grant in gold to cover the cost of departmental supplies purchased abroad and transported at great expense to West China. If this adjustment

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11-8-39

can be made, we shall not be in difficulties over the deficit. As you know, Cheeloo has brought nothing in the way of equipment or supplies to West China.

*Received
11/24/39*

Appeal for Special Funds. Please do not delay in sending us a covering letter dealing with the decision of the Finance Committee of the Associated Boards of September 22nd. I am specially interested in the items \$17,520 Joint needs of the Group, and \$8,148.78 W.C.U.U. budget and \$10,000 W.C.U.U. special. Also as to the conditions under which the \$5,000 Fellowships may be used.

Would you be good enough to let us know as soon as possible the date fixed for the January meeting of the Executive Committee... There is no change to be reported in the political situation or in local conditions, other than that the prices of commodities are still soaring.

Yours sincerely,

H.D. Robertson
H.D. Robertson.

HDR/MR.

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can be made, we shall not be in difficulties over the deficit. As you know, Cheefoo has brought nothing in the way of equipment or supplies for West China.

Appeal for Special Funds. Please do not delay in sending us a covering letter dealing with the decision of the Finance Committee of the Associated Boards of September 22nd. I am specially interested in the items \$17,220 Joint needs of the Group, and \$8,148.78 W.C.U.U. budget and \$10,000 W.C.U.U. special. Also as to the conditions under which the \$2,000 Fellowships may be used.

Would you be good enough to let us know as soon as possible the date fixed for the January meeting of the Executive Committee. There is no change to be reported in the political situation or in local conditions, other than that the prices of commodities are still soaring.

Yours sincerely,

H.D. Robertson
 H.D. Robertson.

HDR/MR.

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TELEGRAPHIC ADDRESS: "HUATA"

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WEST CHINA UNION UNIVERSITY

私立華西 協合大學



ADMINISTRATION OFFICE

CHENGDU, SZECHWAN

November 14th, 1939.

ack 12/5/39

Dear Mr. Evans,

The September Monthly Statement arrived the day after I wrote you. Sorry to have troubled you!

As Clipper Mail is the only reliable method of correspondence, and as from this end the weight allowed is only 5 grammes, could you help us by sending a quantity of the very light paper, similar to that used for the Clipper Mail copy of the Minutes, and envelopes?

I am anxious to hear more about John Kao and his financial arrangements. No word has come from him since he reached Boston.

In previous letters I expressed our eagerness to have an explanation of the amounts set down by the Finance Committee in their appeal for special funds.

A list of drafts drawn between September 15th and November 11th follows in a few days. Please send early reply authorising us to draw the full amount of emergency funds available for the field. Reference October 17th letter.

Please advise Mr. Caldwell that we have despatched by ordinary mail (Air mail in China) a splendid report by Dr. Leslie Kilborn, Director of the Medical-Dental College. This is being printed in Toronto, but I thought that extracts might be useful for publicity purposes. Communications to Toronto may be addressed to Miss Cora Kilborn, Women's Missionary Society, Wesley Buildings, 299, Queen Street West, Toronto.

I shall write a covering letter dealing with the Union Middle School financial statement, which was sent you under the same cover as the Medical-Dental report.

Yours sincerely,

H.D. Robertson
H.D. Robertson.

HDR/MR.

Memo to Mr. Caldwell 12/5/39

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TELEGRAPHIC ADDRESS: "HUATAI"

WEST CHINA UNION UNIVERSITY

西華立西聯合大學



CHENGTAI, Szechwan

ADMINISTRATION OFFICE

November 14th, 1939
ack 12/15/39

Dear Mr. Evans,
 The September Monthly Statement arrived the day after I wrote you. Sorry to have troubled you!
 As Clipper Mail is the only reliable method of correspondence, and as from this end the weight allowed is only 5 grammes, could you help us by sending a quantity of the very light paper, similar to that used for the Clipper Mail copy of the Minutes, and envelopes?
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 I shall write a covering letter dealing with the Union Medical School financial statement, which was sent you under the same cover as the Medical-Dental report.

Yours sincerely,

H. D. Robertson
H. D. Robertson.

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HDR/MR.

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November 17, 1939

Mr. H. D. Robertson
West China Union University
Chengtou
Szechwan, China

Dear Mr. Robertson:

Thank you for your letter of November 1st and the information and good wishes it conveyed.

You might be interested to know that Mr. Li Min-liang has submitted a fine list of nearly 200 titles of books published during the last two or three years, which he considers would be of value to the West China Library. I have passed this on to Mr. Garside and Mr. Fahs, and I hope that the colleges in this country may be able to contribute these books.

I believe the reason for the new request for lists of books and equipment was the result of a renewed interest on this side of the Pacific, and also of a realization that conditions and needs change very rapidly in China. I was asked to formulate a plan for systematizing requests to American colleges, and also to help in discovering what the specific needs might be. One of the first things we did was to communicate with you and several of our other friends in China. We then got in touch with twenty-four representative graduate students in this country. We hope that as a result of our efforts we may be able to send to Chengtu worthwhile contributions from American universities.

As regards transportation, I have endeavored to get in touch with an old friend, Mrs. Frank E. Manton of Rangoon. I thought that if a Western committee in Rangoon would take charge of receiving and trans-shipping books and supplies, the problem would be much simplified.

Mr. Kao seems to be well established in M.I.T.. When I last saw him he seemed far from well, and I hope that he has had a chance to recuperate since his visit to this office. He certainly is a fine man and should bring much credit to W.C.U.U., as well as to himself.

We are particularly eager for pictures and material suitable for publicity. This seems to be always one of our greatest needs in this office. May I suggest that such material might concentrate, for the present, on two matters. The first should be the lives of the students and their contribution to their country, and to the church, in wartime. The second, detailed information regarding such special projects as tanning, wool weaving, etc. There is a special interest in such projects at this time. People are always interested in hearing about practical contributions being made to the welfare of the Chinese, and the academic aspects, being perhaps less romantic, are not of such vital concern to our less well-informed friends.

It is a matter of great happiness to me that I have the privilege

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this year of acting as Field Representative of W.C.U.U. I only wish that I might be more effective than I have been. We have comparatively few names on our list of people who are supporters of West China, and it is not easy to discover new friends. However I shall do my best.

Please do not fail to call on me if on any occasion you feel that there is some special service I might render to the University.

With best wishes,

Sincerely yours,

Oliver J. Caldwell

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TELEGRAPHIC ADDRESS: "HUATA"

WEST CHINA UNION UNIVERSITY

私立華西 協合大學



ack 12/4/39

ADMINISTRATION OFFICE

CHENGDU, SZECHWAN

November 20th, 1939.

Dear Mr. Evans,

Acknowledging your letters of November 3rd, 4th, 5th and 6th.
Dean Sage A/c. The letter you quote from Mr. Sage has not yet reached us. Dean Dye is preparing a statement. An invoice was sent covering in detail all specimens sent. Another expedition made a collection this last summer after cabled authorisation from Dean Sage.

Woman's College. The College Committee here is now taking up all the relationships of the College Committee to the Home Committee. With the gift of US\$30,000 which the College has received, that item of US\$15,000 in the original list of special needs will disappear.

Harvard-Yenching Funds. In consultation with Dr. Beech plans are being formulated which will be reported to the Harvard-Yenching Board of Trustees and which will call for greater annual expenditure.

Emergency Funds 1938-39. We are very glad indeed to have this statement. We are still following the 50/50 policy as in the matter of bringing funds to the field.

Books. Thank you for ordering the books desired by the Library. I shall write you later as to the Library situation. We have received the books of the Dawson invoice. These accounts should be paid, if you have not already done so. A copy of their invoice is being sent by ordinary mail, together with photographs for the special appeal committee.

Theological College. I have informed Dr. Sparling of the authorisation to draw on you for US\$38. in favour of the Union Theological Seminary.

Mr. Spooner is still in Haiphong, and it is not clear when he will get away. Japanese action near the border may cause him to change his plans and come by rail to Kunming.

Herewith I enclose "Record of drafts drawn between September 15, 1939 and November 11th, 1939."

Yours sincerely,

H. D. Robertson

H.D. Robertson.

HDR/MR.

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TELEGRAPHIC ADDRESS: HUATAI

WEST CHINA UNION UNIVERSITY

西立華西 聯合大學



November 20th, 1939

ADMINISTRATION OFFICE

Dear Mr. Evans,
 Acknowledging your letters of November 3rd, 4th, 5th and 6th. The letter you wrote from Mr. Sage has not yet reached us. Dean Dye is preparing a statement. An invoice was sent covering in detail all specimens sent. Another expedition made a collection this last summer after called authorization from Dean Sage. The College Committee here is now taking up all the relationships of the College Committee to the Home Committee. With the gift of US\$30,000 which the College has received, that item of US\$15,000 in the original list of special needs will disappear. In consultation with Dr. Beech plans are being formulated which will be reported to the Harvard-Yenching Board of Trustees and which will call for greater annual expenditure. We are very glad indeed to have this statement. We are still following the 50/50 policy as in the matter of printing funds to the field.

Books. Thank you for ordering the books desired by the library. I shall write you later as to the library situation. We have received the books of the Dawson invoice. These accounts should be paid, if you have not already done so. A copy of their invoice is being sent by ordinary mail together with photographs for the special appeal committee. I have informed Dr. Spurling of the authorization to draw on you for US\$88 in favour of the Union Theological Seminary.

Mr. Spooner is still in Haiphong, and it is not clear when he will get away. Japanese action near the border may cause him to change his plans and come by rail to Kuming.

Herewith I enclose "Record of drafts drawn between September 15, 1939 and November 15th, 1939."

Yours sincerely,

H. D. Robertson

HDR/MR

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WEST CHINA UNION UNIVERSITY

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協合大學

ADMINISTRATION OFFICE

CHENGDU, SZECHWAN

November 23rd, 1939.

Ack. Jan 10, 1940

Dr. B.A. Garside,
Associated Boards for Christian Colleges,
150, Fifth Avenue, NEW YORK CITY.

Dear Dr. Garside,

I am sending by ordinary mail with the Minutes of the last meetings of the Executive Committee of the Board of Directors and of the General Faculty a covering letter. Would you be good enough to have copies made for Dr. Endicott and Dr. Anderson?

Directors
Board of ~~Executive~~ Executive Minutes.

E. 109. We are very disappointed that we have not been able to secure the building materials for this building. At one time we had hoped to have the building ready for use by 1st October, but it now looks as if we shall not be able to complete it this year. The cost of materials is rising rapidly. There is great difficulty in getting bricks transferred from the kilns to the University site, and more recently there have been labour troubles. These conditions are the result of the war and of the rapid depreciation of the national currency. However, we still hope that sufficient bricks will be available immediately for us to continue work on the building as planned.

E. 110. I have mentioned the purchase of this property. It is very valuable and we count ourselves very fortunate to have been able to secure it at this time. The new Single Teachers' Residence is located on this property.

E. 113. In the Spring of 1927 the centre section and one wing of the Education Building was completed. Recently, in connection with the Tong Hang Dze property we have secured the land immediately adjacent to the building, and it is now possible to build the west wing. This extra accommodation would relieve considerably the situation in connection with classrooms.

E. 118. This is a partial allocation of the 1938/39 Emergency Funds available. Since this meeting information has been received as to the total of Emergency Funds at the disposal of the Board of Directors, and further action will be reported as and when taken. The explanatory clause covering the amount of US\$400 for the expenses of Mr. Kao indicated that we hope to secure Mr. Kao's support from funds provided specially for the purpose of assisting scholarship students. An item covering this

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is included in the 1939-40 Special Appeal. Mr. Spooner has not yet left Haiphong and is still uncertain whether he should travel to West China by rail or by motor truck.

E. 119. Debit Balance. In the Emergency Funds we have allowed NC\$30,000 to meet a possible deficit. Our plan this year is to adjust our account with Cheeloo University on a cost per student basis and to secure a sum in gold to cover supplies ordered abroad for the Colleges of Medicine and Science.

General Faculty Minutes.

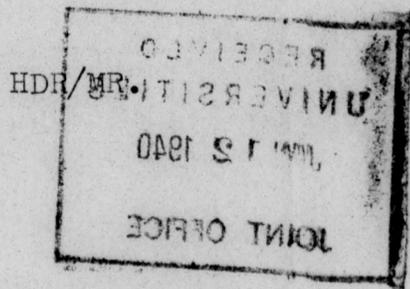
582. In June a communication was received from the Ministry of Education indicating a form of organisation suitable for Universities. It was suggested that all universities should report by 1st September action taken to conform with these regulations. Some changes in our organisation were necessary. There was no place in this organisation for the Cabinet, and so the Faculty passed this resolution. The regulations called for the three administrative officers whose duties are set out in the minute.

585. Since this minute was passed, word has been received on the field of the gift of \$30,000. But the Woman's College do not propose to use any of this for the erection of a Fine Arts Building. We have not as yet had time to consider other plans for the securing of funds to erect this building.

Our most recent information suggests that Dr. Lobenstine may not be coming to West China after all. We have just had a visit from two representatives of the Presbyterian Board - Dr. Ruland and Mr. Walline. Dr. Dsang is at present in Chungking, but on his return will send a statement in time for the January meeting of the Executive.

Yours sincerely,

H.D. Robertson.



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is included in the 1939-40 Special Appeal. Mr. Spooner has not yet left Hainan and is still uncertain whether he should travel to West China by rail or by motor truck.

E. 119. Dedit Balance. In the Emergency funds we have allowed NC\$30000 to meet a possible deficit. Our plan this year is to adjust our account with Chefoo University on a cost per student basis and to secure a sum in gold to cover supplies ordered abroad for the Colleges of Medicine and Science.

General Faculty Minutes.

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585. Since this minute was passed, word has been received on the field of the gift of \$50,000. But the Women's College do not propose to use any of this for the erection of a Fine Arts Building. We have not as yet had time to consider other plans for the securing of funds to erect this building.

Our most recent information suggests that Dr. Lobenstein may not be coming to West China after all. We have just had a visit from two representatives of the Presbyterian Board - Dr. Ruland and Mr. Wallace. Dr. Ruland is at present in Chungking, but on his return will send a statement in time for the January meeting of the Executive.

Yours sincerely,


H. D. Robertson.



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Attached to Robertson's letter Nov. 23, 1939.

WEST CHINA UNION UNIVERSITY

General Faculty meeting held November 1st, 1939

582 Organization

Dr. Phelps reported on behalf of the Special Committee on Organization. After full discussion it was

RESOLVED that this General Faculty, acknowledging the full authority of the President as promulgated in Government regulations, discontinue the Cabinet as set forth in Faculty Minute 424 Section 2, and at the same time recognize the right of the President to appoint any advisory body that he may desire.

The scheme of University Organization outlined by the President as it would fit into the Government Regulations provides for the following:

THE PRESIDENT who is directly responsible to the Ministry of Education and the BOARD OF DIRECTORS, whose powers and duties are set out in the Constitution.

THE GENERAL FACULTY is composed of: President, Dean of Studies, Director of Discipline, Comptroller, College Deans, Department Heads, Registrar, Dean of Women, Bursar, one representative from the Men's Dormitories, Business Manager, Property Superintendent, additional representatives of Professors.

The President acts as chairman.

The duties of the General Faculty cover:

1. University budget
2. The opening and closing of any Department
3. Courses of Study
4. Internal regulations of the University
5. Matters relating to examinations
6. Matters relating to Student Discipline
7. Matters referred by the President

The main administrative officers of the University are:

Comptroller
Dean of Studies
Director of Discipline

The COMPTROLLER is responsible for all University finance, property and business. Connected with this office are the Bursar's Office, the office of the Business Manager, the Property and University Functions Committee.

The DEAN OF STUDIES shall be chairman of the Committee on Studies, which is composed of the College Deans, Heads of Departments, Dean of Women, Head Librarian, and the Registrar.

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The DIRECTOR OF DISCIPLINE shall be Secretary of the Committee on Discipline, which is composed of the President as chairman, Dean of Studies, Dean of Women, Head Instructor, Heads of the following committees: Inters, Religious Activities, Student Health, Athletics, Special Training, and Student Guidance.

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INDEXED

November 27, 1939

Mr. H. D. Robertson
West China Union University
Chengt'u, Szechuan, China

Dear Mr. Robertson:

Your letter of November 1st has been received. About the same time we had a letter from President Wu, asking questions about the same items. As a result of this, I have sent letters to the Presidents of the four Colleges, and in the case of West China University the letter was addressed to both you and President Dsang. In these letters I have undertaken to explain the allocations made. That letter is going forward to you by Clipper mail. I am enclosing another copy herewith by regular mail.

In your letter, and also in a letter sent to Mr. Garside, you refer to actions and allocations made by the Committee on Finance on May 12, 1939, and to the action of the Board of Governors on June 5. From the way you have referred to these, I fear there may be serious misinterpretation of the actions of the committees. Neither the Committee on Finance on May 12, nor the Board of Governors on June 5, took any action which could be interpreted as an allocation of funds, and under no circumstances can the actions of the Committee on Finance or the Board of Governors be so interpreted. If you will refer to the minutes of the Committee on Finance, particularly actions F-916 and F-917 which concern the financial needs for 1939-40, you will see that the whole matter was in the process of study, and that the appendix attached to the minutes was a summary which was being put into the hands of a special committee for study. It was clear from the fact that even the recommended amount was less than the total given on the summary that cuts would have to be made on the amounts given.

In the Board of Governors meeting, the action under minute G-1411 was to refer the matter to a committee of the Associated Boards with recommendations. It was not until the meeting of September 22 that action could be taken making definite allocations, and in none of the previous actions was there any attempt to trust the committee making the study as to how much should be assigned to any one college.

I have tried to make clear the above actions to safeguard against any misinterpretation which may have been made. The committees dealing with the question of allocations and final decision as to the amount of the fund to be raised had an exceedingly difficult task to perform, and the reductions which had to be made were made with very real regret.

Sincerely yours,

J. F. Parker
Secretary

JIP:VW
Enc.

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

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November 29, 1939

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Mr. H. D. Robertson
West China Union University
Chengtú, Szechwan, CHINA

Dear Mr. Robertson:

Your letter of November 8th speaks of the September monthly statement of which you wrote to Mr. Caldwell about. I presume he will take care of this, but if it means a bulletin none was published in September.

I do not understand how it was made necessary for you to pay post office charges on minutes which were sent out. They were fully prepaid according to postage to China before leaving the States and there should have been no further collection charges.

Mr. Parker has shown me a letter which he is writing to the Presidents at West China regarding special funds. First of all, they can only be allocated as received. And secondly, it is far beyond the possibility of the various boards here in America to set down and figure out the most urgent needs at Chengtu. You all will have to do the trick, even if it does require a lot of Christian grace and fortitude. It will be one good way of demonstrating how far the Colleges can go in working together harmoniously.

Your reference to the \$30,000 received through the W.F.M.S. revealed a rather ludicrous situation in that while the women's New York office is located on the Seventh Floor of this building, yet the first news of this grant came from China. They are terribly mortified that this notification did not come to our office promptly. Our understanding is that trustees of an estate were charged with the task of allocating US\$30,000 toward foreign mission work for women. They asked the W.F.M.S. for a list of objectives and selected women's work at West China. That is the way it was told at the meeting of the Women's Board.

It is characteristic of the courtesy and fine spirit of Mr. Spooner that he requested a formal presentation of thanks for the very small services we rendered. First of all, it is a part of our task and secondly, it is a joy to be of service. At times things do not click just right and then we do not appear to be so good but the effort is back of all of our planning, however, and it is a sense of satisfaction to know that our efforts are appreciated. I hope the travelling with the new truck has not been too difficult.

I received your letter of September 18th regarding Mr. John Kao and reported briefly at that time as to the conditions. I have been endeavoring to check up more thoroughly, and to that end Mrs. Macmillan has visited the M. I. T. office and we have also investigated through other sources. Mr. Caldwell has also been in touch with both Mr. Kao and Mr. T. K. Cheng. From all of the evidence I have at hand it appears that getting by on \$50.00 a month is just impossible. Mrs. Macmillan secured an estimate from the College office which showed it would require in the neighborhood of \$70.00 to cover preliminary expenses and books. This would nearly clear out the \$100.00 balance on hand when he arrived which was supposed to be salary for October and November. His clothing

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Mr. Robertson

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11/29/39

is utterly inadequate, but he is trying to get by with the purchase of a new overcoat. He passed the medical examination, but the course at M. I. T. is so strenuous that it requires ample rest and good food. For the first few weeks he was trying to live on next to nothing as far as food was concerned, and we have advised him strongly against this and the medical advice has agreed to our emphasis. His health is only average. Whereas the M. I. T. scholars should come prepared with a super-abundance of energy. The course is that difficult for students. Therefore, John is handicapped coming as he did freshly from an operation. He has also developed a nervous condition due to scholastic problems. Here in the United States M. I. T. takes only the best trained students and I need not go into details to let you understand his difficulties coming from the interior of China. That he is standing up and making the struggle speaks volumes for his courage and tenacity. If he fails, it will not be through lack of effort. Wherever he goes he is greatly admired and makes a splendid impression.

My study is not complete, but I am thinking that we certainly must help Mr. Kao to a larger extent than \$50.00 per month. I am now awaiting a communication from Dr. Wynn Fairfield of the American Board, with the hope that their physician will take an interest in him and give him the encouragement and, if necessary, prescribe such things as are needed.

We note that you desire to have his expenses charged to Emergency Fund. We will do this and report later.

We have heard of the plan you are endeavoring to work out with Cheeloo under the 1939-40 budget and will be interested in knowing the outcome.

The next to the last paragraph of your letter again calls attention to the special funds to which I have alluded.

The date of the January meeting of the Executive Committee has not been set. It had been quite definitely decided that it should be in Toronto, Canada, but there is no agreement as to what day it will convene. As soon as we know definitely, I will write you immediately.

These last few days we have been greatly concerned with the invasion of South China and the capture of Nanning. One cannot tell what the outcome of this move will be, but we trust it will not be to the dire disadvantage of the Chinese. Presumably, they can absorb more punishment and still go on. May the Lord give them more strength.

Very truly yours,

C. A. EVANS

CAE/B

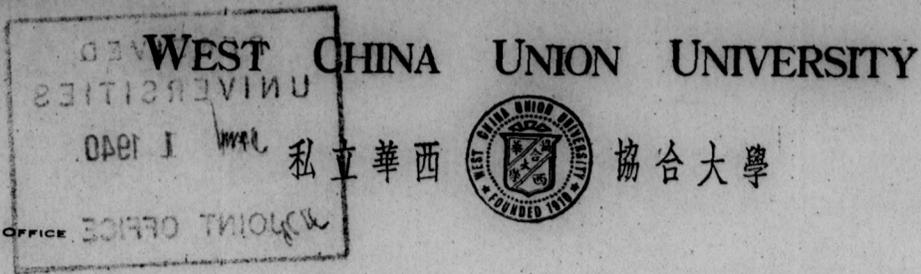
P.S. We have just received word that the Executive Committee Meeting, above referred to, will be held on January 19th in Toronto.

Original via China Clipper - 12-11-39
c.c. via "President Hayes" - 12/4/39

C. A. E.

0743

TELEGRAPHIC ADDRESS: "HUATA"



CHENG TU, SZECHWAN

November 29th, 1939.
act 1/2/40

Dear Mr. Evans,

Acknowledging your letters of October 27th, together with copies of Journal Voucher and Report of the Treasurer, also copy of Minutes of Annual Meeting, Board of Governors. I reported earlier the receipt of the other copies of the Minutes.

Local Currency Equivalent. I do not understand this paragraph, as we have been careful wherever possible to give the local currency equivalent of drafts issued. I think our "Record of Drafts" sent during the year will bear out this statement. We certainly desire to cooperate with you in this matter.

Journal Voucher No. 352. Draft No. 913 was issued to Dr. Liljestrand here. Apparently it has never been put through. We shall check up on this.

Transfer of Dr. Crawford's Account. Was authorized, but as it did not appear in the monthly statement we missed picking it up. This amount should be added to the overdraft \$2214.94, making a total of \$2239.95.

Draft No. 899 was cancelled, as you have noted. I think this is now clear.

Emergency Funds 1938-39. In my last letter, November 20th, I referred to the receipt of your original statement.

Mr. Kao. We shall await your report before taking any further action.

Draft in favour of Wang Yu-pin, Gaune Hall College, Cedar Rapids Iowa. This is draft No. 960, drawn against the 1938-39 Emergency Funds.

Your letter of September 30th reference my letter of June 23rd - requisitions Nos. 229, 231 and 270 were sent to Mr. W.G. Sewell in England and covered by draft 908 for US\$3,000. The other requisitions were to be cleared directly through your office, as indicated in my letter.

I am hoping to receive word of the date of the meeting of the Executive Committee. Dr. Beech has now almost completely recovered, and is kept busy consulting with groups and collecting information against his return to the States.

The cost of Clipper letters determines somewhat the form of our communications; hence these terse statements.

With kindest regards,

Yours sincerely,

H.D. Robertson
H.D. Robertson

HDR/MR.

*Dr. #330
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sent with
3rd statement*

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paid 12/16/39*

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TELEGRAPHIC ADDRESS: "HUATAH"

WEST CHINA UNION UNIVERSITY
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JOINT OFFICE

CHENGDU, SICHUAN

November 29th, 1939
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Dear Mr. Evans,

Acknowledging your letters of October 27th, together with copies of Journal Voucher and Report of the Treasurer, also copy of Minutes of Annual Meeting, Board of Governors. I reported earlier the receipt of the other copies of the Minutes.

I do not understand this paragraph, as we have been careful wherever possible to give the local currency equivalent of drafts issued. I think our "Record of Drafts" sent during the year will bear out this statement. We certainly desire to cooperate with you in this matter. Journal Voucher No. 252. Draft No. 913 was issued to Dr. Liljestrand here. Apparently it has never been put through. We shall check up on this.

Transfer of Dr. Crawford's account. Was authorized, but as it did not appear in the monthly statement we missed picking it up. This amount should be added to the overdraft \$2214.94, making a total of \$239.95.

Draft No. 899 was cancelled, as you have noted. I think this is now clear.

Emergency Funds 1938-39. In my last letter, November 20th, I referred to the receipt of your original statement.

Mr. Kao. We shall await your report before taking any further action.

Draft in favour of Wang Yu-pin, Ganne Hsi I College, Cedar Rapids Iowa. This is draft No. 960, drawn against the 1938-39 Emergency Funds.

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I am hoping to receive word of the date of the meeting of the Executive Committee. Dr. Beech has now almost completely recovered, and is kept busy consulting with groups and collecting information against his return to the States.

The cost of Clippel letters determines somewhat the form of our communications; hence these terse statements.

With kindest regards,
Yours sincerely,

H.D. Robertson

HDR/MR.



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December 4, 1939

Mr. H. D. Robertson
West China Union University
Chengt'u, Szechwan, CHINA

Dear Mr. Robertson:

This will acknowledge your letter of November 20th, and I am sorry that Dean Sage's letter has not been received. It is interesting to know that a second collection was made this past summer upon authorization from Dean Sage. I am still a bit puzzled as to the meaning of these authorizations as surely he is familiar with the financial condition of West China and realizes that the trips cost money. We have discussed the matter at some length here in the office and feel that we have done the best we can in urging the matter, as too much pressure might become offensive. We hope the thing will work out satisfactorily.

Your understanding of the US\$15,000 request for building funds is parallel to our own thinking, in that the appropriation by the W.F.M.S. will eliminate it from the Associated Boards' asking.

It is interesting to note also that you are preparing a new budget for the Harvard-Yenching funds which will call for a larger expenditure.

We are keeping pretty well ahead of the book orders, or at least abreast of them, and upon receipt of the Dawson invoice will check with others previously in hand.

I hope that Mr. Spooner get through before the final dash of the Japanese destroyed the Hanning Highway.

Very truly yours,

C. A. EVANS

CAE/B

Via "President Hayes" - 12-4-39

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December 12, 1939

ACK
2/6/40

Mr. H. D. Robertson
West China Union University
Chengtu, Szechwan, CHINA

Dear Mr. Robertson:

I am enclosing herewith the West China November 30, 1939 trial balance sheets, cash statement, budget analysis, copies of invoices and copy of Journal Voucher #355.

I believe the trial balance sheet is perfectly clear and requires no further comment. Under B-Special Funds on the budget analysis, you will note that we have included the Sustaining Fund formerly called Emergency Fund. The \$8,125.83 included in A-General Funds together with the \$10,022.95 makes a total of \$18,148.78 or the total amount of the askings from the Associated Boards. As the Trustees have practically underwritten \$8,125.83 by including this amount in the General Budget, and as you are authorized to draw on the General Budget according to previous correspondence, and as only \$748.18 has been credited to the Sustaining Fund through November 30th, no additional authorizations are being issued.

You will also find enclosed copy of a letter addressed to the Treasurer of the Board of Governors which covers the first distribution of the current year by the Associated Boards. A detailed list of designated gifts is enclosed which is for the purpose of informing the field as to the progress of the campaign. Possibly some of these donors will be known to members of the staff and in such a case it will not be out of the way to write an acknowledgment. Same is true of any listed under the caption "Received through the Board of Trustees." From time to time, however, gifts are received by the Associated Boards from former friends of West China or whose names are on the West China constituency list. No acknowledgments should be sent to them in the future if, and when, such allocations are made as their contributions come through the Associated Boards' Trustees and no acknowledgment from China should be mailed to them. You will understand, of course, that these lists are not to be used as a basis for solicitation or propaganda from China. We always have in mind the possibility of using literature mailed from China, but when such a course is decided upon, we will communicate with the field.

We have in mind issuing these letters periodically when distributions are made from the Associated Boards, and it will not be necessary to comment on them in the future, unless something unusual arises.

Very truly yours,

C. A. EVANS

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MEMORANDUM

December 12, 1939

TO: Mrs. Macmillan
Mr. Garside ✓
Mr. Parker

SUBJECT: The reorganization of the Faculty of
West China Union University.

Under date of November 7th, Dr. Beech has written that on November 2nd a new set-up was brought about by the faculty which puts the responsibility up to the President, which is in line with the new Government regulations. At that meeting the Cabinet, which previously transacted most of the University business, was abolished, - thus the leadership falls upon the President. The organization as evolved at that time will operate through the following channels:

1. The President
2. The Dean of Discipline; Dean of Studies; Comptroller.
3. The committees, and faculties, and departments under each of the above three divisions.

The appointments to head the three divisions are:

Discipline - Mr. Tang Bo-Chen
Studies - Mr. Fond Suchuen
Comptroller - Mr. H. D. Robertson

(From a personal letter written by Dr. Beech)

C. A. E.

C. A. E.

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NOTE: See letter from Davison Fund, dated Dec. 11, 1939

150 Fifth Avenue
New York City
December 13, 1939

Mr. H. D. Robertson
West China Union University
Chengtou, Szechuan
China

Dear Mr. Robertson,

We have this week received from the Davison Fund a grant of US\$500.00 as a further contribution to the Group Study of Jesus Project.

We hereby authorize West China Union University to draw on us for US\$500.00 in transmittal of this grant. The number of this authorization is 3910.

Very sincerely yours,

B A GARSIDE

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December 14, 1939

ACK 2/6/40

Mr. H. D. Robertson
West China Union University
Chengtú, Szechwan, CHINA

Dear Mr. Robertson:

In a previous letter you mentioned the gift of \$30,000 for the women's work at Chengtu received from the Woman's Foreign Missionary Society of the Methodist Episcopal Church. Dr. Beech has also alluded to this, and I am quoting you the following from a letter received from the Treasurer under date of December 13th:-

"A number of years ago a bequest was given to the Philadelphia Branch of the Woman's Foreign Missionary Society, undesignated. Portions of this fund gift have been used for the work of the Society, which is administered by the Philadelphia Branch. Recently, the widow of the donor consulted with officers of the Branch, requesting that final distribution of her husband's bequest should now be used on the field. Consultation has been conducted with her and the officers of the Branch, from time to time. It is a custom of our Society, since we cannot meet all the needs or the requests that come to us for participation in special projects, to have a list of urgent needs to present before interested inquirers.

Mrs. Conrey of Pittsburgh, the wife of the donor, looking over the list, decided the \$30,000 should be used for the woman's College of W. China which was one of the items on our list."

We have been instructed to write to the District Secretary for further information, and upon receipt of this information we will communicate with you again.

Very truly yours,

C. A. EVANS

CAE/B

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see letter
of Jan 2, 1940
fr Robertson

(see Lincoln
Dsang's file)

ack. 1-9-40
gdp

Dear Dr. Garside,

Chengtzu, December 19th, 1939.

I am adding in the briefest possible form a list of matters we would like to have dealt with at the meeting of the Executive Committee:-

1. Library - consideration of plans sent home and action to secure a trained librarian.
2. Union Middle School - consideration of 1938/39 report and letter to the participating missionary societies, urging the granting of a share of gold \$200 to allow us to make possible the wiping out of the debt of local \$3,000.
3. Scholarship Funds. - a special grant in gold to assist members of faculties studying in the United States and Canada.
4. Harvard-Yenching Institute Funds. - action on Dsang & Beech letter, and consideration of proposed research work.
5. Woman's College appeal for funds gold \$15,000. By action of Field Committee original appeal for gold \$15,000 is now changed to gold \$5,000 to erect Fine Arts Building - reference Woman's College Board Minutes.
6. University Property. Report on how property held will be presented by Dr. Beech on his return.

Please send copy of these suggestions to Dr. Endicott and Dr. Anderson.

Air warning 11 a.m. today. Bombers failed to reach Chengtu.

Season's Greetings,
Yours sincerely,

H. D. Robertson.

H.D. Robertson.

HDR/MR.

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