

Oct.13/21 Vic High Library

Present: Roger Skillings, Anne McKeachie, Fern Johnson, Linda Baker, Ed Kozicki, Ian McKinnon, Nita Loudon

Regrets: Don Kissinger, Helen Edwards

Student Presentation: Vic High student Cam Lalli presented information to the meeting about current activities of the volleyball teams (boys are playing in Tier 1, and so far won more games than lost), soccer team (in rebuild mode this year after multiple wins in previous years), and basketball (boys have a solid Totems team this year and think they have a shot at the BC championship this year).

Call to Order: 3:30 PM

Agenda: Moved and seconded to adopt Revised Agenda handed out before the meeting. Carried.

Minutes: Moved and seconded to adopt the minutes of the September 13, 2021 meeting. Carried.

Matters Arising from Minutes

1. Christmas gathering: Annie Boldt has offered the use of the community room at Roberts House (where she lives – 620 Toronto), if we want to bring food in, etc. Attendees decided to request Dec. 8 or Dec. 1 booking at Roberts House. If those dates unavailable, Ian McKinnon offered his home.
2. Appointment to fill vacant Director position on Board.

Moved and seconded to appoint Rick Crosby to fill the remainder of the two-year term vacated by Donna Lomas. Carried.

ACTION ITEMS from September meeting

Ongoing items added to Action List at end of minutes.

1. Post new Board meeting dates on website – About Us page and Calendar. **Done**
2. Recommendations to fill Board vacancy for October meeting. **Done**
3. Suggestions for possible Christmas gathering. **Everyone Done**
4. Add info to Sept. newsletter about Hand Anatomy course. **Linda Done**
5. Suggestions for volunteers to assist with simple website updates, helping JoAnne with alumni directory updates. **Everyone Done. 5 new volunteers**
6. Fundraising Team to meet: **Ed Done**
7. Organize a Student Presentation for next Board meeting: **Aaron Done**

Correspondence

1. Harry Felsing (VHS 1964) Sept 21 email. Thanks to Board, thoughts about Board makeup. **Response sent.**
Ed has researched how other alumni organizations recruit directors and suggests we consider similar guidelines for board nominations and potential appointed advisors to the Board. Here are links to information from the SFU website about their nomination process and about their board, etc. [Alumni Association - Alumni - Simon Fraser University \(sfu.ca\)](#) and [SFU Alumni Association Board of Directors Nominations - Alumni - Simon Fraser University](#)
2. Paul Sparrow (VHS 1982) June 22 email – request that we post minutes on the website. Suggests linking them from each meeting date in the calendar. **Response sent.**

3. ICBC Renewal for 1981 Ubilt registered to Alumni. Followed up with Aaron. Instructed to forward renewal to Stu Wheeler, Fairey Tech, and ownership of automotive trailer will be transferred and \$68 premium paid by school. **Issue resolved.**
4. Siver Law inquiry, Sept 20/21 **Referred to legal counsel**
Ian updated the meeting on the status of the letter from alumnus Tak Niketas' lawyer alleging lack of proper notice of the AGM plus other demands.
 - a. Our insurer (Director & Liability Insurance) has appointed their in-house counsel to carry this matter forward on our behalf.
 - b. A meeting is being held today – October 13 – between Niketas' lawyer and our representative. Nothing can be agreed to without Board approval.
 - c. We have consulted some retired lawyers very experienced in the jurisprudence on issues raised by Niketas, and believe these matters can be resolved.
5. Francy Pesek, Oct 13/21, 10:55 AM email. Concerns that her June 22/21 emailed comments were not forwarded to the Board. **Response to be sent.**
6. Veterans Affairs, Oct 13/21 request for info & photos of Memorial Trees (original), large banner, WW 1 and 2 wall memorials, and anything else related to the Canadian military, for posting on the Veterans Affairs website. **Referred to Annie Boldt/Archives, and follow-up with Barry Gough.**

Chair's Report: Roger Skillings

Roger referenced the extraordinary work done by the Alumni since its informal inception after the 1976 Vic High Centennial, and being done now. The Alumni has been blessed with hundreds of loyal Vic High volunteers over the years, and the good work begun 45 years ago has resulted in immeasurable support for the school and its students over the years. We will leave no stone unturned to protect the Alumni and its assets so they can be used to benefit the school and students. As our Constitution says, we are here to support Vic High and its students.

We are open to closer ties with the Vic High PAC, as we share similar goals with them of support for Vic High and students, and ask Principal Parker to share that with the PAC.

Secretary's Report: Linda Baker

1. Linda clarified that only Directors in attendance are listed in minutes of Board meetings. Alumni who attend are not listed, otherwise express permission would be needed from them in order to post meeting minutes on our public website.
2. Now that we're having more volunteers come forward to help, we'll start posting DRAFT minutes of Board meetings ASAP after each meeting. Once reviewed for accuracy by Officers, minutes will be linked from the About Us page on our website, and from each meeting's listing on the Calendar page.

Treasurer's Report: Fern Johnson

Moved and seconded to adopt the Financial Report as circulated. Carried. Fern noted that 2021 revenue now slightly exceeds expenses for the year.

Vic High Principal's Report

1. Interest in all extracurricular activities – sports, clubs, etc. – is very high. More students than ever are participating, now that pandemic restrictions are being eased slightly.
2. Vic High is initiating a trial Focus Time to increase students' flexibility during the school day to promote self-regulated learning, a big focus in School District 61.
3. Over 50 female students turned out for 7:30 AM tryouts for girls volleyball, resulting in 3 female teams being formed. Two male teams have also been formed.

4. Discussions are beginning on how best to display and incorporate Vic High history and honour Illustrious Alumni in the updated school. Input from Black & Gold dinner chair Anne McKeachie and Archives & Museum Co-ordinator Annie Boldt is requested.
5. A few students have joined cross-country training, and will be competing shortly in the region.
6. The logo from the Andrews Gym floor was saved and is being restored similar to the Roper Gym floor logo. The Roper Gym floor will be replaced to look as much as possible like the previous floor, with possible re-design of the center logo.
7. The Andrews Gym will get new – safe – bleachers. Benches from the old bleachers will be repurposed along a hallway in the upgraded school.
8. A new collaboration space will be created from the center doorway portion of the previous library. It will retain the original 1914 Rhodesian Mahogany flooring. The space has been identified as a potential “writing centre” with a focus on Vic High writers – past, present, and future.
9. The new Neighbourhood Learning Centre will be attached to the new wing next to the Library Multi-Purpose Room, and will contain kitchen, outdoor server, offices, classroom space, and be able to be locked off from the school. This is on the Fernwood St. side of the school.

Standing Committees, Ad Hoc Committees & Task Forces

Archives & Museum: Annie Boldt/Helen Edwards (re: 2026 book).

No Archives & Museum report. Helen’s report on the 2026 book is attached.

Black & Gold: Anne McKeachie. No report.

Communications: Linda Baker. Report attached.

We welcome Mary Anne Skill, VHS 1975, to the Communications team, helping with newsletter production, social media, and communications strategies for fundraising.

Membership/Alumni Directory: JoAnne Botten

Membership registrations and updates come in slowly until another newsletter goes out. We had two Class of 2021 grads join. It’s very unusual – and wonderful! - for recent grads to take an interest in the Alumni. Based on statistical analysis of membership and donors and information about reunions, interest doesn’t usually arise until approximately 20 years after graduation.

Reunion Co-ordinator: Brigitte L’Heureux. Report attached.

Scholarships & Bursaries: Don Kissinger. No report.

Website: Helen Edwards.

We welcome Dawn Quast, VHS 1965, as the new Obituary Co-ordinator. She will receive all information about deceased alumni and post obituaries on the website linked from the We Remember Them pages. Information about where to send information will be added to the website and included in the October newsletter.

Fundraising Task Force: Ed Kozicki. Report attached.

We welcome Amie Hardiman, VHS 1994, to fundraising. Amie will be researching options to sell branded clothing, souvenirs, etc.,

Grad Class Lists Task Force: Ed Kozicki. No report.

Seismic Updates/External Amenities: Ian McKinnon, Keith McCallion. Information shared earlier in the meeting, under Correspondence and Principal’s Report.

Moved and seconded to adopt all reports. Carried.

New Business

1. Moved and seconded to send Jim Soles good wishes on his retirement from School District 61 as Associate Director Facility Services, Major Capital Projects. Jim's experience upgrading other historical schools and his creativity and commitment to preserving Vic High's heritage during this major seismic upgrade is very much appreciated. Carried.

Information to Share

1. Create a QR code so graduating students can easily sign up for the Alumni. (refer to Grad Class Lists Task Force)
2. Attach promo gifts to different donation levels. This was done for donations of \$150 and up – a complimentary copy of *Vic High 2020* photobook was given. Look at doing this for other levels of donation, as a thank you. (refer to Fundraising Task Force)
3. Past Alumni Board Chair Barry Gough, one of Canada's foremost historians and author of many critically acclaimed books, releases his newest book November 13, 2021: *Possessing Meares Island: A Historian's Journey Into the Past of Clayoquot Sound*.
4. Membership & Alumni Directory volunteer and Class of 1968 Reunion Co-ordinator JoAnne Botten recently lost her husband to Parkinson's Disease. Brian Botten graduated from Vic High in 1963. We send JoAnne and her family our best wishes.
5. Board Director Don Kissinger is in hospital for tests. We wish him good test results.

Adjournment: Moved and seconded to adjourn at 5:20 PM. Carried.

ACTION ITEMS

1. Book December social gathering. **Linda/Annie Social Room at Roberts House, 620 Toronto, is booked for December 8. Details to be finalized at November meeting.**
2. Societies Act – file report online adding new director. **Linda Done**
3. Ask Aaron to have dates added to the school's online calendar. **Linda**
4. Reply to Francy Pesek October 13, 2021 email to Linda: Linda **Done**
5. Prepare goals by area of responsibility, and for Board as a whole. **Everyone**
6. Suggestions for new 2022 Board Chair and Secretary. **Everyone**
7. Ideas for 2023 school re-opening, and 2026 150th celebration. **Everyone**
8. Ideas for Vic High history book Helen will compile. **Everyone**
9. Draft info on seismic upgrade/stadium and field revitalization for possible inclusion in newsletter and forward to Roger for review. **Ian and Linda Done – Oct newsletter, seismic upgrade article**
10. Clarify with SD 61 a process to ensure donations made to the District for potential scholarships are provided to the Alumni. **Roger. In progress.**
11. Class Lists Team to meet: **Ed. Meeting Oct 29**
12. Begin work on potential updates to bylaws: **Roger, Brian, Rick Work has begun**
13. Follow up with Barry Gough for info on info/photos for Veterans Affairs: **Annie Boldt Done**
14. Post Draft minutes of this meeting on website. **Linda will post after minutes approved, next mtg.**
15. Contact Principal Parker to provide input regarding historical/alumni displays: **Annie, Anne**
16. 2026 book meeting – Helen, Keith, Annie, Mary Anne, Linda: **Linda/Helen Done Jan.7, 10 AM**
17. Draft thank you letter to Jim Soles for Chair signature: **Linda Done**

Reports Attached

1. October Financial Report
2. Archives – 2026 book report



Financial Report

To September 30, 2021

	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Total
Revenue										
Book Sales	130.00			250.19	75.00	81.25				536.44
B&G Tickets										-
Vancouver Foundation	1,813.10			1,813.10	3,500.00		1,813.10		4,500.00	5,439.30
Victoria Foundation				196.00	1,004.97	470.00	1,800.00		2,280.71	9,151.68
Donations	1,500.00	850.00	1,050.00							830.23
Paypal				830.23						288.50
Canada Helps					240.38	48.12				250.00
Seat Sales					250.00					820.00
Other			641.09							1,461.09
Total	3,443.10	850.00	1,691.09	3,089.52	5,070.35	599.37	4,433.10	-	6,780.71	25,957.24
Expenses										
Student Support	5440									-
Scholarships	5441				15,850.00					15,850.00
Gidney Fund Award	5442									-
School Programs	5451									-
Insurance- School Bus	5452									-
Alumni Support	5500									-
Newsletter Printing	5505				1,353.50					1,353.50
Newsletter Postage & Mail Chimp	5506	41.73	427.56		917.70		180.50			1,567.49
Archives	5510	204.18						10.73		214.91
Web Support	5530	519.75	231.00							750.75
Admin Expenses	5600	107.81	173.89				40.00			321.70
Accounting Services	5601						1,680.00			1,680.00
Bookkeeping	5602									-
Bank Charges	5603	4.50	4.50	4.50	4.50	4.50	4.50	4.50	4.50	40.50
Insurance-Director Liability	5604	1,345.00								1,345.00
Stationery & Supplies	5605									-
Special Event Expenses	5608						486.50			486.50
Misc	5609			1,600.00	(1,600.00)					-
Cost of Sales - Unrestricted	5610									-
Black & Gold Dinner Expense	5611									-
Amortization	5620									-
Seat Sale Expense	5720									-
Total	1,349.50	877.97	836.95	1,604.50	16,525.70	4.50	2,391.50	15.23	4.50	23,610.35
(Deficiency) Revenue over Expenses	2,093.60	(27.97)	854.14	1,485.02	(11,455.35)	594.87	2,041.60	(15.23)	6,776.21	2,346.89
Bank Balances:	1-Jan-21									30-Sep-21
RBC	95,369.31									73,104.49
CIBC Wood Gundy	230,118.51		\$80,000 in Fixed Inc \$81,909.33 in Mutual/Seg \$82,906.97cash @ Oct 8, 2021							244,816.30
Vic Fdn	263,805.72		Market Value for VicHigh Endowment & Laura Gardom Memorial Funds							440,786.71
Van Fdn	194,452.72		Market Value @ June 30, 2021							203,585.33
Total Bank Balance	783,746.26									962,292.83

3. Communications Report
4. Reunion Co-ordinator Report
5. Fundraising Task Force Report

1.

2. Ideas for celebratory book, Vic High 150th anniversary – 2026

Oct 13/21

- Helen Edwards

There will, of course, be a report on the seismic upgrade, which will be complete by the time writing starts in earnest. Also included will be a chapter or two on what has happened at the school since the centennial book. There is no need for the book to have a lot of information on the original school or the building of the current one as that has already been covered in Peter Smith's book.

I want this book to reflect what Vic High has meant to former students, educators, and staff. Therefore, I want to ask alumni to send in stories about their time at Vic High and how their experience at the school shaped their current lives. I am sure hundreds of photos out there in private hands would be valuable to add to our archives. In addition, I am prepared to record oral histories if there are some fascinating untold stories.

As I cannot do research work in the archives until the seismic upgrade is complete, I have to concentrate on sources I can access right now. That is why I would like a notice to go in a newsletter inviting grads to share their stories and photographs with us. 2026 sounds so far away, but research for a book of this type takes years, so the time to start is now. With the increased interest in the school and its activities because of the seismic upgrade, this is the ideal time to ask for stories. I seek the board's support of my research plan.

3. Communications Report

Linda Baker

Newsletter

Mary Anne Skill, VHS 1975, has joined our team. A retired graphic designer with experience in communications, branding, newsletter production, and writing, she is already working on the October newsletter and will be assisting in other areas as well.

Our goal is to assemble most of the newsletter ahead of each Board meeting, add any relevant info from the Board meeting, circulate the draft to Directors and relevant active members for feedback within 2 days, then finalize and send the newsletter within one week of the Board meeting.

Five new volunteers came forward in response to the Help Needed story in the September newsletter. See separate report.

Newsletter - October

The October newsletter is in production. We hope to have it out within 7-10 days.

Newsletter - November

This will be themed around our annual funding appeal with stories and photos about how alumni-generated funds have helped Vic High and students in the past, and information about new projects that need funding. Please review these ideas for articles and share additional ideas:

- Two passenger vans purchased and insured by Alumni

- Lighting purchased for theater productions – in use at SJ
- Ways to donate
 - o Seat Plaque purchase - \$250
 - o Donation - \$150+ qualifies for promo copy of Vic High 2020
 - o Donation In Memory – honouree is named on our Donor Recognition page
 - o Bequest
 - o \$25 annual donation helps fund website & newsletter
- Thank you to 2020 donors/link to 2020 donor page on website
- Scholarships – story about one winner
- Bursaries – alumni-funded, how they help students
- Archives eqpt paid for by Alumni (acid-free boxes, etc.)
- Upcoming projects needing funding (refurbishment of grad class photos, new archives shelving, war memorial cleaning, track& field upgrades, etc.)

Funding Appeal Mailing – November

It now seems more sensible to send out the appeal in a newsletter format rather than a formal letter, at no increased cost. The #10 envelope would include two sheets 8 ½ x 11 or equivalent, printed both sides, plus the donor card we've used in the past. Information and articles would be drawn from that drafted for the November newsletter. We will draft it for approval in conjunction with the November newsletter

Cost: approx.. same as 2020 - \$1300. Colour: \$2000

Social Media

We hope to eventually recruit a Social Media Co-ordinator who will join the Communications Team and have prime responsibility to administer all our accounts, monitor these platforms for Vic High/Vic High Alumni posts, and post approved items frequently on our pages or accounts. Until we have found someone who is very active on and well versed in one or more of these platforms, we'll ensure co-ordination of authorized information sharing by having Linda and Mary Anne Skill as the sole administrators of the sites. We plan to start posting more information and links from each newsletter published, plus other photos/info.

Facebook: includes making authorized posts and following other pages, such as Vic High alumni pages and pages related to history of Victoria, and contributing/responding where appropriate;

Twitter We're now set up as @VicHighAlumni. We can tweet up to 280 characters at once, and up to four photos, a video, or a GIF (smaller image file).

Instagram We have an Instagram account, although have been yet been posting to it.

Snapchat May be useful to set one up. Needs to be looked at.

Communications Team

Areas of responsibility:

- Produce annual print newsletter, postal mailed to past donors (spring)
- Produce annual print funding appeal, postal mailed to past donors (November)
- Produce and email monthly electronic newsletter
- Produce emails as needed
- Maintain email list on MailChimp
- Social media administration, posting, monitoring

- Website – work with Website Team to increase and improve content
- External media releases
- Provide communications support to fundraising initiatives

Team Members

- Linda Baker, co-ordination, writing, interim social media
- Mary Anne Skill, design/layout, writing, interim social media
- Denis Johnston, writing, editing/proofing
- King Lee, writing
- Social Media volunteer (to be recruited)
- Ian McKinnon and Roger Skillings (from the original team, if available).

2026

We look forward to working with Helen and the Archives on the plan to solicit and save stories and photos to support Helen in writing the celebratory book for the 150th anniversary of Vic High.

4. Reunion Co-ordinator Report

Brigitte L'Heureux

I have reached out to known current reunion organizers via email to touch base, establish community, and to get some of their ideas that have been implemented with their reunions. Here are some ideas to add to the current website list of reunion ideas:

- Cocktail reception, including teachers
- Serious soccer game with the current Vic High Boys' soccer team vs a Reunion team
- Dinner/dance with our very own band (one of our alumni)
- Casual picnic (bring your own roasting stick)
- Annual or biannual lunch
- Vic High R&B band performing
- Tours of the school
- Singing the school song
- One of the alumni singing the grad songs (everyone joined in)
- Running slide show incorporating baby/childhood/teenage/adult photos of alumni. CD's were made and offered for sale and as door prizes
- Printed booklet with alumni updating their lives
- Sharing stories of how one alumni helped another later in life when their paths crossed
- School related trivia question game (good way to get tables served at a buffet)
- Large photograph board, updated throughout the years
- Handmade chocolates at each place setting, embossed with the grad year
- Wine glasses embossed with the commemorative date of reunion
- Specialty t-shirts made with everyone's grad picture on the back
- Special table centrepiece bases painted artistically with Black/Gold creations
- Single rose for the ladies / boutonniere for the men upon arrival
- Past favourites have been the reappearance of the Majorettes and the Totems.
- A bag lunch containing a sandwich, a cookie, an apple, and white or chocolate milk.

- Huge reprints (life size) of photos from our Annual, hung all around the room, and a continuously running slideshow with photos from the annuals.
- We always did an assembly at the Saturday lunch and presented a musical skit
- Rewriting words from the tunes of our day

Current Reunion Activity

Class of 1975 will be hosting a picnic on Sunday, October 17, 2021 at Goldstream Park from 11:00 to 3:00, rain or shine. The Class of 1974 and 1976 are welcome to this event. Provided, as always, new pandemic regulations don't come into effect.

Kind regards

Brigitte L'Heureux Class of 1975

5. Fundraising Task Force

Ed Kozicki

The Task Force met recently:

1. Roger Skillings will make inquiries at the School District about any policies regarding on-site recognition for sponsors or donors that may affect our fundraising initiatives going forward.
2. Advice has been given to the newsletter team about presentation of fundraising information in the November newsletter.
3. Our new Fundraising volunteer, Amie Hardiman (1994) will research current options to sell Vic High or Vic High Alumni branded items and develop a proposal for the Task Force to review and submit to the Board.
4. The Task Force will continue to develop resources to support volunteers willing to head up various fundraising initiatives. Resources such as
 - a. List of potential sponsors – based on connections with current volunteers, on business activity in Victoria, on a desire to connect with the demographic with whom we communicate regularly
 - b. List of alumni-owned businesses
 - c. Brainstormed list of potential ways to fundraise

Please share any contacts or information we can add to these lists.

Ed Kozicki, Chair