

3:15 PM Vic High Library

The Vic High Alumni recognizes and acknowledges the Esquimalt and Songhees Nations, on whose traditional territories we live, we learn, and we do our work.

Pre-Meeting Performance: Alumni were privileged to see an excellent performance in the Dance Studio by this quarter's Beginners' Dance students. **Thank you!** to teacher Kerry Krich and all students who participated. We very much appreciated the invitation and the performance, and were very impressed with the level of dance skill and enthusiasm shown.

Present: Roger Skillings, Helen Edwards, Anne McKeachie, Fern Johnson, Linda Baker, Ed Kozicki, Ian McKinnon, Don Kissinger, Anita Loudon, Rick Crosby, Principal Aaron Parker, Vice-Principal Chris Koutougos

Remembrance Day: We honour the brave Vic High students and teachers who fought in World War I and II – many of whom gave their lives to preserve the freedoms we live under today. We also honour all those people of all nations who have fought and died for our freedoms, and who continue to do so today. **Moment of silence.** We also thank the compassionate students of Vic High for the respect and wisdom they show in creating each year's Remembrance Day Ceremony. You do us all proud.

The link to this year's video ceremony has been circulated, posted on our Facebook page, and will be included in the November newsletter being released shortly.

Student Presentation: Today in the Spirit of Reconciliation we are privileged to welcome Vic High's English 12 First People's class, who will perform in drums and voice, the Residential School song.

Led by teacher Frank Conibear, drums were handed out to various attendees to participate in the drumming. The sharing of song and culture was very moving and very much appreciated.

Call to Order: 3:43 PM.

Introductions: Chris Koutougous, Vic High Vice-Principal, was introduced.

Agenda: As circulated.

Minutes: Moved and Seconded to adopt the minutes of the October 13, 2021 meeting. Carried.

Action Items from October meeting

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 Francys 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**

Matters Arising from Minutes

1. December 8 board meeting will be held at Roberts House, 620 Toronto, followed by annual Christmas social. Attendees will bring an appetizer to share and beverage of choice. Reunion organizers will be invited. Attendees must be double-vaxxed, maximum of 44 attendees.
2. Board minutes will be posted on the website once adopted by the Board, not as draft minutes as outlined at October meeting.
3. A brief update was given on the complaint sent by alumnus Tak Niketas through his lawyer.

Correspondence: None.

Chair's Report

Roger thanked attendees for their collective wisdom and strength, and commitment to continuing to support Vic High and students however we can. Roger also thanked Aaron for his extraordinary leadership and work, particularly considering the challenges he and the staff and students have faced this past year and more: rapidly-changing covid protocols, new quarter system of learning, temporary facilities – the use of which was extended by a year, devising new ways of honour grads and holding traditional events and ceremonies. We thank you, Aaron, on behalf of all alumni.

Secretary's Report: No report.

Treasurer's Report: Report attached.

Fern noted that the annual \$2000 School Program grant, which comes from our investments at Victoria Foundation, has been given to the school.

Vic High Principal's Report

1. Winter Grad will be held this year, a formal event that this year will not include dancing, but will include a professional performance.
2. Students are to be complimented for their excellent Remembrance Day Ceremony video, streamed this morning to students in their classrooms.
3. Today is the last day of classes for Quarter #1. Thanks to the Beginners' Dance Class who performed ahead of this meeting for alumni.
4. A Vic High runner – Brian Pinon - placed 19th at the BC Cross-Country Championships, the first time a VHS student has placed in the top 25 finishers.
5. Boys Soccer had a good season, a very enthusiastic group of students.
6. Volleyball:
 - a. Junior Girls (2 teams were formed): finished Third in the City Finals.
 - b. Senior Boys: finished Third in City Finals
 - c. Junior Boys: finished First in City Finals, and are favoured to win the Volleyball Island Championships in Ladysmith this coming weekend.

Aaron received an email from the parent of a player on the team the Junior Boys beat in the City Finals, complimenting our team on their sportsmanship, and on their class and grace in how they handled their win and how they interacted with her son's team. Our team includes students from many cultural and socio-economic backgrounds, and this is an extraordinary testament to the Vic High culture that empowers respect and inclusivity.

7. Heritage Committee: Vice-Principal Koutougos will be contacting the Alumni to set a meeting of those interested in discussing how the school's history is showcased in the upgraded Vic High.

Standing Committees, Ad Hoc Committees & Task Forces

1. Archives & Museum: No report
2. Black & Gold:

Anne is working on resolving photo management issues so video production is on hold.
3. Communications: Report attached. Particular mention is made of former communications person Denis Johnston who, though he stepped back from preparing the newsletter and other communications, remains active writing articles and proofing/editing communications publications. Thanks, Denis.
4. Membership/Alumni Directory: Business as usual.

5. Reunion Co-ordinator: No report.

6. Scholarships & Bursaries:

1. An interested party has seen the Ellis violin but has not indicated interest in purchasing it. Any offer to purchase the violin will be brought to the Board for approval.
2. The \$1000 Don Robertson donation to the Alumni, which was made to the School District and forwarded to Vic High Accounts Clerk, was used to provide the Gidney bursary this year.
3. Peter Smith Centennial Award: Vic High Scholarship Co-ordinator Sean Wallace is recommending aligning this award with the winner of the Governor General's award each year.

7. Website:

Recruiting has begun for a new Website Co-ordinator, as Helen will be busy with the 2026 book.

8. Fundraising Task Force: Report attached.

Task Force members will review the list of alumni-owned businesses and sponsor targets, to be forwarded by Anne McKeachie, and discuss how they might support sponsor recruiting for the 2022 Black & Gold.

9. Grad Class Lists Task Force: Report attached.

Aaron advises the annual donation to the Alumni will continue.

Aaron is agreeable to item #2 and #3 in the report.

10. Bylaws Updating Task Force: Report attached.

11. Seismic Updates/External Amenities:

Continuing with a multi-decade operational principle, the VHSAA Board of Directors will work collaboratively with political jurisdictions including the School District, the City of Victoria and the provincial government to further the interests of VHS.

Moved and Seconded to adopt all reports. Carried.

New Business

1. Annual School Grant: Moved and Seconded to approve the 2021 School Program grant of \$2000 to continue to be applied to ongoing auditorium upgrading expenses. Carried.
2. Trademarking: Moved and Seconded to authorize the trademarking of names we use – legally or otherwise – to identify the Alumni Association. Carried.

3. Peter Smith Award: Moved and Seconded to award the Peter Smith Centennial Award to the Vic High student who wins the Governor General's award for top academic marks/student at the school. Carried.
4. Terms of Reference – Ellis, 3 Fine Arts (undergrad) awards. Referred to be tabled at December meeting and finalized in January.
5. Bylaws Updating Task Force: Moved and Seconded to adopt the Bylaws Updating Task Force Charter. Carried. Charter attached.

Adjournment: Moved and Seconded to adjourn at 5:45 PM. Carried.

ACTION ITEMS

1. Post minutes of October meeting on website. Linda **Done**
2. Trademark appropriate Alumni names. Linda, Rick, Ed, Mary Anne, Roger
3. Update Terms of Reference – Peter Smith Award: Rick
4. Review Gidney Bursary funding source, etc., and report back: Don, Keith
5. Forward email from volleyball parent to Linda: Aaron **Done**
6. Forward photos of Beg'r. Dance performance to Kerry Krich: Linda **Done**
7. Update seismic/stadium project info on website: Ian, Linda
8. Work out information going to grads about the Alumni: Communications Team
9. Circulate invite/info re Dec 8 meeting & social to Directors, Active Members, and Reunion Organizers: Linda
10. Start phoning alumni with no email and invite them to provide it: Linda, Christy
11. Forward list of alumni-owned businesses & sponsor targets to Ed/Linda: Anne MCK.

ATTACHED REPORTS

1. **Financial Report for October:** Fern Johnson, Treasurer



Financial Report
To October 31, 2021

| | Jan | Feb | Mar | Apr | May | June | Jul | Aug | Sep | Oct | 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 | | | 1,813.10 | | | 1,813.10 | 7,252.40 |
| Victoria Foundation | | | | | 3,500.00 | | | | 4,500.00 | | 8,000.00 |
| Donations | 1,500.00 | 850.00 | 1,050.00 | 196.00 | 1,004.97 | 470.00 | 1,800.00 | | 2,280.71 | 150.00 | 9,301.68 |
| PayPal | | | | 830.23 | | | | | | | 830.23 |
| Canada Helps | | | | | 240.38 | 48.12 | | | | 2.88 | 291.38 |
| Seat Sales | | | | | 250.00 | | | | | | |
| Other | | | 641.09 | | | | 820.00 | | | | 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 | 1,965.98 | 27,923.22 |
| Expenses | | | | | | | | | | | |
| Student Support | 5440 | | | | | | | | | | - |
| Scholarships | 5441 | | | | 15,850.00 | | | | | | 15,850.00 |
| Gidney Fund Award | 5442 | | | | | | | | | | - |
| School Programs | 5451 | | | | | | | | | | - |
| Insurance- School Bus | 5452 | | | | | | | | | 114.00 | 114.00 |
| 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 | | | 301.20 | 1,868.69 |
| Archives | 5510 | 204.18 | | | | | | 10.73 | | | 214.91 |
| Web Support | 5530 | 519.75 | 231.00 | | | | | | | 377.37 | 1,128.12 |
| 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 | 4.50 | 45.00 |
| 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 | 797.07 | 24,407.42 |
| (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 | 1,168.91 | 3,515.80 |
| Bank Balance: | 1-Jan-21 | | | | | | | | | | 31-Oct-21 |
| RBC | 95,369.31 | | | | | | | | | | 74,273.40 |
| Investment Quarterly Balances: | | | | | | | | | | | |
| CIBC Wood Gundy | 230,118.51 | \$80,000 in Fixed Inc | \$81,892.50 in Mutual/Seg | \$82,906.97 cash @ Sep 30, 2021 | | | | | | | 244,799.47 |
| Vic Fdn | 263,805.72 | Market Value for VicHigh Endowment & Laura Gardom Memorial Funds (\$7500 pd out in 2021) | Sep 30, 2021 | | | | | | | | 429,105.35 |
| Van Fdn | 194,452.72 | Market Value @ Sep 30, 2021 | | | | | | | | | 204,256.89 |
| Total Investment Quarterly Balance: | | | | | | | | | | | 878,161.71 |
| Total | 783,746.26 | | | | | | | | | | 952,435.11 |

2. Communications: Linda Baker, Chair

Newsletter November newsletter is ready to circulate for quick review. Thanks, Mary Anne and King for doing such a great job, a real team effort.

We continue to try to make it a priority to implement readers' suggestions asap, to show we're listening. The challenge is there are so many interesting alumni to profile! We've already got profiles scheduled for the next few newsletters. Our goal is to tie the stories back to Vic High, not just focus on people's achievements during their life, and to seek out more 1970s – and younger – alumni to profile. All profiles become archived, as do the newsletters. Booked so far:

Dr. Peter Salmon, 1947, Olympic swimmer

Dr. Bob Grundison, 1947, renowned local optometrist, former math/physics teacher

Dennis Tupman, 1954, celebrated BC music educator

Brian Dance, 1966, former CBC broadcaster

Large Family, Part 2

Janet (Purcell) Erasmus, 1968, former Senior Legislative Counsel, Province of BC

Hon. Walter McLean & 2 brothers, (1953, 1957, 1963), retired MP, retired Campbell River school principal, former Victoria councillor/member various local boards/business owner and former (early) chair of Vic High Alumni board. Possibly chaired the first Board?

Funding Appeal Mailout This is being finalized as proposed earlier, with two sheets printed both sides. Page 1 – letter from Board Chair, Page 2 – letter continued if space needed, Pages 3-4 – photos and short versions of info in newsletter related to funding appeal (what we do, where past donations have gone, future projects in our radar, donor spotlights, etc.).

Trademark Conversations with a recently retired senior marketing communications executive suggest we should immediately trademark our name and perhaps the abbreviated version we use: Victoria High School Alumni Association, Vic High Alumni.

A quick initial search on the federal government website – Canadian Intellectual Property Office - indicates we can likely do this online ourselves, at a posted fee of \$336 for each name, (vs \$438 if registered by any other means, or at a considerably higher cost if we had to retain counsel to do this). Neither name turns up in a search of their database, suggesting both are still available to trademark.

External Communications None are proposed at this time. Any requests for media comments are always referred to Board Chair.

Volunteers A new volunteer, Christy Bowen, VHS 2000, is now handling these tasks using downloaded lists we prepare:

- phoning Hard Bounces from MailChimp to request new email address
- cross-checking some alumni info in the Directory and MailChimp to ensure they match

In an effort to create connectivity with more alumni, this same volunteer is willing to start phoning alumni without email addresses to request email addresses, and we've posted in November newsletter for more volunteers to do this. They would work from segments of a list JoAnne would provide with required info only from the Alumni Directory. The first priority would be 1970s alumni.

Social Media A very experienced senior marketing/communications professional has recommended that to expand the awareness of the Alumni, we should find a local 'influencer', and has provided a website link to a potential source for same.

3. Fundraising Task Force: Ed Kozicki, Chair

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) is researching 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
5. Task Force members are drafting a sponsorship level proposal for the Board, to guide future recruiting of sponsors for various events, projects, etc.

Anne McKeachie will forward her list of alumni-owned businesses and sponsor targets, and we will review and see if there's any help we can provide to recruit sponsors for the 2022 Black & Gold dinner.

4. Grad Class Lists: Ed Kozicki, Chair

We propose

1. Ask Vic High to continue contributing to the Alumni, \$5/grad fee charged to help support the operation of the Vic High Alumni.
2. Ask Vic High to allow the Alumni to provide information to each grad (format and timing TBD) introducing them to the Alumni and what it does, and encouraging them to join voluntarily.
3. Ask Vic High to allow the Alumni to display posters (format and timing TBD) promoting joining the Alumni and perhaps providing a QR code enabling easy access to registration form.

The Alumni will document the approved protocols, including listing the years for which funds were remitted to the Alumni without names or contact information.

5. Bylaws Updating Task Force: Rick Crosby, Chair

Report:

ISSUE:

- Board approval of Charter (**attached**)
- Progress report, including proposed schedule and key milestones

PROGRESS REPORT:

- Board Chair Roger Skillings, Director Rick Crosby and VHAA Member Brian Day (Class of 68) appointed to Task Force
- Bylaws Updating Task Force (BUTF) Charter drafted and attached for Board approval
- Detailed review of Bylaws has commenced and is in progress; input submitted by Directors and Members will be included for consideration
- **Proposed schedule/key milestones:**
 - December/January > BUTF report to Board on recommended Bylaw revisions
 - January/February > drafting of bylaw revisions
 - March/April > Board approval of revised Bylaws
 - TBD > membership approval of updated Bylaws as per Societies Act
- **Key Issues/Decision Points**
 - Member approval > if it is desired that Bylaw revisions are in effect for 2022 AGM, a special general meeting will need to be held in late April/early May. A special general meeting may also be desirable if Bylaws are substantively revised to better facilitate discussion, member engagement and approval.
 - Consideration of member engagement opportunities to inform and seek input on proposed changes.
 - Retention of legal counsel to draft and/or review Bylaw revisions.

BOARD ACTIONS/MOTIONS:

- **MOTION** > Recommendation to approve Bylaws Updating Task Force Charter
- **ACTION** > Board approval of schedule, key milestones, member engagement and approval process at the December Board meeting.

Charter