

Via Zoom

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.

Present: Roger Skillings, Helen Edwards, Anne McKeachie, Linda Baker, Fern Johnson, Ed Kozicki, Don Kissinger, Ian McKinnon, Rick Crosby, Nita Loudon

Call to Order: 3:18 PM

Introductions: New Archives volunteer Kelly Speak, VHS 1979, was introduced.

Agenda: Moved and seconded to adopt amended agenda. Carried.

Minutes: Moved and seconded to adopt minutes of January 12, 2022 Board Meeting. Carried.

Correspondence: Linda Baker, Secretary

1. Trademarking application status: the federal government has acknowledged our applications and advised it will take 36-38 months for an examiner to be assigned to them. In the meantime, we are free to use the TM designation on the elements included in our applications.
2. Email was received from alumna Francy Pesek with a request regarding the draft financial reports, which was forwarded to the Treasurer. A formal reply to Pesek will be drafted by the Secretary and sent within two weeks.

Secretary's Report: No report.

Treasurer's Report: Fern Johnson

1. Input to be sent to Treasurer for 2022 budget , to be finalized at March meeting: February 19.
2. Draft financial cash report for January 2022 was reviewed and questions answered.
3. Societies Act, S. 38 (1) precludes the Alumni from circulating financial statements unless approved by the Board and signed by Board Officers, and requires us to present them annually at the AGM. The monthly financial statements we have been sharing to Directors, Active Members, and members who request minutes, etc., and including in Board Meeting minutes posted on our website, are draft cash-based reports only and will therefore be circulated only to Directors in future.

Vic High Principal's Report: Aaron Parker

1. The Totems basketball team is doing well and expects to qualify for the city, Lower Island, and possibly BC championships.
2. Musical Theater is presenting Ranked, March 9-11 at Esquimalt High School theater, and available on live streaming.
3. Décor & Display: slide presentation

- a. A team is being formed to review opportunities for display within the upgraded school and make recommendations re: same. Two Alumni representatives are invited to join staff, teachers, students and hopefully a project representative on the team.
 - b. General Displays will include current information on activities, celebrate students' successes. A new electric sign will be erected, likely this spring, on the grounds.
 - c. Heritage Displays would include things like attic stories, alumni inducted at the Alumni's Black & Gold dinners, a new Donor Recognition wall. Some currently designated spaces include the Roper and Andrews Gyms, the Smith Library, the Wallace Auditorium. The current Seat Plaque program needs to be expanded, as it's predicted no more seats will be available within the next few years. A consistent display approach is needed to theme these various displays for increased recognizability, and Alumni input is needed.
 - d. Heritage items that need updating:
 - i. Student boards previously displayed in the Grant St. entrance stairwell (current boards have no more room for student names)
 - ii. Cleaning of WW 1 and 2 memorials before re-installation
 - iii. Grad class photos
4. The D & D team is proposed to meet 2-3 PM just before the monthly Alumni Board Meeting, held the 2nd Wednesday of every month.

The meeting determined that 1st Vice-Chair Helen Edwards and Archives & Museum Co-ordinator Annie Boldt would represent the Alumni on the Décor & Display team. Others can share ideas and provide input to Helen and Annie.

Standing Committees, Ad Hoc Committees & Task Forces

1. Archives & Museum

a. 2026 Book: Helen

Annika Clark, VHS 2021 and Lori Ann Locken, VHS 1974, have joined the team. We are developing the research, writing and production timeline, as well as researching the digital storage requirements to ensure all recorded interviews are properly saved in the Archives.

An approach was made to Principal Parker inviting student participation in the project over the next few school years, and we are advised that staff are pursuing the creation of a new credit course in Local History that could support this project.

b. New Volunteers: Linda (for Annie Boldt)

Kelly Speak, VHS 1979, is joining the A & M team, bringing significant training and experience in archival practices and great enthusiasm for helping bring digital preservation practices to the A & M.

2. Black & Gold: Anne McKeachie

- a. The team will be making a decision by end of February on whether to hold the May 14, 2022 Black & Gold dinner. Anyone can attend the decision-making meeting – contact Anne.

3. Bylaws Update: Rick Crosby (report circulated – inserted below)

- a. Rick notes a revision to the circulated report: it is now recommended that the revised bylaws conform to the standard pro forma format prescribed pursuant to the Societies Act.
- b. It is recommended that we engage legal counsel expert in the Societies Act to ensure our proposed bylaws comply with the Societies Act. It's currently estimated to budget \$2500 - \$3000 for this advice.

4. Communications: Linda Baker (report circulated – inserted below)

- a. Principal Parker suggests Alumni info for the Grad Package be in hard copy, good quality. Links to digital version can also be provided to the school.

5. Membership/Alumni Directory: JoAnne Botten/Linda Baker (report circulated – inserted below)

- a. Meeting attendees agreed with the Phoning Proposal that they would assist as requested, that Active Members not in attendance would be asked to assist, and that nobody is required to assist if they're not able. JoAnne will send out phoning lists and information, matching grad year to the volunteer wherever possible.
- b. Announcement of the Phoning Campaign will be inserted in February emailed newsletter and posted on our social media platforms and any available grad class Facebook pages.

6. Reunion Co-ordinator: Nothing to report.

7. Scholarships & Bursaries: Don Kissinger

- a. Annual Financial Summary – Endowments: Rick will present this at the March meeting. However he's pleased to report that the Victoria Foundation endowments, both our #1 Fund and the Gardom fund, generated a 15% return for 2021. Our 2021 grant from both funds at the Foundation will exceed award commitments. Recommendations will be developed regarding use of any excess funds allowed under the terms of our contract with the Foundation. Don will speak with Gardom donor regarding potential change to number and amount of Gardom bursaries.
- b. Victoria Foundation Endowment Fund #2: Moved and seconded to authorize the execution of the draft agreement with the Victoria Foundation establishing the Victoria High School Endowment Fund #2, by the Board Chair and Treasurer, with minor edits. Carried. (draft circulated – inserted below)
- c. Gidney Award (information circulated – inserted below)

Moved and seconded to approve the Barbara Gidney Award Terms of Reference, with an initial transfer of \$26,700 to the Victoria Foundation. Carried. (finalized TOR inserted below)

- d. McCulloch Award: Moved and seconded to approve the Kenneth R. McCulloch Memorial Bursary for Higher Learning Terms of Reference, with an initial transfer of \$10,000 to the Victoria Foundation. The transfer will supplement direct third party donations received by the Victoria Foundation to date, with up to \$800 to be allocated as Available to Grant to support an initial \$500 award commencing 2022. Carried. (Finalized TOR inserted below)
- e. Ellis Awards: Moved and seconded to replace the current Terms of Reference with the updated version dated February 2022. Carried. (finalized TOR inserted below)

8. Website: Helen Edwards

Now that we've had over a year working with the new website, there are areas where revisions are needed to improve efficiency and clarity. Helen will work with JoAnne (Directory) and Linda (Communications) to identify those areas and submit budget proposals for any contract work proposed for 2022.

9. Fundraising Task Force: Ed Kozicki

The team will meet February 10 to continue refining proposed recognition levels for donations. While the Alumni can determine the scope of recognition it can provide for sponsors and donors, School District 61 does not allow recognition on school grounds of business or corporate donations.

Moved and seconded to receive all reports. Carried.

New Business

1. Adding position of Board Advisor on First Nations: Ed Kozicki
Ed, Ian, and Aaron will discuss this and bring a draft to the Board. Current First Nations teacher Frank Conibear will be invited to participate in the discussion.
2. Creating an Alumni Mission Statement: Helen Edwards
Keith McCallion will forward the Alumni's current Mission Statement to Helen, for potential review and updating.

Chair's Report: No report.

Final Item: Update on Tak Niketas complaint to the Alumni. Ian McKinnon

(At this time, all Alumni members except Board Directors & Officers left the meeting.)

Moved and seconded to move In-Camera with Directors Only in attendance. Carried.

Moved and seconded to leave In-Camera. Carried.

Adjournment: Moved and seconded to adjourn the meeting at 5:46 PM.

Respectfully submitted,

Linda Baker, Secretary

ACTION ITEMS

1. Forward 2022 budget requests to Fern by February 19. Budget to be presented at March meeting. Committee & Task Force lead volunteers.
2. Draft info for grads about the Alumni: Communications Team **In progress.**
3. Draft communications plan for 2026 Book: Communications Team **In progress.**
4. Ask Aaron to have Alumni meeting dates added to the school's online calendar. **Linda**
5. Involve current students in 2026 Book project: **In progress.**
6. Send proposed 2026 Book interviewees to Mary Anne Skill. Everyone
7. Ask Aaron to have Alumni meeting dates added to the school's online calendar. **Linda**
8. Draft thank you letter to Jim Soles for Chair signature: **Linda Done**
9. Update seismic/stadium project info on website: Ian, Linda
10. Send Phoning Info and phone lists to Directors and Active Members: **Membership**
11. Execute Endowment Fund #2 agreement with Victoria Foundation: **Rick, Fern, Roger**
12. Forward Terms of Reference finalized Feb 9 to Vic High Scholarship Co-ordinator: **Don**
13. Send finalized Terms of Reference to donors: **Linda, Don**
14. Schedule discussion on First Nations advisor: **Ed, Ian, Principal Parker, Frank Conibear**
15. Add TM designation to Alumni names (3 versions) where used: **Linda**
16. Forward Mission Statement to Helen & Linda: **Keith**

REPORTS

Bylaws Updating Task Force: Rick Crosby

ISSUE: Progress report, including Board Action/Motions and Proposed Schedule/Key Milestones

PROGRESS REPORT:

- Proposed schedule (**Appendix 1**) included below.
- An initial detailed review of current bylaws has been completed and is under review within the Task Force. Input submitted by Directors and engaged Members is being included for consideration. Key issues:
 - We are planning to include identified amendments within the current bylaw format rather than re-formatting to standard pro forma format included under the Societies Act. Retention of current format is permitted.
 - Our initial review also includes a review of the Societies Act for any requirements not currently addressed in the bylaws.
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- **Key Considerations**
 - All sections are under review for completeness and accuracy. Key issues include but are not limited to the following:

- Membership definition
- Board composition > directors, officers and terms
- General meeting process/procedures. Note: current bylaw section 23 requires **30 days notice** for special meeting (SM) re bylaw revisions
- Bylaw approval requires **2/3 majority** of member quorum present
- The timetable to meet a proposed **May 3** special meeting will require an initial draft of the amended bylaws by **February 24** which may not be doable.
- **Resolution and bylaws are not legal until filed.**
- Potential engagement of legal counsel if required

BOARD ACTIONS/MOTIONS:

- **ACTIONS >**
 - **Confirmation of proposed schedule, including SM and AGM milestone dates**
 - **Potential timing of ad hoc directors meeting to review initial draft**
 - **Board authorization for BUTF to retain legal counsel if required**

Appendix 1: Proposed schedule/key milestone dates

Special Meeting re: Bylaws Update

- January 12 > Task Force Charter approved
- February 9 > project update/proposed schedule
- **February 24 > initial draft of revised bylaws**
- March 1-3 > Board review and input
- March 9 > final draft of revised bylaws and draft extraordinary resolution
- **March 16 > Board approval of Special Meeting (SM) date, extraordinary resolution and revised bylaws for membership approval**
- March 21-23 > member communications re pending notice of Special Meeting
- **March 28 -30 > Notice of SM with extraordinary resolution and bylaws**
 - *Bylaw 23 requires minimum 30 days notice*
- **April 26-28 > potential member information session (virtual)**
- **May 3 (Tuesday) > SM (plan for virtual format with e-voting)**
 - *Societies Act and Bylaw 23 requires 2/3 approval of member quorum*
- **May 12-18 > Corporate filing of updated bylaws and extraordinary resolution**

AGM 2022

- **May 16-20 > member communications re AGM 2022 and call for nominations**
- **May 30 – June 2 (Thursday) > Notice of AGM with agenda, reports and resolutions, if any**

- *AGM notice period minimum 14 days (14+1)*
 - **June 21-23 (Tues-Thurs) > AGM 2022** (meeting format TBD)
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Communications: Linda Baker

1. Transparency

In the interests of transparency, we should post on our website, photos and brief info on all directors. These would be on a page linked from our About Us page. We should also post photos and brief info about Active Volunteers who give us permission.

Please email recent photos to Linda, or text selfies to her at 604-862-0759.

2. Presenting Information on Website (joint initiative with Membership Directory)

Now that we've had just over a year's experience with the website there are some areas that need possible changes. We'll liase with Helen (website) and JoAnne (membership) to prioritize them and prepare budget proposals. If you have suggestions to improve the website, please let us know.

3. Alumni Info for Current Students

The Communications Team will draft content and Mary Ann will design something for the March meeting.

4. Newsletter

February newsletter will be sent out – after review – ASAP after this meeting. MailChimp fees – approx. \$750 for 2021 – will be increasing by 10%. This info will be forwarded to Fern, along with other budget proposals.

Membership Directory (Joint Report with Communications): JoAnne Botten/Linda Baker

We have many alumni in our directory without an email address, people not tagged as Donors, with whom we have no communication at all. We used to postal mail the print newsletter to everyone, but that became too expensive so some years back we reduced postal mailings (newsletter and annual donor appeal) to only Donors.

We have an idea about how to at least start to connect with those people:

If every Alumni director and active volunteer, and any volunteers we can recruit via postings in the newsletter, will take a list of 50-75 names and phone each one – maybe 5-10 phone calls a week? – we can at least start to make some progress on this problem. We estimate 25% of these calls will reach a Not In Service recording. No further searching is required if that's the case.

Lists have been prepared by grad year, with 50-75 names per list, and include info we have on file – name, postal address, phone number, donor tag if relevant, etc. We will provide written instructions/information to go with the lists, including where to send the info you find, etc.

Of the thousands of alumni in our directory, we currently have approximately 3600 names on our email list. That’s maybe half of the alumni – those still alive – who initiated their own registration with the Alumni. Some of these were done before email became a prime communications tool, plus lots of people don’t remember to contact us when they get or change an email address.

We thought it was time to at least make a start. We hope we can count on your help.

Scholarships & Bursaries: Don Kissinger & Rick Crosby

1. Draft Agreement with Victoria Foundation: Endowment Fund #2

AGREEMENT

for the establishment and operation of the

Victoria High School Endowment Fund #2

as a Hosted Endowment

for the Victoria High School Alumni Association

with the Victoria Foundation

Between: Victoria High School Alumni Association
c/o 1260 Grant Street, Victoria, British Columbia, V8T 1C2
(the “Donor Organization”)

And: The Victoria Foundation, a charitable foundation incorporated under the *Victoria Foundation Act*, R.S.B.C. 2000, c. 2
(the “Foundation”)

Whereas, the Donor Organization wishes to establish a Hosted Organization Fund with the Victoria Foundation on the following terms:

1. Name and purpose of Fund

- a) The Fund will be known as the Victoria High School Endowment Fund #2 (the “Fund”).

- b) The purpose of the Fund is to:
- i) establish an endowment fund to support one or more initiatives approved by the Donor Organization's Board of Directors based on donations received by the Donor Organization; and
 - ii) provide annual grants to the Donor Organization in support of payments by the Donor Organization to benefit Victoria High School and its students based on criteria defined in Terms of Reference approved by the Board of Directors of the Donor Organization for each endowed initiative held within this Fund as summarized in Appendix 1 to this Agreement.

2. Gifts to the Fund

- a) The Fund will be established on receipt by the Foundation of the Donor Organization's initial gift of \$46,700, in addition to any gifts made to the Ken McCulloch Scholarship Fund – pass-through fund.
- b) A portion of the initial gift is to be retained in perpetuity as capital of the Fund to be administered by the Foundation in accordance with the *Victoria Foundation Act*, with an amount set aside in the spendable portion of the Fund (and determined at the time of the signing of this Agreement) so that grants may be made under Clause 5 [*Distribution*] of this Agreement during the first year of the Fund.
- c) Additional donations may be made to the Fund, by the Donor Organization or by others, from time to time. Any donations made direct to the Fund by someone other than the Donor Organization will be allocated to the Available to Grant balance for determination by the Donor Organization unless there is written direction the donation is to be added directly to capital of the Fund and retained in perpetuity.
- d) The Foundation will issue receipts for income tax purposes for all donations to the Fund, unless the person making the donation requests that a receipt not be provided.

3. When grants from the Fund will be started

- a) Grants will be made in accordance with the policies of the Foundation, and when the distributable amount has reached a level also determined by the policies of the Foundation.

4. Investments, returns and administrative fees

- a) The capital of the Fund will be pooled with the Common Trust Fund of the Foundation, for investment in accordance with the Investment Policy of the Foundation as approved by its Board of Directors from time to time.
- b) The Foundation will maintain separate and detailed accounting records specifically identifying the portion of the investments and the returns that are properly allocated to the Fund.
- c) In each year the Foundation will determine the annual distributable returns of the Fund based on the Distribution Policy of the Foundation as approved by its Board of Directors from time to time. The annual distributable returns will be available for distribution as grants under Clause 5 of this Agreement.
- d) The Foundation will charge an annual administration fee against the Fund in accordance with the Administrative Fee Policy of the Foundation as approved by its Board of Directors from time to time.

5. Distribution

- a) The Foundation may disburse the annual distributable returns of the Fund in accordance with this Clause and the *Income Tax Act*. Grants may only be made to registered charities or other qualified donees under the *Income Tax Act*.
- b) Subject to this Clause, in making grants the Foundation will receive recommendations from the Donor Organization for review by the Board of Directors before final approval.
- c) In the event of dissolution of the Donor Organization or if it ceases to be a registered charity, the annual grants from the Fund will be allocated within the discretion of the Foundation to a charitable organization that shall have aims or purposes similar to those of the Donor Organization for the ongoing benefit of Victoria High School and its students, or if the school it ceases to exist, to School District 61 high school students as outlined in paragraph 1 b) of this Agreement.

6. Variation of agreement

This Agreement may be amended in the future by agreement between the Donor Organization and the Foundation to:

- a) change the name of the Fund;
- b) convert the fund to another type of fund within the Foundation, as permitted by the Foundation at that time; and
- c) Updates to Appendix 1 approved by the Donor Organization's Board of Directors to record all future initiatives endowed within this Fund.

Dated _____

Signed on behalf
of the Donor Organization

Roger Skillings
Chair of the Board of Directors

Signed on behalf
of the Donor Organization

Fern Johnson
Treasurer of Board of Directors

Signed on behalf
of the Victoria Foundation

Rajiv K. Gandhi
Chair of the Board of Directors

Signed on behalf
of the Victoria Foundation

Sandra Richardson
CEO

Attachment

Appendix 1: Donor Organization Summary of Endowed Initiatives

Date: February 10, 2022

<u>Initiative</u>	<u>Initial Gift</u>	<u>Date</u>
Barbara Gidney Award	\$26,700	February, 2022
Georgina (Lim) Harrison Memorial Bursary	\$10,000	February, 2022
Ken McCulloch Memorial Bursary	\$10,000 (1)	February, 2022

Notes:

- (1) Initial gift in addition to donations received by the Foundation for the Ken McCulloch Scholarship Fund – pass-through.

2. Gidney Report:

In 2001 Norm Gidney donated \$10 000 and \$1 000 to the alumni society. He did this after discussion with principal Denis Harrigan. Mr. Gidney said that a number of his friends also donated about this time. The reason for his generous gesture was the gratitude the Gidney's felt that their son's attendance at Victoria High school resulted in successful graduation due to the teaching and care he received there.

The donation was named to honour the memory of his wife Barbara. Its purpose was to support a student(s) at risk with about \$100/month so that he/she could attend Victoria High school. Over time the support has adapted to assisting often more than one student. Past principal Randi Falls states that funding was sometimes directed to the school services team which would determine it would go to help students with costs they could not afford. Principal Aaron Parker has acted similarly.

The donations did not go into a trust. The Victoria High Alumni association did not set up an endowment with the Victoria Foundation until 2006.

After the donations were expended the alumni association's board decided it would like to continue this support to student(s). The alumni association has paid for the continuation of the Gidney bursary for about the last 12 years from current accounts, even when money resources were very low after 2008. Fred Packford, former teacher and alumni board member, stated that he made 2 donations of \$500 about 2010 to assist with the Gidney bursary cost.

Keith McCallion, King Lee and Don Kissinger met with Mr. Gidney on January 10, 2022 to discuss both history, intent and the wishes of Mr. Gidney. He said he did not know how the donations

were handled by the alumni at the time of his donations. He hopes the bursary will continue to be awarded.

With our trust agreement with the Victoria Foundation Mr. Gidney's donations would likely have been invested so that the bursary could be permanently funded, but that agreement didn't exist until 2006.

Fern Johnson, King Lee, Keith McCallion and Don Kissinger met January 20, 2022 to discuss establishing a Barbara Gidney Bursary endowment at the time of the establishment of a new, broader funding agreement with the Victoria Foundation paid out of alumni society general funds.

At this time the alumni society does have sufficient funds to make an endowment of \$20 000 with the Victoria Foundation to permanently fund a Gidney bursary yielding about \$1000 annually.

If this endowment was to be put into a new, broader funding agreement being established with the Victoria Foundation, pending confirmation by the Board, it is our understanding from the Victoria Foundation staff that any funds that came in at the inception of the new agreement would be fully vested in 1 year rather than 12 quarters under the existing agreement. Based on a proposed \$20,000 endowment, this means that the alumni society would be eligible for an annual endowment grant of up to \$1,000 commencing 2023 which would reduce or eliminate the need to finance the annual award from general donations in future years.

Per the 2020 financial statements (note 6) there is currently a Gidney residual in restricted funds of \$1340 that is either the residual of or an addition to the \$11,000 recently confirmed as initially donated by Gidney family. The balance of the \$20,000 proposed endowment will come from the Alumni Association general fund balance.

Feasibility of Funding the Barbara Gidney Bursary by the Alumni Society based on 2020 Financial Statements Year Ended December 31, 2020.

As of December 31, 2020 the society had short term investments of \$230 119 in CIBC Wood Gundy consisting of general and restricted funds

GIC \$162 000

Savings account \$68 119

From the 2020 Balance Sheet the General fund balance is \$146, 787

The committee recommends that the Victoria High School Alumni Association make a donation of \$20 000 at the time of the new Victoria Foundation agreement to establish a permanent, annual endowed Barbara Gidney Bursary of about \$1000 annually.

Committee Members: Fern Johnson, Treasurer, Don Kissinger, Scholarship Chair, King Lee, Keith McCallion.

3. Finalized Terms of Reference: **Gidney Award**



Founded 1876

VICTORIA HIGH SCHOOL ALUMNI ASSOCIATION

Barbara Gidney Award Terms of Reference

AWARD PURPOSE AND ELIGIBILITY

This annual bursary is named in honour of Barbara Gidney.

Barbara (nee Bovin) grew up in Vancouver, attended UBC and, after marrying Norman Gidney, came to Victoria in 1973 for a federal government position with the Unemployment Insurance Commission, where she worked for almost three decades. After her death in 2001, her family thought a student award at Vic High, where their son Duncan had been a student, would be a perfect memorial. Then-principal Denis Harrigan suggested a bursary to provide a stipend to help a student in financial need stay in school. Funds donated by family and friends helped to launch the award.

Victoria High School (VHS) is responsible for administering the annual award amount. The School Principal shall approve the process for nominating one or more VHS students for the annual award of bursary/bursaries that provide support for school attendance based on the following student eligibility criteria:

- good academic standing; and
- demonstrated financial need.

ANNUAL AWARD TARGET: \$1,200, with the annual amount subject to the Available to Grant balance through the Victoria Foundation.

IMPLEMENTATION DATE: Endowment 2022, with annual endowment grant commencing 2023.

FUNDING SOURCE

The Annual Award Target will be source funded by an annual endowment grant from the Victoria Foundation, based on an initial donation of \$26,700 from the Victoria High School Alumni Association (VHSAA). This includes \$11,000 donated by Norman Gidney to VHSAA in 2001, \$6,700 by Holland Gidney in 2022, and \$1,340 in current restricted fund donations. The balance of the initial donation is provided from the VHSAA general fund.

This annual award has been a longstanding initiative funded through the Alumni Association annual operating budget. The annual award amount is based on the September-June school year.

Based on a minimum average annual VF grant rate of 4.5% (annual rate subject to VF Board approval), the Available to Grant balance for this bursary will approximate \$1,200/year subject to future growth in the endowment balance and the annual VF grant rate. If the annual award amount issued is less than the available VF grant in any given year, any unused grant amounts will accumulate to fund future awards within the terms of the Fund Agreement. The annual award amount may be supplemented by the Alumni Association operating budget at the discretion of the Board of Directors.

OTHER CONSIDERATIONS: None.

LEAD RESOURCE CONTACTS

- Don Kissinger (VHSAA Director, Class of 59)
- Fern Johnston (VHSAA Director/Treasurer, Class of 69)
- King Lee (VHSAA Director, Class of 58)
- Keith McCallion (Past VHSAA Board Chair, Past VHS Principal)

BOARD OF DIRECTORS – TERMS OF REFERENCE APPROVAL

DATE: February, 2022

4. Finalized Terms of Reference: McCulloch Award



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VICTORIA HIGH SCHOOL ALUMNI ASSOCIATION

Kenneth R. McCulloch Memorial Bursary for Higher Learning Terms of Reference

AWARD PURPOSE AND ELIGIBILITY

The Kenneth R. McCulloch Bursary for Higher Learning is awarded annually to a graduating student who demonstrates a passion for learning in an area of their choosing, and has demonstrated financial need and proven acceptance to a Canadian university or college. The bursary may be announced at the June ceremony with money awarded upon proof of first

semester fee payment. It may be deferred for one year to provide for a gap year for travel or work.

The award is named in honour of this beloved teacher and principal, who grew up in Victoria and served the students and staff of School District 61 throughout his career. Ken attended Victoria High School and participated in sports and clubs, was a member of the illustrious Totems basketball team, and graduated in 1955. Ken came from modest roots but he believed in both kismet and the capacity of learning to enhance prosperity. He came to believe higher learning was a catalyst for a good life and strong community culture. Ken loved sport, music, fine arts, laughter, and engaging in authentic conversation with the myriad people he knew and loved. Upon retirement, Ken joined the Victoria High School Alumni Association to contribute his expertise and ideas. He was extremely proud of and grateful for his affiliation with his alma mater.

The Vic High Scholarship Awards Committee is responsible for awarding the annual scholarship based on the stated eligibility criteria within these terms of reference.

ANNUAL AWARD TARGET: \$500 with the annual award amount subject to the Available to Grant balance through the Victoria Foundation.

IMPLEMENTATION DATE: First annual award may commence 2022.

FUNDING SOURCE

The annual award will be source funded by principal donations, including an initial family contribution of \$10,000 that will be endowed in the Victoria Foundation (VF) governed by a Fund Agreement with the Vic High Alumni Association. Based on a current average minimum annual VF grant rate of 4.75% (rate subject to VF Board approval), the annual Available to Grant balance for this scholarship will approximate \$500 subject to future growth in the endowment balance and the annual VF grant rate. If the annual award is less than the annual available VF grant in any given year, any unused grant amounts will accumulate to fund future awards within the terms of the Fund Agreement.

OTHER CONSIDERATIONS: None.

LEAD RESOURCE CONTACT

- Don Kissinger (VHAA Director, Class of 59)

BOARD OF DIRECTORS – TERMS OF REFERENCE APPROVAL

DATE: February, 2022

5. Finalized Terms of Reference: Walter Ellis Awards



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VICTORIA HIGH SCHOOL ALUMNI ASSOCIATION

Walter E. Ellis Awards Terms of Reference

AWARD PURPOSE AND ELIGIBILITY

The Walter E. Ellis Awards shall be awarded annually to a Grade 11 student or students entering their final year at Victoria High School, who exhibit excellence in any of the performing arts: music, theatre and dance. Recipients will be eligible to receive their awards upon completion of Grade 12 at Vic High.

This award is named in the honour of Reverend Dr. Walter E. Ellis (Class of 52). Born 1934 in Regina, Saskatchewan, “Wally” came to Vic High when his family moved to Victoria from up-island prior to his Grade 12 year. His grad write-up in the 1952 *Camosun* reads: “This quiet newcomer from Nanaimo has the peculiar habit of collecting high marks.” He went on to collect degrees in political science from the University of Alberta and UBC, followed by a doctorate in theology from the University of Pittsburgh. As a Reverend, he served congregations in Pennsylvania and Washington state, and in five Canadian provinces. He also taught courses part time at colleges and universities. Dr. Ellis took his final career posting in Richmond, BC so he could be near his aging parents in Victoria. Upon retirement in the 1990’s he returned to Victoria until his passing in 2018.

The 1952 *Camosun* also reported that “Wally” played a major supporting role as Mr. Webb in the play *Our Town* directed by Tommy Mayne. This experience made a great impression on this “quiet newcomer” as in adulthood he became a talented public speaker and his inspiration for this Award.

The Vic High Scholarship Awards Committee is responsible for determining annual award recipients based on the eligibility criteria within these terms of reference.

ANNUAL AWARD TARGET: Up to three annual awards, initially \$500 each growing to \$1,000 or more subject to funding availability.

IMPLEMENTATION DATE: 2020, with first annual awards to be issued in 2021.

FUNDING SOURCE

Annual awards will be source funded by two principal donations from the Ellis estate totaling \$80,430. The donations (2019: \$76,100; 2021: \$4330) have been endowed in the Victoria Foundation (VF) and will be governed by a Fund Agreement with the Vic High Alumni Association. Based on a minimum average annual VF grant rate of 4.5% (rate subject to VF Board approval), the fully annualized Available to Grant balance for this scholarship will approximate \$3,600/year subject to future growth in the endowment balance and the annual VF grant rate. If the annual awards issued to students are less than the annual available VF grant in any given year, any unused grant amounts will accumulate to fund future awards within the terms of the Fund Agreement. The endowment in the Victoria Foundation may be further supplemented in future by third party donations, as received.

OTHER CONSIDERATIONS: None.

LEAD RESOURCE CONTACT

- Don Kissinger (VHAA Director, Class of 59)

BOARD OF DIRECTORS – TERMS OF REFERENCE APPROVAL

DATE: February, 2022 (Funding Source updated)

July, 2021 (Preliminary Terms of Reference approved)