



## Vic High Alumni AGM **Draft Minutes**

**June 28, 2022**

AGM held electronically via Zoom

1. **Call to Order** Roger Skillings, Board Chair, called the meeting to order at 6:05 PM.
2. **Territorial Acknowledgement:** The Vic High Alumni Association recognizes and acknowledges the Esquimalt and Songhees Nations, on whose traditional territories we live, we learn, and we do our work.
3. **Welcome:** Roger welcomed members to the AGM, noting we have alumni in attendance from many communities in BC and across Canada.
4. **Introductions:** Members of the current Board of Directors were introduced: Helen Edwards, VHS 1964, Anne McKeachie, VHS 1968, Linda Baker, VHS 1969, Fern Johnson, VHS 1969, Don Kissinger, VHS 1959, Ian McKinnon, VHS 1966, Ed Kozicki, VHS 1969, Nita Loudon, VHS 1966, Rick Crosby, VHS 1976 (Regrets), and Roger Skillings, VHS 1968.
5. **Adopt Agenda:** Moved and seconded to adopt the agenda as circulated. Carried.
6. **Adopt Minutes June 21, 2021 AGM:** Moved and seconded to adopted minutes of June 21, 2021 AGM. Carried.
7. **Annual Report:** Roger presented the Alumni Annual Report on behalf of the Board of Directors.

The Vic High Alumni is a totally volunteer-run Association that got its start in 1975 when Lawrie Wallace, Duncan Lorimer and Reg Reid gathered many of us together to produce the incredible Vic High 1976 Centennial Celebrations. What a gathering that was!

47 years later, I'm proud to say we've had tremendous growth and development in many areas in the last few years. Nothing – not even Covid or the gutting and rebuilding of our beloved school – can hold down the Vic High spirit!

**Archives and Museum:** The award-winning Vic High Archives & Museum, which is completely funded and managed by Vic High Alumni volunteers, is a remarkable resource:

- To Vic High – for rotating displays, research projects, and particularly Remembrance Day ceremonies
- To Authors, researchers, alumni, people looking for family history
- To Government and non-government agencies – military, heritage, and more

- And – we're proud to say – we worked closely with the heritage architects involved in the current seismic upgrade, helping ensure as much of Vic High's physical heritage as possible could be re-purposed or archived

In the last year -

- A GoPro camera has been donated to record oral histories
- A \$10k donation has been received to build new shelving and equipment for the Archives Room
- Over 5,000 items in the archives are now searchable electronically by volunteers, helping make the collections more accessible
- Two volunteers are assisting a Vic High team with heritage, décor & recognition elements in the 'new' Vic High

### **Communications**

- We're so pleased you're enjoying our monthly e-newsletters, and that alumni are sending great stories & photos we share
- Our Facebook page has almost 1000 followers and we do our best to post often, to share posts from Vic High, and to post and answer questions on the various grad years' Facebook pages
- E-mail is the way we communicate with alumni, though we still send postal mail twice a year to a handful of donors who don't have email
- New information and stories are added monthly to the website. Digital, searchable copies of the Camosuns are popular. Suggestions to improve the website are always welcome.

### **Membership**

- We produce alumni lists by school year for Reunion Organizers, and ask them to provide any updated contact information so we can maintain accurate records
- Approx. 14,500 alumni are listed on our website, 4000 with email addresses. Volunteers phoned approximately 2500 alumni this spring and collected another 400 email addresses

**Reunions:** A few reunion lunches have been held, and now with pandemic restrictions lifted, numerous classes are organizing reunions. Finally we can start gathering again!

**Black & Gold Dinner:** This popular event has been postponed twice, but is now scheduled for May 13, 2023. We will be honouring some Illustrious Alumni and raising funds as well.

**Fundraising/In-Kind Donations:** A team is developing strategies to solicit in-kind and financial donations for items needed at the 'new' Vic High, scheduled to open to students September 2023. If you can help, or know any alumni with connections or resources, please contact us. Vic High needs -

- Broadcast Media Lab equipment
- Pre-Engineering Robotics Lab equipment
- Benches and planters for the new rooftop outdoor classroom
- Our two world war memorials need cleaning
- Grad class photos need refurbishing – a list will be in the July newsletter
- Interior signage is needed – blending the old and the new

We're sure that list will grow – the more we can help, the better.

**2026 – Vic High's 150<sup>th</sup>:** A team has begun work collecting stories and information and Helen Edwards, noted local 'heritage detective', has volunteered to write Vic High's next history book – 1976 – 2026.

**Operations:** We're working on migrating into the digital world, making it easier for volunteers to operate and to co-ordinate activities.

### **Scholarships & Bursaries**

- Vic High Alumni contributed \$21,600 in scholarships/bursaries for 2022, more than any other high school alumni in BC that we are aware of
- Victoria Foundation investment yields were up
- Two recent awards are now fully vested: Dorothy Evans Bursary for Music, and Reg Reid Leadership Cup Award. And just weeks ago, a generous alumnus has offered to make an annual donation so the Reg Reid award, Vic High's premier award, can be doubled to \$2000.
- The Class of 1968 Spirit Scholarship has almost reached its \$25,000 goal with fundraising events and individual donations.
- Two new awards were added this year – funded by individual and family donations
  - Ken McCulloch Memorial Bursary for Higher Learning
  - Georgina (Lim) Harrison Bursary for studies in accounting, office admin, marketing, or hospitality management
- Fundraising continues to create the Helen Maxwell Bursary, a former teacher who passed recently.
- We oversee two awards which are direct-funded annually by their founders:
  - Chelsea & Jazelin Maskos Bursary for Social Activism
  - Leduc-McQueen Award for tenacity & resilience in pursuit of goals

**And finally – there simply is no Alumni Association and none of this could happen – without you.**

**To Our Donors: THANK YOU!**

- Your response to our annual funding appeal is critical to the Alumni Association's success
- Donors from the 1960s grad years lead the pack, but we have strong support from the 1950s and 1970s.
- And many Alumni continue to reserve future auditorium seat plaques with their \$250 donations. Available seats are projected to run out within a year or two, so you might want to donate and reserve asap.

**And To Our Volunteers**

- We've had 10 new volunteers come forward in the last year, alumni from the 2000s, 1990s, 1980s, 1970s, and 1960s. I'm sure that's a record! THANK YOU! It's exciting and very encouraging to see so many wanting to help with all the work the Alumni does to support Vic High.
- And my heartfelt appreciation to the Directors on our Board and to all the active volunteers who contribute so much time and so much heart to support Vic High
- You do know, of course, that we are always keen to have more. Contact us, and we'll match your skills and time and passions with the projects and the work to support Vic High

We also extend a generous thank you to the current Principal Aaron Parker and his staff who show such respect for Vic High and its history, and who ensure the Vic High spirit and the values of acceptance, diversity, and inclusivity remain strong.

**In closing:** Thank you for your patience with this report – but we simply had to share all this good news. We'll post it on our website and put something in the next newsletter – it's time to celebrate all these extraordinary volunteer efforts and contributions.

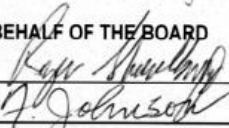
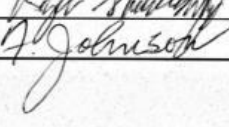
We have so much to look forward to and to build towards: We will continue to fulfill our purpose as the Vic High Alumni:

- Connecting alumni and supporting reunions and events that bring people together
- Preserving the history of Vic High through the Archives & Museum,
- Supporting Vic High and students with equipment and resources, with bursaries and scholarships

And we **can't wait** to be welcomed into the 'new' Vic High, scheduled to re-open September 2023. **Come Give A Cheer, Everyone!**

Moved and seconded to receive and file the Annual Report. Carried.

8. **2021 Financial Statement:** Fern Johnson, Treasurer, presented the 2021 Compiled Financial Statement, explaining that the accountants have changed the way they describe them. The statements are a compilation of information provided to them by the Alumni Treasurer, and like in the past, are not audited statements.

VICTORIA HIGH SCHOOL ALUMNI ASSOCIATION		
Statement of Financial Position		
December 31, 2021		
(Unaudited – See Compilation Engagement Report)		
	2021	2020
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 91,894	\$ 95,369
Short term investments	245,611	230,119
Accounts receivable	1,813	1,813
Goods and services tax recoverable	84	400
Inventory	3,681	4,445
Prepaid expenses	2,536	2,654
	<u>\$ 345,619</u>	<u>\$ 334,800</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Deferred revenue (Note 4)	\$ 4,175	\$ 4,175
<b>NET ASSETS</b>		
General fund	142,612	146,787
Restricted fund (Note 5)	198,832	183,838
	<u>341,444</u>	<u>330,625</u>
	<u>\$ 345,619</u>	<u>\$ 334,800</u>
<b>ON BEHALF OF THE BOARD</b>		
	Chair	
	Treasurer	
See notes to financial information		

**VICTORIA HIGH SCHOOL ALUMNI ASSOCIATION**  
**Statement of Revenues and Expenditures**  
**Year Ended December 31, 2021**

(Unaudited – See Compilation Engagement Report)

	2021	2020
<b>REVENUES</b>		
Donations and memberships - unrestricted	\$ 8,886	\$ 27,378
Donations - restricted	25,500	15,291
Auditorium seat plaques, net	500	2,328
Inventory sales and special events, net	183	2,768
Vancouver Foundation (Note 6)	7,252	7,252
Victoria Foundation (Note 7)	7,500	4,500
Victoria Foundation Community Grant	500	-
Investment and miscellaneous income	1,945	4,263
	<u>52,266</u>	<u>63,780</u>
<b>EXPENDITURES</b>		
Student Support		
Scholarships and Bursaries	15,850	10,100
School programs	2,000	2,000
School vehicle insurance	174	779
Gidney Fund Award (Note 5)	-	1,000
	<u>18,024</u>	<u>13,879</u>
Alumni Support		
Newsletter	4,245	4,130
Archives	215	15
Website	2,976	9,494
	<u>7,436</u>	<u>13,639</u>
Administrative Expenses		
Liability insurance	1,345	1,040
Accounting and bookkeeping	1,680	2,288
Other business expenses	1,981	456
	<u>5,006</u>	<u>3,784</u>
	<u>30,466</u>	<u>31,302</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<u>\$ 21,800</u>	<u>\$ 32,478</u>

**VICTORIA HIGH SCHOOL ALUMNI ASSOCIATION**  
**Statement of Changes in Net Assets**  
**Year Ended December 31, 2021**

(Unaudited – See Compilation Engagement Report)

	General Fund	Restricted Fund	2021	2020
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 146,787	\$ 183,838	\$ 330,625	\$ 304,726
EXCESS OF REVENUES OVER EXPENDITURES	(3,485)	25,285	21,800	32,478
Transfer to Victoria Foundation (Note 7)	(690)	(10,291)	(10,981)	(6,579)
<b>NET ASSETS - END OF YEAR</b>	<u>\$ 142,612</u>	<u>\$ 198,832</u>	<u>\$ 341,444</u>	<u>\$ 330,625</u>

## VICTORIA HIGH SCHOOL ALUMNI ASSOCIATION

### Notes to Compiled Financial Information

Year Ended December 31, 2021

(Unaudited – See Compilation Engagement Report)

#### 1. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the statement of financial position of VICTORIA HIGH SCHOOL ALUMNI ASSOCIATION as at December 31, 2021, and the statements of revenues and expenditures and changes in net assets for the year then ended is on the historical cost basis and reflects cash transactions with the addition of:

- accounts receivable less an allowance for doubtful accounts
- inventory valued at cost
- investments recorded at cost
- accounts payable and accrued liabilities

#### 2. PURPOSE OF THE ORGANIZATION

The Association's purposes are firstly to approve and start such plans as are required to provide one or more commemorative projects of lasting value and significance to Victoria High School ("the Institution") and to the community as a whole, such as the granting of scholarships, making gifts to other registered charitable organizations, making gifts to the Greater Victoria School District 61 specifically for the benefit and use of the Institution, promoting and participating in the heritage preservation of the Institution, and assisting the Institution in furthering its educational objectives and secondly to collect monies by way of fees, donations or otherwise, and accept gifts, legacies, devises and bequests and to hold, invest, expend or deal with the same in furtherance of the objects of the Association. The Association is a registered charity, and therefore, is exempt from income tax under paragraph 149(1)(F) of the Income Tax Act.

#### 3. SHORT TERM INVESTMENTS

Short term investments were held through CIBC Wood Gundy and consisted of the following:

	2021	2020
Cash	\$ 163,667	\$ 46
Guaranteed Investment Certificate, 1.10% due June 28 2021	-	82,000
Guaranteed Investment Certificate, 0.95% due December 9, 2021	-	80,000
High Interest Savings Account	81,944	68,073
	<u>\$ 245,611</u>	<u>\$ 230,119</u>

#### 4. DEFERRED REVENUE

Due to COVID 19 and compliance with Provincial Health Orders, the Black and Gold Dinner planned for 2020 has been deferred to a future date. As a result, ticket pre-sales for the event have been recorded as Deferred Revenue (2021: \$4,175).

# VICTORIA HIGH SCHOOL ALUMNI ASSOCIATION

## Notes to Compiled Financial Information

**Year Ended December 31, 2021**

*(Unaudited – See Compilation Engagement Report)*

### 5. RESTRICTED FUND

Restricted fund represents cash and short-term investments from current and previous fundraising initiatives undertaken by the Alumni Association. This includes the following initiatives:

	2020	Donations	Transfers	2021
Stadium Renewal Project	\$ 171,564	\$ 250	\$ -	\$ 171,814
Reg Reid Award	1,426	1,100	(1,425)	1,101
Thomas Mayne Award	100	-	(100)	-
Class of 1968 Award	3,638	1,950	(3,835)	1,753
Dorothy Evans Award	(298)	200	(600)	(698)
Walter Ellis Fund	4,331	-	(4,331)	-
Archives Fund	1,737	235	-	1,972
Gidney Bursary Fund	1,340	350	-	1,690
Harrison Bursary	-	10,000	-	10,000
McCulloch Family Scholarship	-	10,000	-	10,000
Maskos Bursary Fund	-	200	-	200
Building Renovation Fund	-	1,000	-	1,000
	<u>\$ 183,838</u>	<u>\$ 25,285</u>	<u>\$ (10,291)</u>	<u>\$ 198,832</u>

In 2021, the Gidney Award was awarded from funds received by School District 61 based on an alumni donation.

### 6. CONTRIBUTION - VANCOUVER FOUNDATION

The Association invested in the Vancouver Foundation in order to establish the Victoria High School Endowment Fund. The Vancouver Foundation is bound to hold the funds in trust, in perpetuity, for the benefit of the Victoria High School Alumni Association while the Victoria High School Alumni Association retains the right to income in perpetuity, from the fund and additions thereto. Since the Victoria High School Alumni Association only receives income and has restrictions to access the capital balance of the funds, the endowment is not shown as an asset on these statements. Contributions paid to the Alumni Association are recorded as revenue and support student awards for Scholarships and Bursaries.

	2021	2020
Opening balance	\$ 194,453	\$ 161,868
Endowment income, net of fund management fees	22,647	39,837
Less: Contributions paid to the Alumni Association	(7,252)	(7,252)
Closing balance	<u>\$ 209,848</u>	<u>\$ 194,453</u>



**VICTORIA HIGH SCHOOL ALUMNI ASSOCIATION**

**Notes to Compiled Financial Information**

**Year Ended December 31, 2021**

*(Unaudited – See Compilation Engagement Report)*

**7. CONTRIBUTION - VICTORIA FOUNDATION**

The Association invested in the Victoria Foundation in order to establish the Victoria High School Endowment Fund. The Victoria Foundation is bound to hold the funds in trust, in perpetuity, for the benefit of the Victoria High School Alumni Association while the Victoria High School Alumni Association retains the right to income in perpetuity, from the fund and additions thereto. Since the Victoria High School Alumni Association only receives income and has restrictions to access the capital balance of the funds, the endowment is not shown as an asset on these statements. Contributions paid to the Alumni Association are recorded as revenue and support funding of School Programs; and, Scholarships and Bursaries student awards invested in the Victoria Foundation.

	2021	2020
Opening balance	\$ 263,806	\$ 244,841
Transfer of Restricted Funds from the Alumni Association	10,981	6,579
Endowment received: Laura A. Gardom Memorial Bursaries	125,550	-
Endowment income, net of fund management fees	55,873	16,886
Less: Contributions paid to the Alumni Association	(7,500)	(4,500)
Closing balance	\$ 448,710	\$ 263,806

**8. COMPARATIVE FIGURES**

Some of the comparative figures have been reclassified to conform to the current year's presentation.

Moved and seconded to receive and file the 2021 Financial Statement. Carried.

- 9. Election of Directors:** Helen Edwards, Alumni 1<sup>st</sup> Vice-Chair, chairing this portion of the meeting.

**Nominating Committee:** Keith McCallion, VHS former Principal, presented on behalf of Committee members King Lee, VHS 1959, Anne McKeachie, VHS 1968, Anita Loudon, VHS 1966, and himself.

The following alumni are recommended to fill five vacant two-year term Director positions:

Paul Curtis, VHS 1978  
Don Kissinger, VHS 1959  
Tara Laughlin, VHS 2008  
Ian McKinnon, VHS 1966  
Roger Skillings, VHS 1968

The Chair called three times for further nominations. There being none, the Chair declared the five nominees elected by acclamation.

The Chair called on each new director to speak for 90 seconds, so members could get to know them.

The chairing of the meeting was returned to Board Chair Roger Skillings.

**10. Closing Remarks:** Roger thanked everyone for coming and invited them to stay after adjournment to view the latest School District 61 video about the seismic upgrades to Vic High.

**11. Adjournment:** Moved and seconded to adjourn the meeting at 6:37 PM. Carried.

Respectfully submitted,  
Linda Baker, VHS 1969  
Secretary, Vic High Alumni

#### **Post-Adjournment**

The latest video about the seismic update of Vic High, produced in the spring by SD 61, was shown. Information was shared about some aspects of the interior details, and discussion was held about various aspects of the project: interior details, aspects of the track/stadium area, the future of the seat plaque fundraising initiative post-updates, and more.