

Vic High Library

**We pay tribute to and honour the passing of Queen Elizabeth II, our Constitutional Monarch in Canada, and thank her for her wisdom, compassion, sense of humour, and service.**

*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** Helen Edwards, Roger Skillings, Linda Baker, Fern Johnson, Paul Cutis, Ed Kozicki, Ian McKinnon, Don Kissinger, Nita Loudon, Vice-Principals Chris Koutougos and Dani Mercer.

**Regrets:** Tara Laughlin

**Call to Order:** 3:55 PM

**Introductions** Danielle Mercer, new Vice-Principal, Vic High. Chris Koutougos, Vice-Principal

**Agenda** Moved and Seconded to adopt agenda as circulated. Carried.

**Minutes** Moved and Seconded to adopt minutes of July 4, 2022 Board Meeting. Carried.

**Correspondence:** None

**Chair's Report:** None

**Secretary's Report:** Thanks to Nita Loudon for taking on the administration of the Seat Plaques.

**Treasurer's Report:** Moved and Seconded to adopt Financial Report to Aug 31/22 as circulated. Carried. In response to a question, Nita (former treasurer) will look into best possible return available for Wood Gundy account, depending on when designed Stadium Renewal portion will be required to be sent to SD 61.

**Vic High Principal's Report:** Chris Koutougos

1. Vic High enrolment is way up this year. It includes the largest number of Grade 9s ever enrolled, plus a surprise number of transferees who would normally have gone to other schools. There are 850 students, for a facility with 800 capacity, so it will be a busy year.
2. Ministry of Education's Family Affordability lump sum will be administer in SD 61 once feedback is received from students and parents regarding its best use.
3. Volleyball interest remains high. 70 girls have tried out, a senior boys' team will be formed, possibly not enough interest for a junior boys' team. Volunteer coaches are being sought.
4. Events:           Sept 16 – Cornerstone Pancake Breakfast  
                          Sept 21 – Meet the Teacher night  
                          Sept 27-29 – Truth & Reconciliation Activities
5. Good to get back to 'normal' at Vic High this year – more activities, more kids in the halls, and return to semester system (from the quarter system in place during covid)

**Standing Committees, Ad Hoc Committees & Task Forces**

**Archives & Museum:** No report

**Black & Gold:** No report

**Bylaws Updating:** Roger Skillings

1. Roger and Rick Crosby will co-chair the task force
2. The task force mandate is extended to April 2023
3. Written report circulated (attached below)

**Communications:** Linda Baker

1. September newsletter almost ready for review, will be sent once new Alumni Store is finalized on website so new merchandise program can be launched in the newsletter.

**Fundraising Team:** Ed Kozicki

1. Mary Anne Skill presented the new merchandise program pop-up store. Thank you for all your and Shannon Edgar's work! The store will be set up at the September 22 lunch reunion of Class of 1962, and at the September 23 evening meet-and-greet, the first event of the Class of 1972 week-end reunion. Paul Curtis clarified the work done to get the new Alumni Store set up on the website, and the remaining steps to finalize everything. A new Canada Post plug-in is being used to calculate shipping options and costs for items ordered.
2. Ed shared information about an alumnus who has come forward, a current donor and Alumni event sponsor, who has come forward offering to help the Alumni take fundraising to new, higher level. The Fundraising Team will meet with him and another new donor he's brought in already, to draft a plan moving forward which will be presented to the Board.
3. Don Thomson, Class of 1952, is spearheading a fundraising drive amongst his classmates to raise the \$5800 needed to replace one broken stained glass window at Vic High. Thanks, Don!

**Membership/Alumni Directory:** JoAnne Botten

1. Thanks to Paul Curtis, who took over JoAnne's duties while away during the summer. It's great to have a back-up for this task.

**Reunion Co-ordinator:** Linda Baker for Brigitte L'Heureux

1. Brigitte has returned from recent successful back surgery in Germany, and is recovering well.
2. Upcoming reunions are posted on the website and in the newsletter. In addition to the two mentioned above, the Class of 2000 is holding events September 24.

**Scholarships & Bursaries:** Don Kissinger

1. The committee now consists of Don, King Lee, Keith McCallion, and Rick Crosby.

2. A \$20k donation has been made directly to the Victoria Foundation, but it's not clear what it's for. Rick is investigating.
3. \$2695 has been received for the Helen Maxwell Bursary fund. An additional family-related donor has offered to make a sizeable donation to it.
4. The bequeathed violin has not yet sold. Paul will take note of options to feature it on the website.

**Website:** Paul Curtis

1. A tracking sheet is created and ticket numbers assigned to all potential questions and suggestions raised to improve the website.
2. With numerous website-related, and other online purchases needing to be made, it's requested to investigate creating an Alumni purchase (credit) card to volunteers don't have to use their personal credit cards and be reimbursed.

**Seismic Updates/External Amenities:** No report.

### **New Business**

1. Moved and Seconded to approve expenditure of up to \$140 for 500 Alumni thank you notes, sized for use in merchandise shipments and mailing of tax receipts (#10 envelope), and by Archives and others. Carried. (sample attached below)
2. Moved and Seconded to approve revised Terms of Reference, Harrison Bursary. Carried. (attached below)
3. Goal-Setting: what do we want to accomplish in the 2022-2023 year? Brainstormed ideas were generated for review and further Board decisions.
4. Succession planning: included in brainstormed Goals for 2022-2023.

**Adjournment:** 5:25 PM

### **ACTION ITEMS**

1. Ian/Keith to find out when Stadium Renewal fund allocation is to be sent to SD 61 and advise Nita, who will contact Wood Gundy to ensure we're getting the best possible return on the funds they hold.
2. Bylaw Updating Task Force will have redrafted bylaws for Board review by November 1.
3. Paul, Linda, JoAnne, Dawn, Mary Anne will review website updating suggestions to set priorities for this year.
4. Anne McKeachie will speak to cousin (brother?) about basketball scholarship info
5. Roger Skillings – follow up with Briggs family to get info about past Tillman Briggs fund?
6. Don Kissinger to get info on Filberg family fund at Vanc Fndtn to benefit Vancouver Island



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VICTORIA HIGH SCHOOL ALUMNI ASSOCIATION

## **Bylaws Updating Task Force**

*September 14, 2022*

**ISSUE:** Board Discussion of Bylaws Update Progress and Next Steps

### **PROGRESS REPORT:**

- To recap, a current working draft of modernized bylaws was initiated by retired legal counsel and Task Force member Brian Day, customized to support Association business requirements. An initial working draft was submitted for legal review and feedback in March 2022. In May 2022, a Board review session was held where feedback and input was received and discussed on assorted topics that will need to be carefully considered and incorporated in updated draft bylaw revisions going forward.
- The Bylaws are intended to supplement the Societies Act specific to Association requirements. Any issues not addressed in the Bylaws default to Act provisions. As a legal document the devil is in the details.
- Although the Societies Act offers model boilerplate bylaws, in reality society bylaws are highly customized specific to each society's membership and business requirements.
- **Key issues to be addressed:**
  - **Revised timetable and target meeting date for member approval.**
  - **Extension of Task Force Charter from June 30, 2022 to April 30, 2023.**
  - Revisions to current working draft to incorporate May input from directors.
  - Further assessment of current draft for clarity and completeness relative to Act requirements, including additional benchmark review of other society's bylaws.

### **ACTIONS/NEXT STEPS:**

- **Motion to amend Task Force charter to extend effective date to April 30, 2023.**
- **Provide updated draft bylaws for Board review by November 1, 2022.**
- **Member approval > propose member special general meeting date March 2023.**

This schedule will allow a reasonable timetable for additional review and refinement of the working draft through fall 2022, including Board consensus on draft bylaws prior to further legal review.

## **Bylaws Updating Task Force Charter**

### **PURPOSE**

The Bylaws Updating Task Force (BUTF) is a working group established by the Board of Directors. The BUTF is responsible for reviewing the current Bylaws of the Victoria High School Alumni Association (VHSAA) and recommending proposed updates to the Board of Directors for membership approval at the 2022 Annual General Meeting or a special general meeting requested by the Board. Concurrent with the Bylaws review, the Task Force may also make recommendations regarding Board policies that would support the updated Bylaws.

### **MEMBERSHIP**

BUTF membership will be determined by the Board Chair and will include VHAA members in good standing with appropriate subject expertise, and a Task Force Chair represented by a current Director on the Board.

The Task Force will engage legal counsel and other third-party subject expertise as required. Any costs incurred by the BUTF will be subject to prior Board approval.

### **SPECIFIC DUTIES & RESPONSIBILITIES**

Develop and execute a Work Plan to ensure that:

- a) all sections of the current Bylaws are comprehensively reviewed
- b) the scope of work is completed within a Board approved timetable
- c) the Board receives timely progress reports on key decision points
- d) draft updated Bylaws for Board and membership approval
- e) identify Board policies that may be required to support proposed Bylaw amendments
- f) draft Board policies at the request of the Board

### **DISSOLUTION**

The BUTF will dissolve on June 30, 2023, or another date as recommended by the Task Force Chair subject to approval by the Board of Directors.

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### **BOARD OF DIRECTORS – APPROVAL**

**DATE: September, 2022**

## Proposed Vic High Alumni Thank you card



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### **Georgina (Lim) Harrison Bursary Terms of Reference**

#### **AWARD PURPOSE AND ELIGIBILITY**

The Georgina (Lim) Harrison Bursary is awarded annually to a deserving Victoria High School graduate who intends to pursue a career in accounting, bookkeeping, office administration/assistance, marketing, or hospitality management. Special consideration will be given to students who are entering a certificate or diploma program, and applicants who have demonstrated a commitment to embracing and supporting diversity and inclusivity at Vic High.

The bursary is named in honour of Georgina (Lim) Harrison, a student in the Commercial program who graduated in 1955. She continued her post-secondary studies at Sprott-Shaw College, and eventually worked for a Deputy Minister in the BC Provincial government.

She and fellow student Barrie 'Buzz' Harrison knew each other at Vic High; however, they pursued separate marriages and children. Buzz went on to a career as a teacher, then school principal in the Sooke School District. Buzz and Georgina reconnected at their Vic High Class of 1955 30<sup>th</sup> reunion, by which time they were both single parents. That reconnection led to a long and very happy marriage.

Both Buzz and Georgina credit Vic High's culture of inclusivity with instilling in them a respect for all people, regardless of race or ethnicity or any other means by which some people seek to divide or demean others.

The Vic High Scholarship Awards Committee is responsible for nominating a student for this annual bursary based on the stated eligibility criteria within these terms of reference.

**ANNUAL AWARD TARGET:** \$750 with the annual award amount subject to the Available to Grant balance through the Victoria Foundation.

**IMPLEMENTATION DATE:** An initial award of \$500 available in 2022, growing to the annual award target of \$750 in subsequent years.

#### **FUNDING SOURCE**

The annual award has been source funded by an initial principal donation of \$10,000 from Mr. Barrie (Buzz) Harrison and Mrs. Georgina (Lim) Harrison received in December 2021, followed by an additional donation of \$5,000 from the Harrison family in May 2022. Donations received by VHSAA will be endowed in the Victoria Foundation (VF), and may be supplemented by future third party donations.

Based on the current annual VF grant rate of 4.75% (annual rate subject to VF Board approval), the annual Available to Grant balance for this bursary will approximate \$750 commencing in 2023 subject to future growth in the endowment balance and the annual VF grant rate. If the annual award 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.

**OTHER CONSIDERATIONS:** None.

#### **LEAD RESOURCE CONTACTS**

- Linda Baker (VHAA Director, Class of 69)
- Don Kissinger (VHAA Director, Class of 59)

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#### **BOARD OF DIRECTORS – TERMS OF REFERENCE APPROVAL**

**January, 2022:** Initial TOR approval based on \$10,000 donation

**September 2022:** TOR revised based on additional \$5,000 donation and increase annual award target to \$750 commencing 2023.