

Vic High – Topaz Campus, 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.

Present: Helen Edwards, Roger Skillings, Tara Laughlin, Linda Baker, Fern Johnson, Don Kissinger, Ian McKinnon, Nita Loudon. Via Zoom: Ed Kozicki, Paul Curtis

Remembrance Day Presentation: Video of “A Pittance of Time” written and performed by Canadian folksinger Terry Kelly. We particularly honour all those Vic High alumni who have served Canada, particularly those who did not return home.

Call to Order: 3:55 PM

Agenda: As circulated.

Minutes Moved and Seconded to adopt minutes of October 12, 2022 Board meeting, with correction to Black & Gold report. Carried.

Correspondence

1. VHS 1963 alumnus Steve Willerton has donated two acoustic guitars to the Vic High Music program, one that he played while in the Vic High Guitar Club.
2. VHS 1965 alumnus Barry Marshall, former principal EDG Design Group, is donating his expertise and time to assist with design/creation of interior signage (heritage, illustrious alumni, donor recognition, historical references, etc.)

Chair’s Report: Issues covered elsewhere on agenda.

Secretary’s Report: None

Treasurer’s Report:

1. Moved and Seconded to adopt Financial Report for October 2022. Carried.
2. Wood Gundy investment: a portion will be invested in a one-year GIC, the balance remains in mutual funds.

Vic High Principal’s Report

1. Remembrance Day assembly will be virtual, as it’s very difficult to assemble all students in one location at the Topaz Campus.
2. A recent Vic High Band concert was held at Dave Dunnet Theater.
3. Hallowe’en: a dance performance took place, and a costume contest.
4. Term 1 ends this week, and in line with other jurisdictions, some COVID-induced learning loss is expected.
5. Grad Ceremony is June 6, 2023.
6. Salvaged items from Vic High – if anyone has ideas where/how they could be repurposed:

- a. Washroom stall solid wood frame-and-panel doors: 30-40 of these are available
 - b. Built-in hutch doors with glazing: 10-12 are available
7. Fundraising: time for the Alumni team to meet with the school to prioritize items needed at new Vic High and discuss consistent fundraising messaging, opportunities for donor recognition (future events), etc.

Standing Committees, Ad Hoc Committees & Task Forces

Archives & Museum: Annie Boldt. Two reports circulated, attached below.

Black & Gold: Anne McKeachie. Report given verbally and attached below.

Moved and Seconded to authorize the addition of two honourees to the May 13, 2023 Black & Gold Dinner presentation. Carried.

Communications: Report circulated and attached below.

Moved and Seconded to solicit ads to insert in Alumni newsletter and other publications, subject to finding the right volunteer to handle this and to finalizing a program which will include acceptable invoicing and payment procedures and no conflict with Black & Gold sponsor recruitment. Carried.

Fundraising Team: Ed Kozicki

1. Merchandise Program: items are still selling from website, although slower sales until more reunions are held. A different merchandise item will be featured in each newsletter. Inventory has been moved to locked storage on Fairey Tech concourse.
2. Fundraising: a meeting was held with and valuable suggestions received from two experienced high-level fundraisers.
 - a. Establish clear, defined fundraising targets (not just 'general funds)
 - b. Sponsor/donor recognition is critical
 - c. Keep messaging simple
 - d. 50/50 raffles don't yield a good ROI (of time and energy)
 - e. Online auctions can be very good, specially as they widen the circle of purchasers beyond alumni.
3. Fundraising: it was noted that while SD 61 does not allow permanent corporate or business recognition on school grounds, the Alumni has donor recognition opportunities at events, on our website, in our newsletter, social media, etc.

Membership/Alumni Directory: No report.

Reunion Co-ordinator: No report.

Scholarships & Bursaries: Don Kissinger

1. Don and King advised of a possible donation for a physics-related scholarship.
2. Rick Crosby advised that the Victoria Foundation has **received** a \$20k donation for Vic High scholarships. The donor has provided some eligibility criteria and terms for annual awards payments, with request the funds not be endowed. The Foundation

has requested if the Alumni Association is prepared to administer the funds and has offered an administration agreement as an option. Board decision will be addressed at the December meeting.

Website: Paul Curtis Two reports circulated. Paul also advised the Camosuns have been moved to our server from our online storage, so users don't have to have a Microsoft account in order to access them and the files load more quickly. He noted that of 39 items on the Website Ticket Tracker, 24 have been resolved. Thanks, Paul!

Fundraising Task Force

World War 1 and 2 Cenotaphs: Keith McCallion reported he's reached out to Captain Yates at DND requesting help (financial or in-kind?) with cleaning of our two war memorials.

Bylaw Updating Task Force: Rick Crosby. Reports circulated and attached below.

1. Possible late March 2023 target for Special General Meeting, if Board wants to present Constit/ByLaw proposals at a separate meeting.
2. Targeting late November/early December to have a working draft for review, and January meeting for approval by Board.

New Business

1. Frequency of Board Meetings: it was decided we'll continue with monthly meetings.
2. Set date AGM: June 8, 2023. Decision tabled regarding in-person or Zoom meeting.
3. Christmas social: December 14 at Ian McKinnon's. Further info to come.

Adjournment: Moved and Seconded to adjourn at 5:30 PM.

Respectfully submitted

Linda Baker, Secretary

ACTION ITEMS

1. Seek Fotoprint sponsorship of Black& Gold program printing: Anne/Linda to assist
2. Submit suggestions for female potential Black & Gold honourees: Everyone
3. Send information on post-secondary fundraising experiences to Ed: Ian
4. Fundraising Team to meet with school: Linda/Aaron to schedule
5. Find Ad Sales volunteer: suggestions from everyone, Linda to follow up
6. Correct Oct 12/22 minutes and post on website: Linda
7. Circulate details (food, etc.) for Dec 14 post-meeting social: Linda (Ian)
8. Schedule date for separate meeting to review proposed bylaws: Linda, Helen, Rick

ACTION ITEMS from OCTOBER MINUTES

1. Send info on Carole Sabiston donation to Aaron (Linda) **Done**
2. Speak with Gord Wallace re installation of new shelving in Archives (Linda, Annie) **Done**
3. Add Vision/Mission to website (Paul) **Done**

4. Wood Gundy – ensure required documents are signed/forwarded to change signatories on Wood Gundy account. (Linda, Fern) **Done**
5. Bylaw Updating Task Force will have redrafted bylaws for Board review by November 1. **Amended to early December.**
6. Anne McKeachie will speak to cousin (brother?) about basketball scholarship info
7. Roger Skillings – follow up with Briggs family to get info about past Tillman Briggs fund?
8. Don Kissinger to get info on Filberg family fund at Vanc Fndtn to benefit Vancouver Island

REPORTS

Archives & Museum

Annie Boldt for the VHS Archive and Museum Folk.

Linda Baker, Helen Edwards and myself toured the Heritage aspects of the renovation with Gord Wallace, on-site Project Manager for SD 61, on Nov 3rd. It was a cold and rainy day and the '10 gallon' steel toed boots (we borrow from Stu Wheeler at Fairey Tech) made it a bit of a challenge. It also made me very appreciative of the on-site workers as this is not an easy construction job. Building 'new' has got to be a LOT easier than renovating our 'old' beloved school structure.

See the excellent Linda Baker review of our tour.

We were very happy to see that a portion of the 1949 stadium will be refurbished and the 1951 GYRO plaque has been left in place. We also noted that the electrical service along the east wall of the Archive "office space" had only been allocated 1 electrical box and we will be needing 4. Linda has re-forwarded our floor plan to Gord, with all required services noted (phone, electrical, internet) Good thing we caught this early on.

I am VERY pleased to announce that at 2 pm on Sat Nov 5th I have completed inputting into the computer, the 14 binders of individual accession records. It is hard to believe but our 'little' Archives is the caretaker of 7416 documents, photographs (some are lumped together so the numbers are not exactly accurate), artifacts, textiles, AV items and books.

We will **definitely** need storage space in the basement as we will never get all of these items back into our reduced in size Archives/Museum room. Our collection is also not stagnant but ever expanding as the school years go by.

I have also caught up to date on most items to accession that have continued to trickle into the VHS Topaz campus over the last 2 years.

Helen and I are attending the Heritage and Decor committee meetings chaired by Aaron Parker usually before the regular VHSAA meetings once a month. These are mostly brainstorming idea meetings at this point in time.

Vic High Seismic Jobsite

Tour with Gord Wallace

Nov 3, 2022

Annie Boldt, Helen Edwards, Linda Baker

1. Rhodesian Mahogany flooring – old library
 - a. Is being kept/repaired.

- b. Center section facing windows with balustrade outside, will be a collaboration space. Open to hallway with walls on either side.
 - c. Two rooms on either side – their flooring will be partially mahogany, and the rest a new marmoleum surface.
- 2. Chandeliers – 2nd floor
 - a. Are being restored/re-used in the new 2nd floor (south) ‘heritage hallway’
- 3. Doors and frames from Boys and Girls S, lower entrances
 - a. Restored/re-used in heritage hallway as entry doors to staff room and office
- 4. Original flooring – hallways, classrooms
 - a. These were revealed during demolition and it was hoped some areas could be saved. However during the seismic reinforcing process (struts, etc.) it was determined that at least 70% of the original flooring had delaminated and could not be saved. New marmoleum-type flooring will be installed.
- 5. Terra cotta tiles – exterior of building
 - a. A new tile has been developed locally to replace those on the exterior that cannot be saved. That work is proceeding.
- 6. Attic autograph panels
 - a. Some will have to be covered, some not, some have been saved
 - b. Aaron has gone through the space with Gord and designated some to be re-used elsewhere in the attic.
- 7. Original ‘hutch’
 - a. We were told a year or more ago that 6 of the original built-in millwork-faced storage units from the original classrooms, were removed to be saved and re-used. We were asked if we wanted one re-installed in the Archives and we said ‘Definitely!’ and subsequent floor plans provided to Gord and Durwest specified where it was to go. (those floor plans showed where existing and new furniture would go, where electrical/phone/internet jacks were needed, etc.)
 - b. On this tour we were told
 - i. One of these units is excess to needs, and we were asked if we wanted it to restore/reconstruct and use somewhere.
 - ii. We aren’t sure and have requested clarification to confirm if this ‘hutch’ is one of the 6 original storage units removed for re-use, and if the one we were promised in the Archives has already been factored in.
 - c. We were also told that due to budget constraints, we will need to cover the cost of re-installing one of storage units in the Archives. We’ll follow up to determine what that cost is.

This photo is of one still with natural finish. Most that remain were painted white. I believe this one in particular was to be saved.



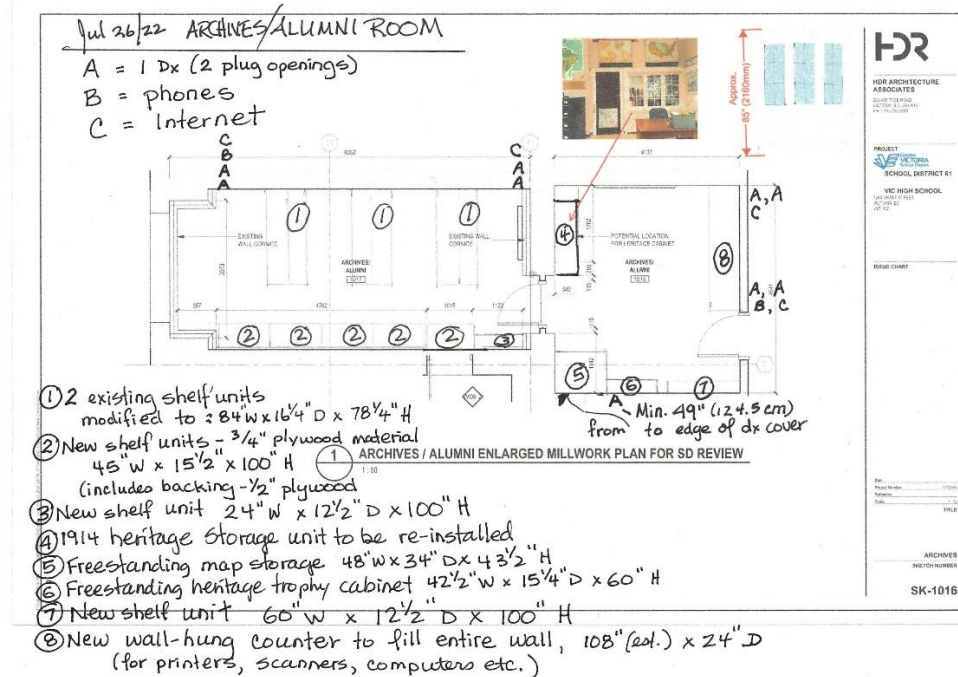
8. Bathroom stall doors
 - a. These are frame-and-panel doors, original wood, about 42" high, 3 openings each. They were removed and stored, however do not appear to have a use in the building.
 - b. We've been offered these doors – as many as we want – to put to some use
 - i. Displays
 - ii. Display backdrops
 1. For eg – rotating images inserted into the openings
 2. To mount on walls to recognize donors? Illustrious alumni? (presumably this depends on what available wall space there is, where it is, and what decisions are yet to be made on the type/location(s) of a new 'donor recognition wall')
9. Marble partitions between bathroom cubicles
 - a. These have been kept, however at the moment there is no intended use for them. At minimum, Archives has requested 1-2 to be kept for historical/display purposes.
10. Track/field/stadium area, and exterior plans
 - a. We were shown the plans for this area - which are clearly in progress – and for the jobsite.



- b. The field will be turf. The track will be asphalt.
- c. New trees will be replanted on the south side to replace those removed for the demolition/construction process.
- d. 5 volleyball courts on the north end of the track/field area
- e. South end of stadium is intake and will be restored.
- f. Gyro monument/plaque on the walkway side of the fence south of the stadium seating, is still in place and presumably will stay there.
- g. All new trees go in at the rate of 2 in for 1 out.

11. New Archives & Museum

- a. This is on the first floor, the front portion of which is the back section of the old Archives.



- b. It's near the new Fernwood entrance, and near an elevator. We're still to get a storage room in the basement – hopefully a good size.
- c. We will be responsible for installing the new shelving to be built, and for providing and installing a new work counter along the hallway-facing interior wall. (hopefully to match the boiler room desk going in the front office area).
- d. We have tentative arrangements in place to have the existing shelf units cut down to fit the space, and installed, also at our expense.



This is the back room of the new Archives, with former exterior pillars at back end remaining in place.



This is the entry to and looking into the front office area of the new Archives.

12. Modillions on building edges at roofline:

- a. Engineering report advises these all need replacing, as previous attempts to reinforce/save them added weight and deterioration so they are a falling safety hazard

13. Old windows

- a. Many were leaching lead paint and had to be removed to a Vancouver location.
- b. We have requested 1-2 of these for the Archives. As long as they're kept indoors, they do not leach lead paint.

14. Bleacher seats from Andrews Gym

- a. Some are being reused, ? in the multi-purpose room?
- b. There was a plan to use some of them to create a feature wall, but budget cuts have taken precedence. If the heritage/décor team still considers a bleacher seat-covered wall a suitable 'donor recognition' wall somewhere in the building (or perhaps in more than one location – making them recognizable throughout the building), the Alumni would need to pay for the installation of this, which hopefully would not be a problem. Funds have already been donated for 'heritage use' throughout Vic High.

And finally...

Gord Wallace was hired November 2020. His first meeting on-site was several days later with Jim Soles. He'd never been in the school before, although two of his kids graduated from Vic High. As he was going through the attic, he realized one of the most recognizable art graffiti in the attic may have been painted by his daughter, although she didn't sign it. Looking closer, he realized her brother had autographed beside it, identifying his sister as the artist and to 'leave it alone!'. His daughter passed in 2006, an incredible artist among other things. So this artwork is very special to him.



Black & Gold, Anne McKeachie

- Black & Gold Dinner Committee met November 1, 2022

- Two of our honourees will likely not be able to attend the 2023 Dinner so the Committee will continue to honour them in their absence but add two more honourees that would be able to attend.
- Once we receive approval for additional honourees, we will contact them to confirm whether they will accept.
- The Committee will continue working on sponsorships, ticket preparation/sales, advertising, and video preparations.
- Tickets will be ready for sale in January
- Anyone who would like to work with the Committee is welcome – we will need help with
 - Ticket sales
 - Presentation board
 - Reception and tickets at the door
 - Program development and printing
 - Door prizes
 - Event set-up and clean-up
 - Honouree hosts
 - Photography

Communications

The Communications Team proposes inserting paid ads into our communications.

- Goal: generate enough revenue to cover annual e-mail and postal mail costs totally within 2 years
 - Current costs about \$3000/year.
 - Set revenue goal of min. \$3500
- Our audiences aren't huge but very targeted – good for certain advertisers
 - Newsletter 4000
 - Donors no e- mail 225
 - Donors with email 750 (these people get monthly newsletters plus two postal mailings/year)
- Our newsletter Open & Click rates are very high and we can prove them.
- Our demographic skus older and well towards people with disposable income.
- Our key targets would be very strategically defined:
 - Alumni-owned businesses (who may advertise simply as a way to support the Alumni)
 - Neighbourhood businesses
 - Businesses who want to reach our demographic
 - Who has advertised with us before (some may still be around)
- The right ad seller might help us find more alumni-owned businesses for future fundraising.

Who Would Do It

- We'd want a dedicated volunteer to sell the ads. So no extra work for existing volunteers.
- We don't take this on unless we can find the right volunteer to do it.
- The ad offering program would be finalized once the new volunteer is on board.

For Example

1. Maximum # and size of ads into the e-mailed newsletter (maybe four?). Prepaid only.
2. Ads in print mailouts (although these all print in black & white)

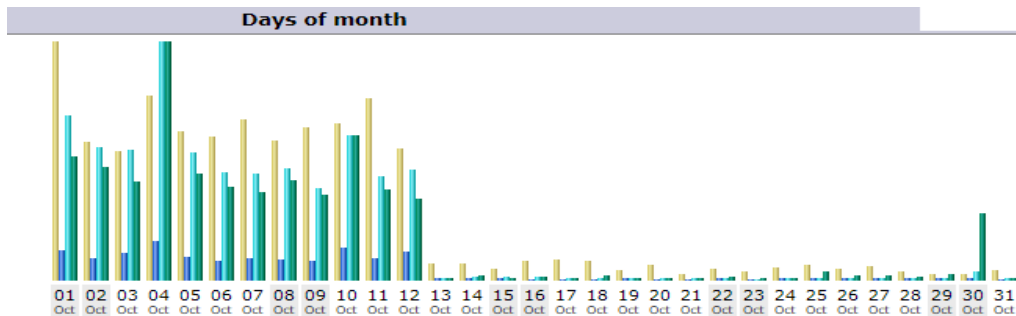
- a. Spring – newsletter to donors without email (about 225 people)
- b. Spring – mail-out to donors with email (about 550)
- c. Fall – mailout to all donors (about 775)
- 3. We could offer exclusivity per issue – so two similar businesses aren’t competing with each other in the same issue.
- 4. Rates for email newsletter
 - a. 1 insertion \$50
 - b. 3 insertions \$125 (consecutive or spread out)
 - c. 6 insertions \$250 (consecutive or spread out)
 - d. 11 insertions (one year’s worth): \$450
 - e. 1 insertion, larger ad, no other ads in the same issue: \$175
 - f. 3 insertions – no other ads: \$525
 - g. 6 insertions– no other ads: \$1050
 - h. 11 insertions (one year’s worth): \$1800
- 5. Rates for print mailouts likely priced differently as it’s black & white and smaller numbers.
- 6. Create bundle pricing to be in e-newsletter and print.

Website: Paul Curtis

VICHIGH.COM OCTOBER 2022 WEB STATS REPORT

Summary				
Reported period	Month Oct 2022			
First visit	01 Oct 2022 - 00:00			
Last visit	31 Oct 2022 - 23:58			
	Unique visitors	Number of visits	Pages	Hits
Viewed traffic *	1,471	2,405 (1.63 visits/visitor)	22,592 (9.39 Pages/Visit)	110,745 (46.04 Hits/Visit)

Visitors: **-59%** yr/yr
 Visits: **-61%** yr/yr
 Page views: **-59%** yr/r



OCTOBER 2022 ONLINE SALES

Total sales	Net sales	Orders	Products sold
\$416.59	\$335.00	5	11
0%	0%	0%	0%

Total sales: **-29%** compared to last month
Orders: **-37%** compared to last month
Products sold: **-8%** compared to last month

Top products - Items sold		
Product	Items sold	Net sales
Fleece blanket with water-resistant backing	3	\$105.00
Unisex Fleece Vest	2	\$90.00
Cuddly Vic High Bear	2	\$40.00
Vic High Lapel Pin	1	\$5.00
Vic High Beanie	1	\$20.00



2022-11-01-vichigh-
website-ticket%20tr.

Bylaws Updating Task Force

Bylaws Updating Task Force

November 9, 2022

ISSUE: Board Discussion of Bylaws Update Progress and Next Steps

PROGRESS REPORT:

- The Task Force is guided by a Charter extended to April 2023, Chaired by Director Roger Skillings, supported by members Rick Crosby and retired legal counsel Brian Day.

- Update of the bylaws working draft to include Board input session held May 2022 is in progress. Core issues in the updated bylaws include but are not limited to:
 - Definition of Membership
 - Notice of meetings
 - Board composition

- The draft bylaw format was initiated by Brian Day with the goal of supporting Association business requirements, and includes a proposed update of purposes under the Constitution. Core content is defined under Societies Act s.10/11, excerpt attached for reference. An initial working draft was submitted for preliminary legal review and feedback in March 2022. Subsequent to this legal review, a working draft with additional Task Force refinements was reviewed at the May Board input session.

- Bylaws are intended to supplement the Societies Act where permitted 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. While the draft bylaws format is generally consistent with Societies Act model bylaws, in reality bylaws are highly customized specific to each society's membership profile and business requirements.

- To support additional refinements to the working draft, a summary of Board review input received May 2022 is attached for information. The summary also includes a list of topics not currently addressed in the bylaws for further consideration and resolution.

- Project timelines are currently based on presenting updated bylaws for member approval at a special general meeting in late March 2023 (exact date TBD). 30 days notice under current bylaws is required.

- Final legal review of draft bylaws is planned following prior Board pre-approval of an updated working draft.

- **Key issues to be addressed at this time:**
 - **Updating bylaw working draft (November)**
 - **Ad hoc legal input/advice as needed to complete updated working draft**
 - **Board review of updated working draft (late Nov/early Dec TBD)**

ACTIONS/NEXT STEPS:

- **Scheduled date for next Board review session (options to be discussed)**

ATTACHMENTS (for information):

- Societies Act s. 10/11 excerpt (see below)



Bylaws-BoardReviewInput-May2022.doc

- Bylaws – Board Review Input – May 2022



2021 VHSAA Constit
Bylaws.pdf

- Current VHSAA Constitution and Bylaws

Societies Act s. 10-11

Constitution

10 (1)A society must have a constitution that sets out

(a)the name of the society, and

(b)the purposes of the society.

(2)A society must not have a constitution that contains provisions in addition to the name and purposes of the society.

Bylaws

11 (1)A society must have bylaws that contain provisions respecting the internal affairs of the society, including provisions respecting the following:

(a)membership in the society, including

(i)the admission of members and any rights and obligations arising from membership,

(ii)if there is more than one class of members, a description of each class and the rights and obligations that apply to each class, and

(iii)if members may cease to be in good standing, the conditions under which that may occur;

(b)the society's directors, including

(i)the manner in which directors must or may be elected or appointed, and

(ii)the expiry of directors' terms of office, if other than at the close of the next annual general meeting after a director's designation, election or appointment;

(c)general meetings, including

(i)the quorum for general meetings, if greater than 3 voting members,

(ii)whether proxy voting is permitted, and

(iii)if the bylaws authorize indirect or delegate voting or voting by mail or another means of communication, including by fax,

email or other electronic means, the rules respecting how that voting is to occur;

(d) any restrictions on

(i) the activities that the society may carry on, or

(ii) the powers that the society may exercise.

(2) Without limiting subsection (1), a society may, in its bylaws, adopt, with or without alteration, all or any of the set of provisions that are, by regulation, prescribed and designated as the "Model Bylaws".

(3) A society must not have bylaws that contain a provision that is inconsistent with this Act, the regulations or any other enactment of British Columbia or Canada, and if a provision of the bylaws is inconsistent with this Act, the regulations or any other enactment of British Columbia or Canada, the provision has no effect.

(4) If the bylaws of a society provide for a higher voting threshold than the threshold set out in the definition of "special resolution" in section 1 [*definitions*] to effect any action that, under this Act, requires authorization by special resolution, the provisions of the bylaws prevail if they

(a) set out the higher voting threshold as a fraction or percentage of the votes cast or as a specific number of votes,

(b) establish the higher voting threshold by requiring a unanimous decision of all the voting members, or

(c) set out a formula for calculating the higher voting threshold.

(5) For certainty, an action referred to in subsection (4) includes altering all or part of one or more provisions of a society's constitution or bylaws.

(6) Despite subsection (4), a society must not have a bylaw that provides for a higher voting threshold to remove a director from office under section 50 (1)

(a) [*removal of directors*].