

Location: Ian McKinnon residence

*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, Linda Baker, Fern Johnson, Ed Kozicki, Ian McKinnon, Don Kissinger, Nita Loudon

**Regrets:** Tara Laughlin, Paul Curtis, Roger Skillings,

**Call to Order** 4:40 PM

**Agenda** As circulated

**Minutes** Moved and seconded to adopt minutes of November 9, 2022 Board meeting. Carried.

### Correspondence

1. Vic High Musical Theater – request from Jody Medernach, parent fundraiser for April 2023 New York trip ([jody.medernach@gmail.com](mailto:jody.medernach@gmail.com), 250-686-0177)
  - a. Donation protocol
  - b. '9 to 5' – March 2023, Esquimalt High

Secretary instructed to contact Aaron to ask about the proposed donation protocol.

2. Anonymous donor - \$6000.
  - a. Stained glass window project, 1959 Totems seat plaques, refurb class photo
3. Thank You letter to Don Thomson, VHS 1952 (\$5800 raised – project funding complete)

**Chair's Report** No report. Activities covered in other reports.

### Secretary's Report

1. Donations arriving in response to annual funding appeal.
2. It's hoped a new volunteer will be able to support the Alumni's admin functions.

### Treasurer's Report

1. November financial report: Moved and seconded to adopt as circulated. Carried.
2. Available to grant for 2023: approximately \$39,677 will be available from Victoria Foundation. In context of 2023 budget discussions, Board will determine whether to use any of the excess-over-awards requirement or re-invest the entire amount.
3. Directors' and Officers' Liability Insurance: premium has increased by 3%. Increasing \$500k Directors' Liability portion to \$1 million would increase premium by maximum of \$500. Moved and seconded to authorize Treasurer to request quote to increase

Directors' Liability coverage portion to \$1 million, and if reasonable, to effect the increase and pay the increased premium. Carried.

**Vic High Principal's Report:**

1. Winter Concert was successful with 4 ensembles including the new Orchestra class performing
2. Winter formal was well attended and grads celebrated. Our students reported enjoying the photo booth, food and mostly the dancing. The group was enthusiastic and inclusive spending much of the night dancing.
3. Basketball season is underway.
4. Our senior boy's volleyball team was the first major Vic High team to qualify for provincials in 30 years. They did well, were eliminated from top pool in a very competitive match. Total points 115-114 (lost in 5 set tie breaker).
5. Topaz Park – District is communicating with Vic PD and Bylaw to improve supervision and support for the Topaz Park area. Suggestion from PAC to look at more supportive and instructive communications in the future.

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

Archives & Museum: report circulated

Black & Gold: Anne McKeachie

1. Pam Madoff and Timothy Vernon have both accepted the honour of being inducted into the Black & Gold Honour Roll.
2. Promotion of the event will commence in the January newsletter 'Save the Date' and basic information. Tickets are \$125. A portion is tax receiptable.

Communications: no report

Membership/Alumni Directory: no report

Reunion Co-ordinator: Brigitte L'Heureux

1. 1974 and 1975 both hold reunion lunches recently. Photos were provided and posts created on the website with links from the newsletter.

Scholarships & Bursaries: report circulated

1. \$20k anonymous donation to Vic Foundation for a Vic High student
  - a. Administration. Moved and seconded that the Vic High Alumni establish an administrative agreement with the Victoria Foundation that provides an annual grant to the Alumni of \$2k for two Vic High bursaries for a minimum of 10 years. Carried.
  - b. Terms of Reference for the award to be determined at a future Board meeting.

Website: reports circulated

Fundraising Task Force: Ed Kozicki

1. Seat Plaque orders: Nita. Since November 10 newsletter, 22 new seat plaque donations/orders.
2. A new member has been added to the Fundraising Task Force. Anne Marie Webb-Hughes, VHS 1972, has extensive experience in marketing, communications, fundraising, and was instrumental in building the BCIT Alumni organization. Her contributions to developing a multi-year, multi-pronged fundraising plan will be invaluable. Additionally, a call is in the December newsletter, seeking 1-2 more Task Force members, ideally with relevant experience and passion for our project goals.

Bylaws Task Force: Helen to report for Rick & Roger

1. Updated working draft of constitution and bylaws circulated to all directors were reviewed December 13.
2. No significant issues or concerns with the updated bylaws draft were identified.
3. Minor refinements and suggestions will be followed up with Brian Day on his return.
4. Helen and Linda will review the proposed purposes under the Constitution and report any additional refinements to the Task Force in January.
5. The target date for Board approval of a final draft is the February Board meeting. This draft will be subject to a final legal review to be completed no later than end of February.
6. Special General Meeting of members requires 30 day notice under current bylaws.... target date April 2023 to be determined.

**New Business:** None.

**Adjournment:** 5:55 PM.

Respectfully submitted

Linda Baker, Secretary

#### **ACTION ITEMS**

1. Don Kissinger will let Sean Wallace (Vic High, Scholarship Co-ordinator) know about sports scholarships Fern advises are available from the BC Sports Hall of Fame.
2. Linda Baker will contact Aaron regarding the request re Musical Theater fundraising.
3. Linda Baker will post the approved November 2022 Board minutes on the website
4. Linda Baker will send a thank you letter to Don Thomson, 1952, for his initiative and leadership in raising the \$5800 needed to replace one stained glass window at Vic High.
5. Linda Baker will speak with new volunteer about taking on admin. duties.

#### **CIRCULATED REPORTS**

**Archives & Museum:** Annie Boldt

Annie and Linda met with Vintage Woodworks' Ken Coley-Donahue (VHS 1987, and his Manager about new shelving for the Archives & Museum. They will prepare drawings and try to source pre-clear-coated

plywood. We're also awaiting quotes on clear-coating the finished shelving at a separate Victoria shop if necessary. Vintage will build 7 shelf units, each 8' high, 3 different widths/depths. We don't yet have a price from them but we're confident the shelving and equipment needed in the new Archives & Museum, and in the new storage room in the basement, will be covered by the available funds.

We've also met with Gord Wallace, on-site Project Manager, to confirm the goal of having these installed before final completion of the project, and have also arranged for existing shelving to be cut down before being installed.

### **Scholarships & Bursaries: Don Kissinger**

King and I met with the VHS staff scholarship committee to discuss how the Scrapy Jack \$20 000 in the Vic Fdn would be allocated and the TOR. We asked the school committee to come up with the TOR. We can modify these should we see the need. I suggest we leave a motion to adopt the TOR for the January meeting. We should settle on who handles the administration of the fund. It can be either the alumni society or the Victoria foundation. Here are Rick's comments:

*A decision point who ultimately administers the \$20,000 is needed. Ruling out SD61 we have two options. Option A is the Vic Fdn through an administrative agreement with the Alumni Association which would provide for an annual grant of \$2000 over 10 years to cover the annual awards. Option B is we administer the \$20,000 directly. While option B creates an opportunity to generate some investment income it adds additional administration and complicates the accounting on our books (ie Plan A is a simple flow through grant to offset the expense)*

I suggest we take option A. We need to pass a motion at this meeting. My suggestion is:

Resolved: That the Vic High Alumni society wishes to establish an administrative agreement with the Victoria Foundation with respect to the \$20 000 Scrapy Jack donation that would provide for an annual grant of \$2000 over 10 years from the Victoria Foundation to the Vic High Alumni association.

Here are the TOR developed by the school staff awards committee for these funds. The people involved were: Sean Wallace, Terry O'Flynn, Laura McTavish, and Frank Conibear (staff scholarship group).

### **Funding:**

The name of the bursaries are the "Scrapy Jack Bursaries". The bursaries were established by an anonymous deposit of \$20,000 to the Victoria High School Alumni Association.

### **Disbursements:**

Two - \$1000 bursaries will be awarded annually at the June awards ceremony beginning in June 2023. They will be awarded through June 2032 (10 years) at which time the funding will be depleted.

### **Public Criteria:**

The Scrapy Jack Bursaries recognize one Indigenous grad and one newcomer-youth grad who are in good academic standing, have displayed a passion for a professional or personal pursuit, and have demonstrated a commitment to achieving their goals. This award may be used to fund post-secondary education or training/supplies for a personal pursuit. Preference will be given to students who have not received other major scholarships or bursaries.

### **Selection:**

No application is required. Bursary winners will be selected by the Vic High scholarship committee in conjunction with staff who support Indigenous and newcomer-youth students.

In the event there is no suitable candidate from one of the specified groups, two bursaries may be awarded to the same group. In the event there are not two suitable candidates, one student may be awarded \$2000.

**Definitions:**

*Newcomer Youth:* a Canadian immigrant or refugee who came to Canada in response to challenging world or personal events (ie. fleeing war, poverty, natural disaster, family reunification, etc.); a student whose first language is not English; a student who has financial need.

*Indigenous Student:* Those who have self-identified as Indigenous with the Greater Victoria School District and are included in our district list of Indigenous students.

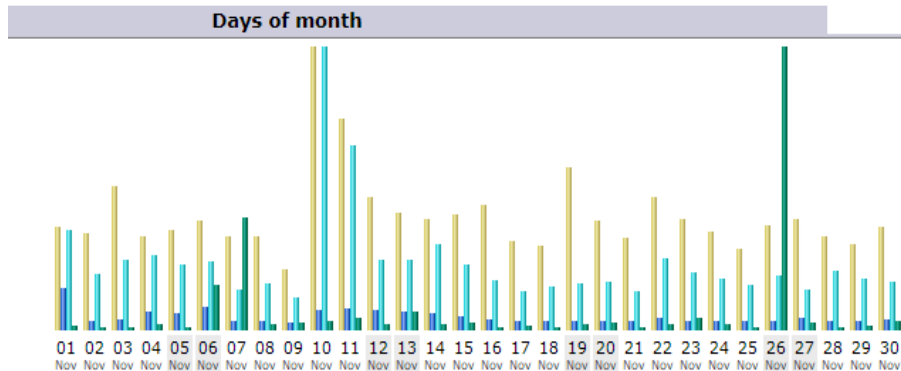
*Personal Pursuits:* could include, but are not limited to, artistic pursuits, entrepreneurial endeavours, jobs requiring informal training and/or tools, supplies, uniforms, etc.

**Website:** Paul Curtis

**VICHIGH.COM NOVEMBER 2022 WEB STATS REPORT**

Summary				
Reported period	Month Nov 2022			
First visit	01 Nov 2022 - 00:00			
Last visit	30 Nov 2022 - 23:58			
	Unique visitors	Number of visits	Pages	Hits
Viewed traffic *	3,713	6,415 (1.72 visits/visitor)	64,103 (9.99 Pages/Visit)	335,797 (52.34 Hits/Visit)

Visitors: **+40%** yr/yr  
 Visits: **+61%** yr/yr  
 Page views: **+17.5%** yr/r



**NOVEMBER 2022 ONLINE SALES**

Total sales	Net sales	Orders	Products sold
\$111.55	\$90.00	2	2
-73%	-73%	-60%	-82%

Top products - Items sold		
Product	Items sold	Net sales
<a href="#">Vic High 2020 Photobook</a>	1	\$25.00
<a href="#">Unisex Zippered Windbreaker</a>	1	\$65.00

**Website Ticket Tracker Report:** *(will insert later: LB)*