



Victoria High School Alumni Association

www.vichigh.com

ANNUAL GENERAL MEETING - MINUTES

JUNE 8, 2023

Meeting held at Vic High, Topaz Campus, and via Zoom

Call to Order: 5:36 PM

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.

Quorum Confirmed: 22 members in attendance.

Introductions: All attendees introduced themselves. Name and grad year.

Minutes: Moved and Seconded to adopt minutes of June 28, 2022 AGM. Carried.

Moved and Seconded to adopt minutes of April 25, 2023 Special General Meeting.
Carried.

Annual Report: Board Chair Helen Edwards read the Annual Report. Attached below.

Moved and Seconded to accept. Carried.

Financial Statements: Treasurer Fern Johnson presented the Board-approved 2022 Financial Statements. Attached below.

Moved and Seconded to accept. Carried.

Election of 4 Director positions, each is 2-year term: Chaired by 1st Vice-Chair Roger Skillings

Nominated and confirmed willing to stand for office:

Ed Kozicki, by Mary Anne Skill

Linda Baker, by Annie Boldt

Helen Edwards, by Linda Baker

Nita Loudon, by Anne McKeachie

Call for nominations three times

Call for nominations made 5 times. Nominations closed and nominees acclaimed.

Member Questions or Comments

1. Four Vic High alumni are battling it out on the golf course against 4 Oak Bay alumni. We're to be advised of the winner! Vic High alumni all wearing Vic High caps.
2. Thanks to Mary Anne, and particularly Shannon Edgar, for ensuring the excellent design of the new cap.
3. Ronnie Lowe – asked how he can help with Alumni tasks. Linda will follow up with him.
4. Paul (Director-Website) outlined goal of aligning the website with the Alumni's emerging fundraising goals.
5. Gerald Pash may be willing to consider helping on the Communications Team. Suggested we have King Lee give him a call.

Adjournment: 6:20 PM

Vic High Alumni

Annual Report

June 8, 2023

First, we thank the donors who ensure the Vic High Alumni can support the school and its activities. I would also like to thank our extraordinary team of volunteers. You all definitely embody the Vic High spirit.

Administration

We adopted a new Vic High Alumni bylaws and constitution in April. This ensures that we operate within the Societies Act and in the new digital world. Thanks to Rick Crosby, 1976, Brian Day, 1968, and Roger Skillings, 1968 for their leadership on this important issue. We can't thank them enough. As we move our operations to a more digital format, we can draw volunteers from outside Victoria to perform tasks that can be done online. Board meetings are open to all members, but only elected members can vote. We have been experimenting with hybrid meetings enabling those from outside our region to attend and participate. Once the new board establishes a meeting schedule, we will post it on the website.

Archives & Museum

We finished adding 7,416 individual records to a database to make it easier to search for things in the Archives and look forward to creating a more orderly way to store digital archival records. We went on several tours of the seismic jobsite to take photos and document progress for the Archives, and share information and photos via the website and newsletter. We have secured an alumni-owned business – Vintage Woodworks – to build new custom shelving for the Archives. Owner Ken Coley-Donahue, VHS 1987, won the contract to provide all the replica windows for Vic High and was keen to help with Archives shelving. The Department of Veterans Affairs has created individual online pages of each war memorial element at Vic High: our Great War Banner, the two war memorials, cornerstones and plaques,

memorial trees, the stained-glass windows, and more. The pages are being translated and we'll announce in the newsletter when they're live. We continue to receive donations for the Archives. Two major ones:

- 1915 Diary of Ernest Fairey (brother of Frank T. Fairey after whom Fairey Tech is named) was found by a DurWest labourer in the ceiling of the auditorium
- 1959 Totems Championship jacket in pristine condition, the last one in existence, was donated by a member of the team – David Nelson

Stories and contacts are being collected on the website to help with research for the next Vic High history book, to be published for Vic High's 150th anniversary in 2026. Please share your memories of your Vic High days with us.

Communications

Eleven newsletters were emailed last year, and our engagement with our 4,000 recipients is high. Our MailChimp email program allows us to target sub-groups, so we've sent emails to various grad classes at the request of reunion organizers or fundraising leads. Website traffic is up 60% over this time last year. Our new merchandise program was launched online, Vic High yearbooks- easily the most-visited area of the site-are now easier to download, our donor list has been updated, and we are tracking traffic and suggested improvements. By monitoring key performance metrics, we can improve our service to you! The Communications team prepared promotional materials to raise the profile of the Association and expand awareness of what we do. For the Vic High Awards Night, we provided descriptions and photos for each Alumni award for a slide show for attendees, and info cards to give to each Alumni award winner. We designed items for the Black & Gold Dinner, the Merchandise Program, items to send with donor thank-you notes, and more.

Events

The 2020 Black & Gold Dinner was finally held May 2023, with eight alumni celebrated and inducted into the Black & Gold Honour Roll. Numerous students attended the dinner, each a leader in the school in some way, and one of them was surprised to see so much enthusiasm by alumni for Vic High, remarking, "We really are all one Vic High family." Videos about each inductee are linked from our website, along with those of the previous 16 alumni inducted since 2014. 2025 is the Alumni's 50th anniversary, and the school year 2025-26 is Vic High's 150th anniversary. We will be developing celebratory events and activities to recognize these milestones.

Fundraising

The role of the Task Force is to develop new fundraising initiatives to refurbish war memorials, create the first-ever donor recognition wall, ensure various heritage elements can be incorporated, and refurbish grad class photos. We are also looking to help equip the new broadcast media lab, robotics engineering lab, a Vic High marching band, new art gallery area, the theatre with a new stage curtain, the new astronomy viewing deck with light-filtering

screens, and more. Some of these are budgeted for by the school over time, but the sooner we can raise funds to help, the sooner our students can benefit from these items.

We met with some very successful fundraisers who graciously shared best practices information, and we are developing some options best suited to the target projects and those most likely to donate. A benefactor has offered to fund professional fundraising assistance in order to help us achieve these ambitious goals.

We sold 24 seats in 2022 fiscal year. An anonymous donor has secured individual seat plaques for all members of the 1959 Vic High BC Championship Totems. Approximately 250 seats out of 960 total are still available on the main floor. There will likely be seats available in the balcony at some point. A new Vic High merchandise program was launched this year and everything is available on our website. The merchandise team attends all reunions with a pop-up store and generated significant sales at the recent Black & Gold Dinner.

Reunions

Reunions are resuming, some 1-2 days of events and others a single event. We continue to support reunion organizers and update the extensive information on the website to provide ideas and guidance.

Scholarships & Bursaries

In June 2022, the total value of all scholarships and bursaries awarded to Vic High students by the Alumni was approximately \$22,000. This spring, the Board was able to increase the value of the awards to over \$30,000. We are discussing with staff where additional scholarships or bursaries might be helpful to support the students.

Volunteers

The seismic upgrade of Vic High and the expansion of Alumni activities over the past few years have created numerous opportunities to get involved, help alumni stay connected, and give back to Vic High. Most of these things are or can be done online from anywhere.

1. Bookkeeping/financial management: we need a Treasurer for the Board.
2. Event organizing & fundraising
3. Donor relations
4. Supporting reunion organizers
5. Website updating (we use a very common and user-friendly platform: WordPress)
6. Maintaining our email list and website-based directory of 14,000 alumni
7. Interviewing alumni and writing up their stories for the website, newsletter & archives.
8. Working in the Vic High Archives, creating in-school displays, maintaining digital collections.

It's been a busy year and we know, with Vic High re-opening in January, there are lots of opportunities for us all to continue supporting this great school. Needless to say, we – along with all the staff and students – cannot WAIT to see our school again.

Vic High Alumni

2022 Financial Statements

June 8, 2023

COMPILATION ENGAGEMENT REPORT

To the Members of VICTORIA HIGH SCHOOL ALUMNI ASSOCIATION

On the basis of information provided by management, I have compiled the statement of financial position of VICTORIA HIGH SCHOOL ALUMNI ASSOCIATION as at December 31, 2022, and the statements of revenues and expenditures and changes in net assets for the year then ended, and Note 2, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

I performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires me to comply with relevant ethical requirements. My responsibility is to assist management in the preparation of the financial information.

I did not perform an audit engagement or a review engagement, nor was I required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

SCH & Company

CHARTERED PROFESSIONAL ACCOUNTANT

Victoria, British Columbia
May 14, 2023

VICTORIA HIGH SCHOOL ALUMNI ASSOCIATION

Statement of Financial Position

December 31, 2022

(Unaudited – See Compilation Engagement Report)

	2022	2021
ASSETS		
CURRENT		
Cash	\$ 103,951	\$ 91,894
Short term investments (Note 3)	246,706	245,611
Accounts receivable	2,413	1,813
Inventory (Note 4)	11,960	3,681
Goods and services tax recoverable	449	84
Prepaid expenses	992	2,536
	<u>\$ 366,471</u>	<u>\$ 345,619</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Deferred revenue (Note 5)	\$ 4,175	\$ 4,175
NET ASSETS		
General fund	146,878	142,612
Restricted fund (Note 6)	215,418	198,832
	<u>362,296</u>	<u>341,444</u>
	<u>\$ 366,471</u>	<u>\$ 345,619</u>

ON BEHALF OF THE BOARD

 Chair

 Treasurer

See notes to financial information

VICTORIA HIGH SCHOOL ALUMNI ASSOCIATION

Statement of Revenues and Expenditures

Year Ended December 31, 2022

(Unaudited – See Compilation Engagement Report)

	2022	2021
REVENUES		
Donations and memberships - unrestricted	\$ 31,753	\$ 8,886
Donations - restricted (Note 5)	53,486	25,500
Auditorium seat plaques, net	6,151	500
Inventory sales and special events, net	1,299	183
Vancouver Foundation (Note 7)	8,896	7,252
Victoria Foundation (Note 8)	7,500	7,500
Victoria Foundation Community Grant	600	500
Investment and miscellaneous income	2,548	1,945
	<u>112,233</u>	<u>52,266</u>
EXPENDITURES		
Student Support		
Scholarships and bursaries	20,400	15,850
School programs	2,000	2,000
School vehicle insurance	87	174
Gidney Fund Award	1,000	-
	<u>23,487</u>	<u>18,024</u>
Alumni Support		
Newsletter	4,213	4,245
Archives	95	215
Website	625	2,976
	<u>4,933</u>	<u>7,436</u>
Administrative Expenses		
Liability insurance	1,517	1,345
Legal and accounting	5,012	1,680
Other business expenses	1,482	1,981
	<u>8,011</u>	<u>5,006</u>
	<u>36,431</u>	<u>30,466</u>
EXCESS OF REVENUES OVER EXPENDITURES	\$ 75,802	\$ 21,800

See notes to financial information

VICTORIA HIGH SCHOOL ALUMNI ASSOCIATION

Statement of Changes in Net Assets

Year Ended December 31, 2022

(Unaudited – See Compilation Engagement Report)

	General Fund	Restricted Fund	2022	2021
NET ASSETS - BEGINNING OF YEAR	\$ 142,612	\$ 198,832	\$ 341,444	\$ 330,625
EXCESS OF REVENUES OVER EXPENDITURES	22,576	53,226	75,802	21,800
Transfer to Victoria Foundation (Note 8)	(18,310)	(36,640)	(54,950)	(10,981)
NET ASSETS - END OF YEAR	\$ 146,878	\$ 215,418	\$ 362,296	\$ 341,444

See notes to financial information

VICTORIA HIGH SCHOOL ALUMNI ASSOCIATION

Notes to Compiled Financial Information

Year Ended December 31, 2022

(Unaudited – See Compilation Engagement Report)

1. 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.

2. 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, 2022, 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
- revenues are recognized when donations are received from donors and the products are delivered to customers.

3. SHORT TERM INVESTMENTS

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

	<u>2022</u>	<u>2021</u>
Cash	\$ 1	\$ 163,667
Fixed income investment, 5.16% to 5.18%, due November, 2023	180,190	-
High Interest Savings Account	66,515	81,944
	<u>\$ 246,706</u>	<u>\$ 245,611</u>

VICTORIA HIGH SCHOOL ALUMNI ASSOCIATION

Notes to Compiled Financial Information

Year Ended December 31, 2022

(Unaudited – See Compilation Engagement Report)

4. INVENTORY

In 2020, the Alumni Association sponsored the Vic High 2020 Photo Book project as a fundraising initiative. In addition to the photo books that made up the 2021 inventory amount, a merchandise account was setup in 2022 which consists of commemorative merchandise for resale on the Alumni Association website and at various events such as class reunions.

	2022		2021	
Photo Books	\$	3,429	\$	3,681
Merchandise		8,531		-
	\$	11,960	\$	3,681

5. 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.

6. 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:

	2021	Donations (net of expenses)	Transfers	2022
Stadium Renewal Project	\$ 171,814	\$ -	\$ -	\$ 171,814
Helen Maxwell Bursary	-	3,280	-	3,280
Reg Reid Award	1,101	100	(1,100)	101
Thomas Mayne Award	-	249	-	249
Class of 1968 Award	1,753	700	(1,950)	503
Dorothy Evans Award	(698)	225	(200)	(673)
Archives Fund	1,972	11,650	-	13,622
Gidney Bursary Fund	1,690	6,700	(8,390)	-
Harrison Bursary	10,000	5,000	(15,000)	-
McCulloch Family Scholarship	10,000	1,300	(10,000)	1,300
Maskos Bursary Fund	200	(200)	-	-
Telescope	-	2,977	-	2,977
Building Renovation Fund	1,000	15,000	-	16,000
War Memorial	-	200	-	200
Window Project	-	5,650	-	5,650
Grad Photo Refurbish	-	355	-	355
School Bus Insurance	-	40	-	40
	\$ 198,832	\$ 53,226	\$ (36,640)	\$ 215,418

VICTORIA HIGH SCHOOL ALUMNI ASSOCIATION

Notes to Compiled Financial Information

Year Ended December 31, 2022

(Unaudited – See Compilation Engagement Report)

7. 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.

	<u>2022</u>	<u>2021</u>
Opening balance	\$ 209,848	\$ 194,453
Endowment income (loss), net of fund management fees	(15,660)	22,647
Less: Contributions paid to the Alumni Association	(8,896)	(7,252)
Closing balance	<u>\$ 185,292</u>	<u>\$ 209,848</u>

8. 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.

The transfer of funds from the Alumni Association in 2022 included a Board approved transfer of \$18,310 from unrestricted net assets for the Barbara Gidney Award, which included a donation from the Gidney family in prior years.

	<u>2022</u>	<u>2021</u>
Opening balance	\$ 448,710	\$ 263,806
Transfer of funds from the Alumni Association	54,950	10,981
Contributions made directly to Victoria Foundation	2,350	125,550
Endowment income (loss), net of fund management fees	(40,585)	55,873
Less: Contributions paid to the Alumni Association	(7,500)	(7,500)
Closing balance	<u>\$ 457,925</u>	<u>\$ 448,710</u>
