

Vic High Alumni

Board Meeting – May 8, 2024

4:30 PM | 1260 Grant St. | Library or via Zoom ([Link Below](#))

MINUTES

We acknowledge and respect the ləkʷəŋən peoples on whose territory Vic High stands, and the Songhees, Esquimalt and WSÁNEĆ peoples whose historical relationships with the land continue to this day.

Present: Helen Edwards, Linda Baker, Ed Kozicki, Paul Curtis,

Call to Order – Helen Edwards: Moved and seconded to adopt Agenda as amended. Carried.

1. Minutes

Moved and seconded to adopt minutes of March ____, 2024 Board Meeting. Carried.

Moved and seconded to adopt minutes of April ____, 2024 Board Meeting. Carried.

2. Business Arising from Minutes

AGM moved to June 24, 5:30 PM, Vic High Library.

3. Chair's Report – Helen Edwards

Helen and Linda presented information and artifacts about Vic High students at a Grade 10 Social Studies class studying World War 1. Students were keen, respectful, and some have followed up with visits to the Archives.

Helen enjoyed the May 3 Alumni tours of Vic High – greeting people outside the Auditorium.

4. Vice-Chair's Report – Linda Baker

School Tours

Big thank you to Shannon Edgar for managing pre-registrations for our Alumni member-only tours May 3 and 9, and to all the volunteers and students who helped run them.

Between the two dates, approximately \$3500 will be raised for Vic High Arts and Athletics programs.

Seat Plaque Donations

57 so far this year. (*more since this report submitted*) \$14,250. About 80% of annual operating budget. More important than the funds (this rate of purchase likely won't last), is the engagement from our members, the desire to be part of the Vic High culture.

Communications

We're preparing the Spring Print newsletter, which is postal mailed to about 160 donors without email addresses, approximately 2-3 of whom donate to the Alumni. They receive this newsletter, plus the November funding appeal mail-out. We're preparing the May e-newsletter.

Vic High – Art, Displays, etc.

I've been helping facilitate the donation by Carole Sabiston, VHS 1957, or one of her major textile works to Vic High. It will reside in the library – one of the few spaces in the school that's staffed at all times. The artist would like seating nearby for students to view, contemplate, be inspired by the piece. The librarian does not have a budget to cover these additional items. Furniture is estimated at \$3500. It's not known whether SD 61 will cover the cost of moving the Vic High Alumni Author hutch.

Plaque Prototype – Distinguished Alumni

I have a sample marble backing and have provided info to SD Facilities requesting confirmation that they will be able to mount the necessary security backing to install plaques like this.

5. **Secretary's Report – Tara Laughlin.** No report.

Treasurer's Report Submitted by Finance Team

Members: Helen Edwards, Nita Loudon, Rick Crosby, Shannon Edgar

The Committee met May 6 by zoom and addressed the following topics:

- **Review of current issues:**
 - **Bookkeeping Services:** reviewed and discussed proposal terms for contracted bookkeeping services. To recap:
 - The individual formerly provided bookkeeping services to the Alumni Association in past years prior to retirement and is familiar with the business.
 - The contractor will use their same accounting software as previous (Sage) to create and maintain a basic general ledger in 2024, working closely with the finance team in support of core reporting requirements.
 - The contractor rate is \$60/hour, and has estimated about 10 hours will be required annually based on past experience. The cost will be partially offset by potential savings in accounting services.
 - The general ledger maintained by the contractor will not house any personal or private data.
 - Acquiring our own accounting software can be revisited in future subject to identification of a volunteer bookkeeper.
 - **Board motion on bookkeeping services included below.**
 - If approved, it is planned the bookkeeper will be onboarded in June to support a return to Board financial reporting commencing September.

Consensus of the finance team was for quarterly reporting with monthly updates on any significant financial issues, subject to Board approval.

- **Budget 2024:** Following the April meeting, the team received follow up submissions from Linda and Ed regarding the draft 2024 budget, including supplemental budget requests. The requests include funding for a donations tracking software, additional IT supports, establishment of a contingency fund from unrestricted reserves, and supports for an online records system. Based on team discussion the following process was proposed:
 - Details included in the 2024 draft budget presented in April will be reconfirmed for accuracy and completeness, with the budget presented at the June Board meeting for approval.
 - Requests for new funding items, both costed and uncostered, will be summarized in a supplemental budget request for Board consideration, including potential action to form a working group or task force on specific initiatives as deemed appropriate.
 - Form a working group to develop a go forward strategy for unrestricted reserves. The scope would include the request to establish a contingency reserve; potential restriction if any to supplement funding for school programs; and what balance if any might be endowed to provide an annual operating grant in perpetuity.

 - **Online Platform:** The team discussed current progress on implementation planning for consolidating alumni records on a central online platform, including potential options for a Board approved project plan to support this initiative.

 - **Fund raising:** The status of recruiting third party resources for fund raising and potential corporate sponsorships was discussed. The team consensus was this was a topic for Board consideration.
- **Board motions and actions:**
 - (1) Moved and Seconded to approve contracted bookkeeping services for 2024, with cost estimate of \$600 to be included in the 2024 budget. Carried.

 - (2) ACTION: Finance Committee to provide a quarterly financial report on year to date operating results to the Board commencing September 2024, with monthly updates on any significant financial issues.

- (3) ACTION: Board to establish and appoint a working group of directors and volunteers to develop a proposed strategy for unrestricted reserves for Board approval.

The Finance Team will review the following questions raised at the meeting and report back at the June Board meeting.

- Where will our Alumni ledgers and financial records be stored?
 - o Is the accounting being done on an online platform?
- If the ledgers and financial records are being kept on peoples' personal computers
 - o What level of security does each of these computers have?
 - o Where are records backed up?
 - o Who from the Alumni Board will be able to access the records if personal computers become compromised or the contracted bookkeeper or volunteer is unable to access their computer, perform Alumni bookkeeping tasks, or provide information to the Alumni?

The 2024 budget will be tabled at the June board meeting.

The question of corporate sponsorship was raised by Nita/Finance Team, who said that several years ago the Board voted no to professional fundraising. It was noted that at no time, was such a motion passed.

6. Vic High Principal's Report – Sara Reside, Vice-Principal

- Alumni tours of Vic High have been very successful.
- May 26, 11 am – 1 pm, Vic High is hosting a public open house with fundraising concession, possible volleyball games, etc.
- Vic High's musical theater production of RENT starts this evening and runs until the week-end.
- June 4 if the formal Grad Ceremony with speaker Diana Studer, architect on the recent Vic High upgrade project
- June 17 is Vic High Awards Night – some alumni will be invited to attend.
- Work is still being done in the Auditorium and deficiencies around the school are being addressed
- A Staff Décor Team – including Linda Baker and Annie Boldt – will review items still to be hung and recommend which ones should go up and where
- New Vice-Principal September 2024: Jen Bartlett, currently VP at Oak Bay and before that at Esquimalt.

7. Standing Committees, Ad Hoc Committees & Task Forces

a. Archives & Museum Annie Boldt, Linda Baker

It's official. We are open for business and will soon sort out and publish our regular hours of operation. It's taken 240 volunteer hours in April to get us this far, and we can now think about all the work needed to get new digital collections established and create rotating displays in the school. The new shelf arrangement and our 2019-2020 sorting and organizing of the collections has increased space efficiency, and we have good storage in the basement. We lack sufficient work space but hope to resolve that soon, and have been authorized to create a display on the wall above the lockers directly opposite our door. We will also hang bulletin boards either side of our door and rotate displays, photos, etc.

Student interest has been very high. They stop by for tours and some are volunteering to help. They love the old Camosuns, are amazed by the old ledgers – 1892 Visitor Log, 1924 Staff Meeting notes, and more. They look up family and friends in old Camosuns, and love some of the old textiles. We're told retro is very big with students these days. That can only encourage their ongoing interest.

- We have sorted all the excess Camosuns, set aside some, and have a list of all that can be given away or eventually discarded if necessary.
- Volunteers have unpacked all our trophies and put most on display and identified some needing repairs.
- We will participate in a Principal-appointed team of staff to review all items that came off the walls in 2020 and recommend which items should go back and where.
- We will support, provide input, and work with the School District 61 Archives volunteers, who have proposed all school archives be set up on District library software.
- Students have begun inspecting our textiles collections, and have identified some we've had to discard. We're grateful these were found as the growing mold could have infected other pieces.
- We've installed plaques in the Archives office on the 1914 boiler room desk, the 1914 classroom storage unit, and the work counter made of marble from the 1914 bathroom stall walls. We will be installing plaques on the 1910 Princess Mary vessel liquor cabinet that is now housing displays in the Biology classroom, and on the Alumni-donated Vic High Alumni Author Collection antique cabinet in the library
- We have updated the library's collection of Camosuns from surplus Camosuns we had on hand
- We are organizing and storing in the map drawer unit, all the oversized envelopes containing Collections items

The old classroom clock is on hand and may be installed in the Heritage Classroom, or possibly in the Archives.

We are helping facilitate the donation by Carole Sabiston of her extraordinary 2003 textile piece, Everything Below All of the Above textile art (9' wide by 6' high). We have toured Carole through the building and are working with her and staff to determine the optimal location and organize installation.

We have created displays in the front office/museum room and will rotate them every few months. And we have plans for displays in the large cabinet on the NW corner of the 1st floor south hallway, and to

find locations for two other antique display cabinets that used to sit on the NE and NW corners of the Roper Balcony. We anticipate other display others will be established in the school as well.

Annie is back, gradually increasing weekly hours, and will soon start accessioning new items. Linda is organizing projects for volunteers, and waiting for the resources to get our new computer online. We are totally indebted to the wonderful new volunteers that have been assisting us: Adele Fraser, 1978 (keen to help with new displays), Tony Poniedzielnik, 1978, Ann Auld, 1978, Janice Mercer, 1960, Edeana Malcolm, 1969, Bill Broadley, 1951, Christy Bowen, 2000 and her son, 2026, Lori Ann Locken, 1974, Rod Edwards, 1974, and especially Rosemarie Felsing, 1972, who has put in many hours and will help with anything we ask of her.

We're finding our physical presence in a prominent high-traffic location and in the school in general is helping build valuable relationships with staff, which can only enhance the Alumni's ongoing working relationship with Vic High. We invite all Directors and active volunteers to spend regular time in the Archives, helping us keep it open as many hours as possible during schooldays, and continuing to build relationships with students, staff and alumni.

b. Black & Gold No written report

c. Communications No written report. See Vice-Chair report above.

d. Scholarships & Bursaries Don Kissinger

(Sorry I will again miss a meeting due to a funeral on Wednesday afternoon in Sooke. At least it's not mine!)

Lynda Shioya potential bursary: The dance scholarship/bursary donation by Lynda Shioya will not happen this year. I had contacted her and the staff members involved. There was some question about the criteria. I advised Lynda that if she made an endowment, she can put her specifications in the Terms of Reference, but teachers can't really do more than they offered.

From Teachers: The Sr. Dance Award named the Victoria High Dance Cup acknowledges a young artist who demonstrates artistic expression, technical excellence with a mature work ethic and graciousness to learn.

The Victoria High Choreography Trophy recognizes a dancer willing to take risks and challenge the creative process while directing, guiding and communicating to their peers.

I think it would work well to add Lynda Shioya's name and \$250 to each of these awards. I have cc-ed Sean here as he is in charge of all scholarships.

(I sent the above to Lynda)

Lynda replied that she is still interested but perhaps for another year. Se would want to know the parameters for selecting winners, when it is awarded and the total amount the recipient receives.

My reply to Lynda: The dance teachers would not be able to provide more detailed criteria than these general considerations. They have had the experience of working with the students over the year or years and would use that knowledge to make their decision. As a donor you can expect your \$ to go where you want it to go, the dance students, but to expect to be involved in the individual decisions is really the realm of the teachers of those students. That is not to say that you can't set criteria for your donation were you to set up an endowment.

Maskos and Leduc McQueen awards are being sent directly to Vic High via Sean. Vic High will provide the receipts. Sean has been the person working with them in the last few years with these annual donations.

Awards night is Monday, June 17 Any member of the Alumni who wishes to go on stage to present the envelope let me know and I'll pass on names to Sean.

e. Website

- f. Merchandising** No written report. Verbal info from Ed: \$800 worth sold at Class of 1963 reunion, \$1000 worth sold at May 3 Alumni Tours. Merch booth will be at May 9 Alumni tours, May 24 Tours for past staff, and May 26 Open House. VP Sara also noted that Passion Sports provides items to Vic High, and our Merch Team could contact them to see about piggy-backing orders, etc.

g. Fundraising Task Force (need to insert Ed's written report here)

It was confirmed, with numerous examples given, that sponsors are acceptable for alumni events, school events, etc. The only limitation is that SD 61 does not allow permanent sponsor attribution or signage on school properties.

8. New Business

- a.** Discussion of Thank You's to:
 - i. Contractor, sub-contractor
 - ii. Interior designer
 - iii. Architect (Mann, Studer)
 - iv. Heritage architect
 - v. Cc the SD on these?

Keith McCallion will work with Linda on drafting letters. Linda will add to the newsletter article list, interviews/stories with the above.

- b.** Costs of refurbishing Grad Class Photos. Linda will get updated quote for the years that need work, and provide possible contact names/info to Roger. He will make phone calls to the various years soliciting donations for the work needed.

- c. Extracurricular funding: Keith, King, Nita, Roger, and Ian will contact Matt Phillips and Kim Sholinder to set up a meeting to discuss extracurricular funding needs.

9. **Adjournment:** 6:00 PM

ACTION ITEMS