

ESQUIMALT HIGH SCHOOL ALUMNI ASSOCIATION

MINUTES OF DIRECTORS' MEETING

7:00 pm Monday Jan. 22, 2018 Esquimalt High School Staff Room

Attendance: Dave Allen, Trish Best, George Copley, Marilyn McCrimmon, Gary Moser, Brenda O'Connor, Ryan Richard, Tammy Renyard.

Regrets: Lorna Reid, Barry Scott, Colette Scrimgeour,

1. Call to Order – Brenda O'Connor

Brenda O'Connor called the meeting to order at 7:02.

2. Minutes of Oct. 23, 2017

Marilyn McCrimmon moved approval of the minutes and Trish Best seconded. Carried.

3. Recognition of Executive Members Leaving – Brenda O'Connor and Dave Allen

It has been the practice to present plaques to departing executive members. Directors discussed costs and whether there should be a minimum number of years served on the executive before receiving a plaque. There were no formal motions, but we agreed that there will not be a required minimum number of years served before such recognition is given, and we also agreed that the departing members will receive a practical gift such as an EHS mug and perhaps a restaurant gift certificate. Gary Moser stated that people serve on the executive for many reasons, and while recognition is appreciated, receiving a departing gift is not the driving force.

4. School Update – Tammy Renyard

As always, the school is a busy place with a range of activities going on at all times. Tammy summarized for us:

-the Challenge Open House, co-hosted by Esquimalt and Mt. Doug, drew over 400 people

-Esquimalt may have two grade nine cohorts in the Sept. 2018 Challenge program

-EHS hosted the Firefighters Basketball Tournament this weekend – EHS boys and girls teams played

-there was a Rugby open house last week

-a Russian ballet school in the neighbourhood has selected EHS as their school of choice to deliver the academic program to the aspiring ballerinas in the school

-EHS will offer flexible programming for these young women, some of whom will be international students

-ballet school students will begin attending EHS in September

-there will be an Alumni basketball game on Feb. 2nd

-athletics is drawing huge numbers right now – especially more girls than usual - partly due to the involvement of many staff members

-8-10 boys' rugby team players will be going to Scotland for Spring Break 2018

-Spring Break 2019, the girls' rugby team will go to England and Scotland

-during a recent absence of the Athletic Director, Mike, 10 of basketballs – at a cost of \$750 - were stolen. He asked that the Alumni Association consider funding the replacement of the basketballs. Dave Allen moved that we allocate up to \$750 for the replacement of the basketballs. Gary Moser seconded. Carried.

5. Treasurer's Report –

In the absence of a treasurer, Dave Allen reported that we have approximately \$1400 in the Alumni Account. We discussed recruiting a new member to take on the treasurer position, and what to do in the meantime. Brenda offered to take on the treasurer's duties for now, if something else could be taken off her plate. Dave Allen moved that the treasurer position be filled by Brenda O'Connor until another treasurer comes forwards. Gary Moser seconded. Carried.

ACTION

1. Brenda O'Connor will coordinate with vice-president Gary Moser and secretary Marilyn McCrimmon to meet at Coast Capital to officially change the signing officers.
2. Marilyn McCrimmon will compile agenda items and send out the agenda prior to the April meeting. She will continue this task for subsequent meetings until further notice.

6. Membership, Registry and Website – Ryan Richard

Ryan reported that we have 1219 members, and 500 of them are active. He recently bought a zipdrive to back up the data. Executive members discussed ideas for the spring newsletter, and came up with the following items:

1. A paragraph about the transition to the new Societies Act. (Dave Allen will write it and George Copley will edit.)
2. The 2017 Scholarship winners. A story about past winners was suggested.
3. School update could include a write-up on the student volunteers who helped at Ribfest, and perhaps the students who went on to become Rainbow Kitchen volunteers as a result of their work during Ribfest.
4. A paragraph on the long-term plans for the turf field. Tom Woods is a good resource for this item.
5. A blurb about the school being willing to accept any EHS memorabilia that members would like to donate.

ACTION

1. Brenda will pass on this information to our new Communications Director, Colette Scrimgeour, who was unable to attend.

7. Scholarship Report – Lorna Reid

Tammy Renyard informed us that Dana Bjornsen has taken over scholarships from Ally Hoffmann at EHS.

ACTION

1. Trish Best will ask Lorna Reid to contact Dana.

8. Heritage Report – Brenda O'Connor

Margo and Nola and Marybeth are all willing to carry out an inventory of the archive items. Dave asked Brenda to email them to ask that they begin the task. The executive discussed what tools they might use, such as Excel spreadsheets. Tammy emailed the Vic High principal for information on their archives. Tammy offered the assistance of the school's Business Education students as they are familiar with computer programs such as Excel.

ACTION

1. Marilyn McCrimmon will contact the president of the Vic High Alumni Association to ask for ideas, and will communicate her findings to Brenda and Dave.

9. Society Act – George Copley

George stated the new requirements for record keeping as specified in the new Society Act. Three levels of rights of access are defined for the three groups that may wish to access the records: executive members, alumni members, and members of the public. As expected, executive members have full rights of access, and restrictions apply for the next two levels. Posting the items that are permitted full access on the website (such as minutes) will fulfill the requirement for access by alumni members and members of the public.

Records of registry certificates, constitution and bylaws, annual reports (including change of address and change of directors), minutes of AGMs, and minutes of Directors' Meetings must all be kept in a secure location at the school. George distributed a copy of the new constitution and bylaws to each executive member. George also informed the executive that he has filed the required transition reports for both the Alumni Association and the Foundation. A copy of our new constitution is now on the Society's registry website, and George informed us that that version prevails over any printed copies.

We discussed financial records and confirmed that they must be maintained by the treasurer.

The Societies Act requires that we keep records back ten years.

10. Other Business

Buccaneer Days - Dave Allen

Dave has asked that someone else take on the supervision of Alumni involvement in Buccaneer Days, scheduled once again for the Mother's Day weekend of May 11 and 12. We discussed the less than optimum date of Buccaneer Days as well as the unpredictable weather. We acknowledged that selling langos is generally a good fundraiser and we don't want to give that to another group to run. We decided that the Alumni Association would ask Rainbow Kitchen to take the lead for Buccaneer Days, and we will continue to coordinate the langos booth at Ribfest. We also decided that the outside langos booth would be our only presence at Buccaneer Days, and we will provide volunteers, and we will have our merchandise for sale there. We will not set up a booth inside the arena this year.

ACTION

1. Brenda O'Connor will ask directors at the Rainbow Kitchen to designate someone to coordinate the langos booth during Buccaneer Days.
2. Tammy will ask the EHS Business Ed and Photography teacher to develop a photo montage of EHS activities and archive photos with the purpose of showing it on a computer at the EHS/Rainbow Kitchen langos booth on Buccaneer Days.

Turf Fund Update – Dave Allen and Tammy Renyard

There is \$150,000 in the account now. The school district is reaching out to the Esquimalt municipal council. Down the road we anticipate a joint use agreement between the municipality and the school district, and possibly, Gorge Soccer Association. Approximately \$1.3 million is required for the turf field and the lights. A fieldhouse will come later.

Donations – Dave Allen

Dave reported that donations to the Alumni Association are down this year, and he suspects the fact that members were contacted by email instead of receiving a notification in the mail may be the reason. It is easier to dismiss or forget about an email, than a mailed request for donations. Currently, we are fund-raising to increase the scholarships by number and amount, and to replace some of the school's musical instruments. One idea is to put a plea in the newsletter about the needed new instruments. We will discuss this issue at April's meeting.

11. Adjournment

The meeting was adjourned at 8:50 pm.

The next meeting will be Monday April 23, 2018 at 7:00 pm.

Note: The Funding Society Executive Meeting was held following this meeting.