DRAFT

CODE Annual General Meeting
Sunday, October 25st, 2015
Hilton Mississauga Meadowvale
Agenda
Chaired by Sarah Papoff, CODE President

1. Routine Business

1.1 Call to order and welcome
1.2 Adoption of minutes of last meeting (AGM 2014)

I, Shawn Rocheleau, move to adopt the AGM 2014 meeting minutes from Delta Ottawa. Seconded by Cameron Ferguson. Motion carried.

1.3 Adoption of AGM agenda

I, Kim Snider, move to adopt the AGM 2015 agenda. Seconded by John Thomas. Motion carried.

2. Summary Reports

1.1. Discussion regarding reports

Membership
- Current membership status (**832** members total)

1.2. Highlights from Executive reports

Past President - see report

Treasurer - see report
- Jen shared the budget for the upcoming fiscal year and the budget from the previous year (2014)

Secretary - see report

Vice President - see report

President - see report

- Sarah would like to formally like to thank Clyre Lindley for her for all that she's done for code and congratulate her on her new position as vice principal.

3. Elections

Kim Snider identified the newly elected (acclaimed) executive board members.

Conference Co-Chair - Shawn Rocheleau
Conference Co-Chair - Rochelle Matthews
Publications - Jesse Kennedy
Membership Coordinator - Kim Erin Spratt
Dance Liaison - Lauren Van Gijn
Drama Liaison - Liz Burnip
Metro Toronto Rep. - Ayessatta Conteh-King
Eastern Rep. - Matt Sheahan
Northern Rep. - Cheri-Anne Byrne
Mid-Northern Rep. - Jennifer Giancola
Western Rep. - Andrea Santangelo
Central West Rep. - John Thomas
Central Eastern Rep. - Cameron Ferguson
Communications - **open position**

Meeting adjourned at 9:59am.

CODE: The Council of Ontario Drama and Dance Educators
AGM Reports 2015
DRAFT - NOT YET APPROVED

Board Position - President

Name: Sarah Papoff

Summary of Activity

- Continued with regular duties including: On-going communication with membership and board members via email on upcoming and on-going events.

- Attended the **2014 CODE conference** and performed my duties as vice-president: thanking presenters, supporting events, introducing and thanking the keynote Lynn Fels, performing duties as assigned, networking and presenting my research in a panel discussion. Thanks again to all who attended. Thank you to Gisele and the committee for a wonderful weekend!
- Attended **OTF Ministry Updates** and presented on behalf of CODE in the Learning Carousel about Drama, Dance and Inquiry. Gave subject association updates. Participated in meeting on Inquiry with Ministry updates. Please see this link for collaborative notes: **http://goo.gl/Elto0q**
- Attended **ETT PD Day** on Behalf of CODE with Clyre Lyndley and Shawn Rocheleau
- Attended **OTF Forum meeting** with a focus on the Everyone is Able resource and a tour of the new ETFO building. Please see this link for collaborative notes: **http://goo.gl/0YjrPX**
- Liaised with board members as they transitioned into new roles to discussed roles and strategies.
- Co-planned TCDSB workshops with Rochelle and Brooke for January 26th and January 29th, 2015
- Liaised with leads of OMEA and OAEA regarding joint initiatives and advocacy

- **Web launch:**
    - collaborated with Rochelle Matthews, David Booth and Shawn Rocheleau to promote, organize and set up event.
    - thank you to Dr David Booth for assistance in booking the event.
    - hosted event and arranged guest speaker Stephen Wei to discuss website
    - networked and celebrated at event itself. Thank you to all board members and CODE members past and present who attended. Thank you to David Booth, Larry Swartz, Debbie Nyman and Kathleen Gallagher for book signing.
- **CNAL:**
    - attended research hub and facilitated educator discussion group while maintaining CODE's position
    - sent a follow up letter with research hub notes and CODE's position on supporting policy around teacher's assessment and evaluation. CODE's position should continue to be that we do not support a handbook for teachers on assessment and evaluation in the arts as we are government by our provincial policy documents (Ontario Curriculum and Growing Success)
    - PAONE/Prologue: Met with Patty Jarvis around CODE partnerships in the conference and in future
- **Conference 2015:**

    - supported conference committee with ongoing communication with conference co-chairs and committee, attending meetings, providing information, arranging presenters.
- **OTF/Ministry faculty Forum:** Presentation accepts and cancelled due to provincial union job action
- **Inquiry writing project:** coordinated hiring and training of elementary writers and supervised project**.**
- Collaborated with Brooke Charlebois in organizing the Kempenfelt retreat. Thank you for her hard work in organizing this weekend event for CODE.
- Liaised with Universities about future CODE presentations and support of pre-service drama and dance after a very successful series of workshops by Brooke Charlebois and Rochelle Matthews.
- Attended HipHop STEMPOSIUM to see our upcoming keynote Amanda Parris speak.
- Posted ongoing relevant news and events to the CODE Facebook page and shared with Shawn for posting on the blog.
- Supported lead writers for elementary Inquiry Writing project via email and in person, reading the work as it arrived. Inquiry Writing is now being edited and revised for posting via lead writers.
- **ONTEA report:** Updates on which universities are supporting the arts actively in their two year faculty programs. Relevant Faculty forum session chaired by Terry Sefton from Windsor. CODE will continue to advocate for and support explicit teaching of the Arts in pre-service.
- **IDIERI invitation:** April 2016, call for presenters due January 2016.
- Actively liaised with Prologue, attending Prologue preview night May 25th, 2015
- **NRTEA:** attended NRTEA in Ottawa May 28, 29th, 2015 Valuable networking and advocacy. Please see NRTEA.org for conference notes and summary.

Board Position - Vice President/Conference Co-Chair

Name: Daniel Lalonde

Summary of Activity

- Continued regular duties as VP including ongoing communication with board members, especially in regards to the 2015 conference
- Attended 2014 Conference and assisted with a variety of duties with other board/conference committee members
- Attended **OTF** Retreat on behalf of CODE
- Attended **CNAL** Research Hub
- Continued to update CODE Twitter feed - @dramadancecode
- Collaborated with Conference committee in preparation of 2015 conference:
    - Ongoing meetings with co-chair

    - Committee meetings; budget; ongoing communication
    - Collaborated with registrar in the writing and creation of conference website

  Collaborated with staff of Hilton Mississauga/Meadowvale in preparation of the conference

Board Position - Treasurer

Name: Jennifer Mavity

Summary of Activity

- continued with my regular duties as treasurer
- continued to work with exec. to facilitate processes for recording, communication and tracking of financials
- fulfilled duties as Conference Treasurer in preparation for 2015 Conference
- worked with executive and management board to facilitate, order and create swag for new logo

Board Position - Secretary

Name: Clyre Lyndley

Summary of Activity

- Fulfilled regular duties as Secretary
- Advocated for Drama Education, Dance Education, and CODE at various Faculties of Education, Union functions, and Parental/Community Agencies
- Promoted CODE at various AQs, delivering workshops and distributing CODE Advocacy materials
- Promoted CODE through ETFO Voice Magazine Article “Dance is Elementary to Education” http://etfovoice.ca/article/dance-is-elementary-to-education/
- Completed role as Conference Treasurer 2014, passing on responsibilities to new Conference Treasurer

Board Position - Past President

Name: Brooke Charlebois

Summary of Activity

- Fulfilled my regular duties as Past President (e.g. maintain email communication with board and members, assist and counsel current President etc)
- Continued to present at York University in their preservice education program. This continues to be vital work, as often, my 3 hour presentation is the only dance training the preservice teacher candidates receive. CODE continues to advocate the importance of dedicated time to on-going training in dance and drama for preservice candidates as dance and drama are a mandatory component of the Arts curriculum at the elementary level
- Supported CODE President in her response and advocacy around the Canadian Network for Arts and Learning's Assessment Handbook
- Promoted CODE at events such as ETFO's Presenter on the Road workshops and Burlington Performing Arts Centre's teacher professional development days
- Planned the 2015 CODE Board retreat. This continues to be a valuable practice of bringing the board together for a weekend or brainstorming, visioning, goal setting and working to improve for our membership
- Worked on the Elementary Inquiry writing project
- Presented at the Dance and the Child International conference in Denmark, representing CODE

Management

Board Position - Drama Liaison

Name: Liz Burnip

Summary of Activity

- Assisted with, promoted and attended the 2014 Ottawa CODE Conference and assisted with various other CODE committee and board members
- Promoted CODE with posters, literature and bookmarks at the first ETT Arts Conference at Ryerson
- Connected CODE with the ETT PD Day with a free table and display to reach thousands of elementary school teachers.
- Continue to maintain and nurture a relationship with CODE and Ontario Sears Drama Festival
- Answered emails as drama liaison

- Promoted CODE through facebook, instagram and twitter accounts
- Wrote for grade 9 and 10 drama courses for the Inquiry Resource Project
- Assisting in supporting CODE conference coordinators and committee for the upcoming 2015 CODE Conference “We”

Board Position - Dance Liaison

Name: Julia Gutsik

Summary of Activity

- Continued communication with the PULSE team and building the Ottawa team for the conference in May
- Responded to emails as dance liaison
- promoted the upcoming CODE Conference via my network and external contacts

Board Position - Membership

Name: Andrea Santangelo

Summary of Activity

- managed Membership activity
- emailed Membership in regard to registration concerns and assistance
- on CODE conference board, working on program
- promoted the upcoming CODE Conference at school board and FDK events and AQs

Board Position - Publications

Name: Shawn Rocheleau

Summary of Activity

- Ongoing management of CODE Website content and front-end functionality
- Worked to make all social media platforms (Twitter, Facebook, website) had consistent branding and appearance
- Website Launch:
    - collaborated with Sarah Papoff, Rochelle Matthews and David Booth to organise and promote the launch event
    - assisted in the running of the event on the day

    - Participated as a speaker on the future of the CODE website
- gathered and created content for the website
- As Trade Fair Rep for the 2015 CODE Conference
    - collaborated with the Conference Committee to create a comprehensive Sponsorship and Trade Fair package for potential vendors
    - Reached out to past trade fair vendors and new potential vendors to be a part of this year's conference
    - Created new Trade Fair Vendor Welcome Package

Board Position - Communications

Name: Ayesatta Conteh-King

Summary of Activity

Nothing to report- new board member

Board Position - 2015 Conference Chairs

Name: Daniel Lalonde & Jeff Newberry

Summary of Activity

- Developed theme for 2015 CODE Conference (*Drama, Dance, and the Discovery of WE*)
- Consulted with past conference chairs, and past conference committee members to unpack their experience and better understand the task
- With committee and conference registrar, developed conference website
- On-going communication with committee through meetings and online collaboration
- Collaborated with staff at Hilton Mississauga/Meadowvale in developing the details of the conference
- With committee members, invited applications to present at #CODEconf2015, and selected 45 workshops across all areas of drama and dance to support our big picture theme of building "WE" through drama and dance.
- With committee members, developed schedule for conference, including events and workshop distribution
- Frequent correspondence with CODE members and potential members fielding questions and providing information about the conference.
- Worked with GTA companies in organizing conference tech and live music
- With conference treasurer, ensured conference remained on budget
- Partnered with local established and emerging artists to provide live entertainment throughout the weekend

- Built a framework for a future biennial student conference, to occur in alternating years with PULSE

Board Position - Eastern Rep

Name: Gisele Paquette

Summary of Activity

- Fulfilled regular duties.

Board Position - Central East Rep

Name: Cameron Ferguson

Summary of Activity

Continued regular duties as Central East Rep
Gathering links for resources section of website

Board Position - Metro Toronto Rep

Name: Rochelle Matthews

Summary of Activity

- Managed website inquiries/email for Toronto region
- Corresponded with outreach coordinators from local dance and drama organizations in the GTA
- Continue to correspond with various arts institutions, program coordinators promoting CODE and sharing information to Toronto Members
- Attended and promoted the CODE Conference in Ottawa 2014
- Joined 2015 Conference Committee as Workshop Coordinator:
    - member of workshop selection team
    - attended conference committee meetings
    - created workshop presenter contact lists and corresponded with all selected workshop presenters
    - mailed out all contracts and collected all signed contracts
    - provided workshop schedules to Ron Dobson to be uploaded to conference website
- Named 2016 Conference Co-Chair; worked in partnership with Shawn Rocheleau to generate ideas and themes for next year's conference.
- Attended various networking hubs for the Canadian Network of Arts and Learning (CNAL) in Kingston, Ontario as well as the networking hubs and Annual

Conference in Toronto at the Conservatory of Music; promoted CODE and gathered information about their upcoming research project pertaining to the evaluation of the arts (Evaluation of Arts Learning Handbook)
- In partnership with Sarah Papoff, coordinated CODE website re-launch and book signing event at OISE/UT Nexus Lounge.
- Presented 2 drama workshops for the Toronto Catholic DSB for South/West and North/East elementary teachers
- Presented drama workshop at York University for 3rd year pre-service Concurrent Education students
- Hired for CODE Inquiry Writing Project; accepted as Junior Division writing team

Board Position - Central West Rep

Name: John Thomas

Continued regular duties as Central East Rep

- Gathering links for resources section of website
- Sent out newsletters
- Promoted CODE in my region and throughout my travels
- Developing CODE Manual/FAQ
- Investigating Buffalo Canadian Teacher Education Programs to promote CODE
- Developing Membership Survey

Board Position - Western Rep

Name: Sarah Hodgkinson

Summary of Activity

- Fulfilled regular duties

Board Position - North Eastern Rep

Name: Emily Caruso Parnell

Summary of Activity

- Sent out regional mailings highlighting local events as much as possible

- Promoted CODE membership and resources with local university programs and local school boards
- Continued working with the National Ballet School and PHE-Canada on developing Sharing Dance resources.
- Taught a one-week Sharing Dance program at the National Ballet School in July 2015l that was filmed as part of developing teacher resources for Sharing Dance.

Board Position - North Western, Out-of-Province, and International Member Rep

Name: Jessie Kennedy

Summary of Activity

- Communicated with members as a Rep through monthly mailings
- Represented CODE at the Simcoe DSB Arts, Equity and Innovation Conference
- Distributed CODE promotional materials and represented CODE at the Singapore Drama Educators Association Conference while attending as a presenter and delegate
- Took part in CODE 2015 Conference Committee Meetings