



**CODE Management Board Meeting**

**Saturday, September 19, 2015**

**Location: 5817 Turney Drive, Mississauga, ON**

**Time: 12:30 -3:30pm**

Co-Chaired by Dan Lalonde, Vice President and Sarah Papoff, President

**Present:** Jenn Mavity, Andrea Santangelo, Rochelle Matthews, Cameron Ferguson, Brooke Charlebois, Liz Burnip, Shawn Rocheleau, Jeff Newberry, John Thomas, Jessie Kennedy, Kim Snider

**Regrets:** Clyre Lyndley, Julia Gutsik, Gisele Paquette, Sarah Hodgkinson, Ayesatta Conteh-King, Emily Caruso-Parnell

**1. Call meeting to Order**

***I, John Thomas move to call the September meeting to order, Shawn Rocheleau seconded.***

***Motion carried.***

**2. Adoption of Minutes**

***I, John Thomas move to adopt the minutes from the June 2015 meeting. Cameron Ferguson, seconded.***

***Motion carried.***

**3. Adoption of Agenda**

***I, John Thomas move to adopt agenda for this meeting, Cameron Ferguson seconded.***

***Motion carried.***

**4. Board Reports**

- Executive and Management Members shared highlights from their Board Reports
- Brooke Charlebois and Kim Snider to share Past President role (sharing vote)
- Clyre moving on from CODE to be a Vice Principal, we congratulate her on her new placement
- Rochelle to take over as Secretary effective immediately
- Due to ETFO job action, Kim and Dan will attend meetings as needed on CODE's behalf.

- Jenn reported on budget in preparation for October AGM

***I, John Thomas move to adopt motion for 2015-2016 budget, seconded by Dan Lalonde. Motion carried.***

**Action Items arising from Reports:**

- Rochelle will liaise with contacts at York U about getting CODE to present at preservice programs.

**3. Conference 2015**

- Please see Conference report.

**4. New roles on Board, election and upcoming dates**

- Thank you to all of the Management board for your work and to all outgoing members. Please note this is an election year at the conference.

**5. Inquiry Writing project updates**

- Refer to Sarah's board reports.

**6. Discussion items**

- Publications
- Advocacy
- Current Union updates
- Upcoming events: Student Conference moved to Spring.

**ACTION ITEM:** Sarah to contact Carmelina about having Pulse table at trade show

**ACTION ITEM:** Sarah and Dan to email Bruce at Theatre Ontario regarding student conference

**7. Working Groups**

- Communication and mailings: Regional Reps
- Advocacy: Dance and Drama Liaisons
- Membership and Vice President
- Publications: Update photos and website
- Secretary and Past President: Google drive, AGM reports

**8. Other business:**

- Rochelle and Shawn to propose 2016 Conference theme: Pick your Path 2016.

**ACTION ITEM:** Shawn and Andrea to work on bookmark design

**ACTION ITEM:** Jesse, Shawn and John will create regional reps google form members survey for Sarah and Rochelle to vet.

***Shawn Rocheleau moves to adjourn meeting, Liz Burnip seconded. Motion passed.***

\*Board Reports below.

## ***Board Reports***

## **Executive**

### **Board Position - President**

Name: Sarah Papoff

#### **Summary of Activity**

- Ongoing communication with membership via email and mailings.
- Ongoing support of conference planning and committee, including conference registrar and PayPal management.
- Secondary inquiry writing project hiring and coordinating. Managed writing project and coordinated two writing days in August 2015.
- Meeting with OMEA and OAEA in August 2015 about joint arts support and advocacy planning.
- NRTEA in Ottawa: Excellent event with a focus on the future of arts education in preservice. Kim Snider presented on the International state of the arts. Joel Westheimer spoke on the importance of Social Justice and students as Engaged citizens, Creativity and Innovation project in OCDSB presented. Please refer to the website for more details. <http://nrtea.ca/2015/04/10/registration/>
- Communication with OTF regarding current contract negotiations.
- Worked with CODE treasurer on financials and 2015-2016 budget. Supported her work with PayPal regarding management of the account.

### **Board Position - Vice President**

Name: Daniel Lalonde

#### **Summary of Activity**

- Attending ARTSECO meeting on September 22
- Continued to update CODE Twitter feed - @dramadancecode
- Ongoing communication with management board
- Collaborated with Conference committee in preparation of 2015 conference:
  - Ongoing meetings with co-chair
  - Committee meetings; budget; ongoing communication
  - Collaborated with registrar in maintenance of conference website
  - Collaborated with staff of Hilton Mississauga/Meadowvale (yay Debbie) in preparation of the conference

## **Board Position - Treasurer**

Name: Jennifer Mavity

### **Summary of Activity**

- prepared financials for fiscal year end to share with accountant
- communicated with accountant regularly to ensure appropriate preparation of financials
- worked with conference treasurer to prepare financials for year end
- communicated regularly with 2015 conference chairs regarding treasury
- communicated with PayPal for management of CODE account
- worked with CODE President to share year end financials and preparations for 2015/2016 budget
- communicated with Blue Mountain Resort for potential 2017 site

## **Board Position - Secretary**

Name: Clyre Lyndley

### **Summary of Activity**

- continued to fulfill duties as Secretary
- Represented CODE at workshops, in-service and AQ training for ETFO

## **Board Position - Past President**

Name: Brooke Charlebois

### **Summary of Activity**

## **Management**

## **Board Position - Drama Liaison**

Name: Liz Burnip

### **Summary of Activity**

## Board Position - Dance Liaison

Name: Julia Gutsik

### Summary of Activity

- Nothing to report.

## Board Position - Membership

Name: Andrea Santangelo

### Summary of Activity

- continued to update Membership
- continued to respond to emails related to Membership
- on Conference committee working on program.

Membership Summary										
Members by Type	August – (Last Month)			September (MTD)			2015 (YTD)			Current #
	New	Renew	Total	New	Renew	Total	New	Renew	Total	
CODE Full Member	23	13	36 [ 36 ]	46	14	60 [ 60 ]	197	88	285 [ 285 ]	542 [ 542 ]
First Year Teacher	6	0	6 [ 6 ]	20	0	20 [ 20 ]	76	2	78 [ 78 ]	158 [ 158 ]
Free Pre-Service Student	0	0	0 [ 0 ]	0	0	0 [ 0 ]	50	0	50 [ 50 ]	82 [ 82 ]
Honorary Member	0	0	0 [ 0 ]	0	0	0 [ 0 ]	0	0	0 [ 0 ]	7 [ 7 ]
<b>Totals (all types)</b>	<b>29</b>	<b>13</b>	<b>42 [ 42 ]</b>	<b>66</b>	<b>14</b>	<b>80 [ 80 ]</b>	<b>323</b>	<b>90</b>	<b>413 [ 413 ]</b>	<b>789 [ 789 ]</b>

Primary member counts (those who "own" the membership rather than receiving via relationship) are in [brackets].

## Board Position - Publications

Name: Shawn Rocheleau

### Summary of Activity

- Conference Trade Fair
  - Reaching out to potential and past vendors and sponsors
  - responding to queries about Trade Fair and sponsorship

- Minor updates to the Website
- posts to Facebook and twitter

## **Board Position - Communications**

Name: Ayesatta Conteh

### **Summary of Activity**

- Nothing to report

## **Board Position - 2015 Conference Chairs**

Name: Daniel Lalonde & Jeff Newberry

### **Summary of Activity**

- Consulted with past conference chairs, and past conference committee members to unpack their experience and better understand the task
- On-going communication with committee through meetings and online collaboration
- Collaborated with staff at Hilton Mississauga/Meadowvale in developing the details of the conference
- 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
- 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**

- Nothing to report

## **Board Position - Central East Rep**

Name: Cameron Ferguson

### **Summary of Activity**

- continued regular duties

- scheduled a day to go into OISE in October - will speak with a graduate class (Play Drama and the Arts)

## **Board Position - Metro Toronto Rep**

Name: Rochelle Matthews

### **Summary of Activity**

- continue correspondence with Toronto Members
- presented to summer session York U Drama AQ participants
- promoted 2015 Code conference via mailings to members and workshop presenters
- attended conference committee meetings
- met with Shawn to discuss 2016 conference ideas/themes; to propose our idea to the board for ratification at Sept. meeting.
- met with Sarah to discuss workshop presentation for 2015 Conference in Mississauga

## **Board Position - Central West Rep**

Name: John Thomas

### **Summary of Activity**

- Sent out newsletters

## **Board Position - Western Rep**

Name: Sarah Hodgkinson

### **Summary of Activity**

- Nothing to report

## **Board Position - North Eastern Rep**

Name: Emily Parnell-Caruso

### **Summary of Activity**

- Nothing to Report



## **Board Position - North Western 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