



CODE Management Board Meeting Agenda and Minutes

Saturday, January 20th, 2018

12:30 - 4:30pm

Toronto, ON

Chaired by Kim Snider, President

Co-chaired by Jane Deluzio, Vice President

Present: Jane Deluzio, Kim Snider, Sarah Papoff, Rochelle Matthews, Cheri-Anne Byrne, Jennifer Giancola, Daniel Lalonde, Kim Erin, Tessa Lofthouse, Leslie Turcotte, Kathleen Karpenchuk

Google Hangout: Matt Sheahan

Regrets: Arthur Burrows, Suzanne Burchell, Johnny Soln, Ayesatta Conteh-King

1. Routine Business (12:30-12:50)

- a. Call to order, adoption of the November meeting minutes

MOTION: I, Cheri-Anne Byrne, move to adopt the minutes from the November 2017 meeting minutes. Kim Erin Spratt seconded. Motion carried.

- b. Business arising from the minutes; follow-up on Action Items from November

ACTION ITEM: Equity Committee to write a letter to the Ministry to request money to help CODE meet our FNMI relationship goals.

ACTION ITEM: By January, all Regional Conference Committees should have a date, an at-a-glance schedule, and delegate cost for the day.

- See Dan's and Matt's reports

ACTION ITEM: Dan to send contact info of those who volunteered to help with conferences in Ken's report to those organizing regional conferences.

- c. Adoption of the agenda

MOTION: I, Jane Deluzio move to adopt agenda for this meeting, Kathleen Karpenchuk seconded.

Motion carried.

2. Quick Updates (12:50-1:50)

a. Report highlights

Kathleen - Has contacted Siobhan Richardson, Stage Combat and Intimacy Director about the possibility of leading a workshop focused on directing and coaching student scenes with intimacy. She is open to the idea and is available through most of the early spring. I'd like to discuss possible dates and budget at the January meeting.

ACTION ITEM: Kim and Kat to work together to finalize budget and times.

b. Subcommittee Updates: Aga Khan Project, Advocacy, Conference 2020, Dance, Equity, Website, Pulse, Safety

MOTION: I, Cheri-Anne Byrne, move to empower Kim Snider and Brooke Charlebois to secure a contract with Hamilton Sheraton for the CODE 2020 conference. Tessa Lofthouse seconded. Motion carried.

Dance Committee: See Jane's report for more details

MOTION: I, Jane Deluzio, move to establish a Dance/Drama Open Forum Steering Committee as a sub-committee of CODE. Seconded by Sarah Papoff. Motion carried.

Pulse Committee:

ACTION ITEM: Lauren to send registration link to CODE board when it is live, so that we can help with publicity and signup.

- ### **c. Upcoming conferences and workshops, OTF Summer Institutes**
- Peel STEAM Conference (April 19th) is looking for proposals
 - OTF Summer Institutes- The call for proposals will be out in the next few weeks.

ACTION ITEM: Kim will send out the call for OTF Summer Institutes when it is released. Interested board members will be asked to submit a short proposal to Jane and Kim (who will not be submitted, as will act as a vetting committee) to look over and choose proposals if we have many.

ACTION ITEM: Cheri-Anne to email Hubert about when the next ARTSECO meeting will be.

3. Regional Conferences 2018-2019 (1:50-2:50)

a. GTA: Dan and Ayesatta - see report for details

- **Toronto Conference Committee Members:** Kim Snider, Jennifer G, Lauren, Sarah P, Ayesetta
- **Committee Meeting Dates:** Feb. 24th, Kim's house, 12:30-2:30pm

- b. **Eastern: Matt** - See report for details
 - Set up a **Conference Committee Meeting** date: **March 18, Matt's House**
 - **East Conference Committee:** Jennifer Goodine, Rochelle, Jane

c. **Northern and Western (for 2019)**

ACTION ITEM: Tessa to update Google Drive and remove Keri-Lyn's permissions and email address.

ACTION ITEM: Matt and Dan to review with committees if they should align registration costs across all regions, and to consult Conference Manual in Google Drive to help them in planning.

ACTION ITEM: Lauren to create a logo for CODE on the Road.

4. March Retreat (2:50-3:20 Overview; meet up with goals after Working Groups)

- Retreat will be at UTSC

Working Groups

Regional Reps: Ayesatta, Jen B., Cheri-Anne, Leslie, Matt

Website and Membership: Sarah, Tessa, Kim Erin.

Liaisons: Jane, Kat, Lauren, Jen G.

Conference and Retreat: Dan, Rochelle, Kim

5. Other Business (4:10-4:30)

- Research proposals for Conferences
- CODE Archives

ACTION ITEM: Regional Reps to send a regional mailing in the next week that includes a more jazzy subject line. Cheri-Anne will send hers as a model to the other Reps.

Upcoming Dates

Full Day Work Retreat: Saturday, March 24th, 9:00-4:30, 2018 (University of Toronto Scarborough Campus)

Peel STEAM Conference: April 19th, 3:30-8:30pm

Pulse Ontario Dance Conference: May 10-12th, York University

June Meeting: Saturday, June 2nd, 2018 (Location TBA)

Meeting adjourned at 4:11pm

See Board Reports Below.

Board Reports

Executive

Board Position - President

Name: Kim Snider

Summary of Activity

Regular duties

Advocacy

- Due to scheduling conflicts and a lack of pressing action items, the Advocacy committee did not meet in December as planned. We may meet in early February 2018.
- I have spoken with the heads of OMEA, OAEA and ARTSECO about a collective letter to the Ministry on behalf of all arts subject associations as a follow-up to the curriculum refresh. We are requesting further meetings between the Ministry and subject associations to discuss specific issues. OMEA has drafted a letter and I am awaiting confirmation from all parties before we send it.
- After the Ministry Arts Roundtable an electronic feedback survey was given; I completed the survey on CODE's behalf and expressed a desire for further meetings and discussions as part of the curriculum refresh.
- I have been invited by Lorraine Sutherns, arts consultant in the TDSB, to speak on a panel for the TDSB's Arts PA Day on February 16th. The focus will be on arts advocacy, and all of the SA leaders have been invited. Annie Kidder will speak as well.

OTF Curriculum Forum

- In early February there will be a weekend retreat for all subject associations through OTF's Curriculum Forum. This year's theme is arts-focused, and I participated in a teleconference call with OTF and the other arts SAs to discuss format and themes. David Booth and Kathy Lundy are confirmed speakers.
- I advocated for both a drama and dance offering as part of the retreat, and asked Matt Sheahan and Lauren van Gijn to represent CODE at the retreat. They accepted, and our request for two people was approved.
- Ian Pettigrew confirmed during the call that there will be funding for OTF Summer Institutes this year, and more information will come out at the February retreat.

OTF Webinars

- CODE received a request for OTF webinars for winter/spring 2018 and I sent this request to the board. Some expressed interest in holding one at a later date, but no one responded to the request for winter/spring. I have asked OTF to keep us informed of future calls.

STEAM Conference in Peel

- CODE received a call for proposals for Peel's inaugural STEAM conference, which is replacing its Arts Alive conference. It is taking place April 19th from 3:30-8:30pm and proposals are due February 7th.
- I have not received responses to the call from board members; if you are interested, please let me know ASAP. Cheri-Anne, who is the rep in that region, has expressed interest in representing CODE through a trade table and/or collaborating on a session.

Feedback on OCT AQ

- CODE was asked to provide feedback on the draft Grades 7 and 8 Arts Additional Qualification course. This draft was sent to the board; thank you to Jennifer Goodine and Jane Deluzio for providing excellent feedback, which I sent to OCT.
- OCT was very receptive to our suggestions and subsequently requested a phone conversation with Jane Deluzio as follow-up.

Pulse

- I participated in a teleconference call with Carmelina Martin and Megan Schroeder about funding for this year's Pulse conference. We agreed that CODE would give Pulse its portion of our HST rebate, which unfortunately is smaller than originally anticipated in our yearly budget. I also expressed that CODE is happy to support in kind through advertising and promotion (perhaps Arthur wants to get in touch for a blog post about Pulse).

Ministry

- Each May, the Ministry of Education and Faculties of Education hold a Faculty Forum with academic presentations. This year's focus is equity, and so I forwarded the call for proposals to Jennifer Giancola and Sarah Papoff, who are on our Equity Committee. Sarah and Jen have contacted Ray John Jr. about offering a session linked to our ongoing work with FNMIEAO and will be submitting a proposal.
- We were invited to send a rep as part of a panel for an arts-focused Ministry-Faculties of Ed Liaison Committee meeting in February. Reps from various faculties of education would like more information and guidance in relation to integrating the arts. I asked Brooke Charlebois to attend, and she agreed and will send a report after the meeting.

Site Visits for Conference 2020

- Brooke Charlebois and I visited two potential sites for our 2020 Conference, which is CODE's 50th anniversary. We visited Blue Mountain Resort and The Sheraton Hotel in Hamilton.
- Information about Blue Mountain was shared at the November Executive Meeting, and it was suggested that we keep looking for locations as the costs were quite high. Brooke and I then visited the Sheraton in Hamilton and will be sharing information about this site at our January meeting.

Mailing December

- I sent a member mailing in early December and am hoping that reps can follow up with a mailing at our January meeting.

Board Position - Vice President

Name: Jane Deluzio

Summary of Activity

Regular duties

- I answered emails, communicated with Executive and Management Board members as needed and continued to learn this position.
- I met with Kim Snider after I returned from my personal work in Salzburg/Nuremberg and before her departure for her personal work in China. She updated me on the November meeting and the on-going work being done by CODE which means by all of you.

Advocacy Sub-Committee

- I withdrew from active membership in the Advocacy Sub-Committee so that I can concentrate on other responsibilities.
- I communicated to Kim as chair that I am absolutely available as needed.

Advocacy/Partnerships

- I continue to advocate for CODE and build relationships. I met with Jill Carter on January 4th at University of Toronto. She is willing to liaise with CODE in a variety of ways to be established. Jill is Anishinaabe, Assistant Professor, Centre for Drama, Theatre and Performance Studies, the Transitional Year Program and Indigenous Studies at the University of Toronto.
- In February, as a volunteer, I will be co-adjudicating the one-act play festival at Northern Collegiate with two other theatre/educator artists to assist them to select the one play that will go forward as the school's Sears entry. I will ensure that CODE is mentioned and bring brochures with me.

Feedback on OCT AQ

- CODE was asked to provide feedback on the draft Grades 7 and 8 Arts Additional Qualification course. I submitted feedback via Kim Snider.
- OCT was very receptive to our suggestions and subsequently requested a phone conversation with me as follow-up. I spent almost an hour on the phone with the lead on this AQ course. It was a fruitful discussion both philosophically and pragmatically.

Dance and Drama Open Forum Sub-Committee

- I had approached the Executive about the protocol for creating a Dance Sub-Committee during the October conference as I am concerned about various philosophical and pragmatic issues (e.g. philosophical: decolonizing the dance curriculum and pragmatic: dance secondary course codes) that should be minimally discussed and perhaps resolved with the Ministry before our Curriculum Refresh in a couple of years.

- I approached and met with Lauren Van Gijn, Dance Liaison, to discuss whether she also saw the need/purpose of creating such a group. She did and we agreed to co-chair this group should enough CODE folks feel it should be formed.
- The outcome is a proposal that will be presented to the Executive and Management Board today to establish a Dance and Drama Open Forum Steering Committee, expanding the work to include both of our Arts Disciplines.

Provincial ARTS Safety Resource

- This refers to the initiative that resulted from the Council of Directors of Education (CODE) about Student Safety in Arts disciplines in our schools/classrooms/facilities. I was asked by CODE in 2016 to represent us on this provincial committee.
- Bob Phillips, the AEOA (Visual Arts) subject association rep on this committee and I now are co-chairing an initiative to make this resource happen (as approved at an earlier meeting.)
- Bob and I engaged in a Skype call with two Ministry people (while I was in Salzburg) in November to understand how to write/submit such a proposal.
- He and I have been in communication and will be meeting evening of January 18th and on an on-going basis to craft the proposal.
- The Executive/Management Board of both of our organizations will receive and approve the proposal before it goes to the Ministry, we hope by the summer.

Board Position - Treasurer

Name: Jessie Kennedy

Summary of Activity

- Regular duties of providing accounting information as required,
- Paying bills and checking accounts for cleared cheques
- Maintaining financial documentation
- Depositing and reconciling incoming funds
- Registered CODE with the Transfer Payment Common Registration (TPCR) System being implemented by the Ontario Government.

Board Position - Secretary

Name: Rochelle Matthews

Summary of Activity

- Continued regular duties as secretary; google drive management and corresponding with members via website email requests.
- Updated Compendium of Motions
- Created and uploaded web minutes to the code website

- Updated CODE board contacts list (2017-2018 edition)

Board Position - Past President

Name: Sarah Papoff

Summary of Activity

Regular Duties:

- Responded to emails and continued regular communication with board and other requests such as conference follow up, feedback and meeting agendas.

Website Committee:

- Supported Tessa and the committee in negotiating a contract for the work to be carried out by Freeform on some of our immediate fixes - as per the action item in November.
- Communicated with Aidan about the work with Freeform.

Equity Committee:

- Supported Jennifer Giancola with the writing of the letter to the Ministry regarding our funding request. Offered suggestions and feedback. Jennifer sent a letter to the Ministry regarding funding of our FNMI and TRC related work. Thank you Jennifer.
- Collaborated with Jennifer Giancola and Ray John Jr on a proposal to present at the Ministry Faculty Forum in May 11, 2018 as per the information provided by Kim Snider in her report.

Conference follow-up with Deerhurst:

- I was requested to follow up with the Deerhurst sales department on feedback for the facility. I left several messages but we have not yet connected.

OISE workshop:

- Christine Jackson asked me to present a workshop at OISE in a series of Environmental Ed and Arts workshops. She was unable to attend. I presented the Drama and Sustainability workshop co-created with Brooke Charlebois for York AQ's and it was very successful. Promoted CODE to 30 Masters of Teaching students and some TDSB teachers.

Aga Khan Project:

- Responded to continued requests from the Aga Khan Museum and the Ministry for follow up materials in their promotion of the new resources.

Management

Board Position - Drama Liaison

Name: Kathleen Karpenchuk

Summary of Activity

- I contacted Siobhan Richardson, Stage Combat and Intimacy Director about the possibility of leading a workshop focused on directing and coaching student scenes with intimacy. She is open to the idea and is available through most of the early spring. I'd like to discuss possible dates and budget at the January meeting.

Board Position - Dance Liaison

Name: Lauren Van Gijn

Summary of Activity

- Accepted offering to present at OTF conference. Currently creating session for this.
- Lots of PULSE work - will add meeting minutes from Jan 14th meeting as soon as they are available.

Board Position - Equity Liaison

Name: Jennifer Giancola

Summary of Activity

- Responded to emails and continued regular communication with board and other requests
- Communicated with Rose Stella of the Centre for Indigenous Theatre, Erika Iserhoff formerly Director of Native Women in the Arts for feedback on approach to Best Practices Document
- Drafted and submitted a document with support of Sarah Papoff and Kim Snider to the Ministry to advocate for funding for our project with Indigenous partners. Awaiting a reply to meet with ministry committee to discuss the project in detail
- Collaborated with Sarah Papoff and Ray John Jr on a proposal to present at the Ministry Faculty Forum in May 11, 2018 as per the information provided by Kim Snider in her report. Sarah has completed and submitted the application. Thank you Sarah!

Board Position - Membership

Name: Kim Erin Spratt

Membership Overview

Total Members: 991 (DOWN from 999 in November)

- Full: 443 (UP from 442 in November)
- First Year: 151 (DOWN from 158 in November)
- Pre-Service: 411 (UP from 392 in November)
- Other: 7 (same as 7 in November)

Summary of Activity

- Continued regular duties, responding to all new and other **member requests**.
- Correspondence troubleshooting problems with membership payments and passwords.
- Corresponded with the Web Team about next steps for website and databases
- Ongoing: modify/update the “**arts consultants**” and “**organizations**” (global, local, ministry departments, subject associations etc.).

Board Position - Publications

Name: Arthur Burrows

Summary of Activity

- Assisted with updating Board Member profiles, including addition of head shots

Board Position - Communications

Name: Tessa Lofthouse

Summary of Activity

Regular duties

- I have continued regular duties as Communications such as regular email correspondence. I have updated Board Member profiles based on changes to the board.

Website Renewal Committee

- I have met with Herb from FreeForm regarding the priorities for the quick fixes we have hired them to complete and discussed what this process might look like.
- I have contacted committee members with inquiries in order to communicate our needs to FreeForm.
- For all future web related issues, whenever possible it will be helpful to have screenshots of the problem to determine where specifically the problem occurred.

Board Position - 2018 Regional Conference Chair

Name: Dan Lalonde

Summary of Activity

- Had a stellar meeting with Barry Freeman and Julie Witt at UTSC to discuss the GTA Code Conference
 - Highlights

- Spaces will be donated in kind. UTSC is viewing this as an opportunity to advertise its programming to teachers and those invested in the arts.
 - In return CODE will allow UTSC students (approx. 20) to act as volunteers for the day and to attend the workshops free of charge
 - UTSC has worked with NishDish (Indigenous Marketaria) and recommended them as our lunch caterer
 - Barry will speak about UTSC and the ACM program (Arts, Culture and Media). In our advertising of the conference, both the UTSC logo and the ACM logo should be used.
 - UTSC Contract - The only way that Barry and Julie can give us the free space is by telling the university that it is an ACM (Arts Culture and Media Department) event being done in conjunction with CODE. So, the next steps right now are:
 - Tapping the workshop presenters (I am going to ask for suggestions at the meeting and then begin emailing). We will need 12 presenters. I am thinking four or five of those slots will be board members (the stream for new teachers will all be run by board members).
 - Organizing the keynote speaker (I am thinking Prince Amponsah).
 - I know delegate conference cost is going to be a contentious issue. I am hoping for \$100 per delegate.
 - Solidifying the musical acts
- Began developing budget and timeline of Conference
 - Applied with Jeff Newberry to present at the AATE National Conference in Minnesota

Board Position - Eastern Rep

Name: Matthew Sheahan

Summary of Activity

- Completed and sent monthly mailings
- Updated the east regional Facebook page
- Forwarded, Liked and sent on Tweets and Facebook posts by CODE
- Completed a preliminary plan for CODE on the Road in the East November 2018
- Filled out forms and corresponded with OTF in preparation for the Curriculum Forum
- Signed up for the Brock University The State of our Art Symposium at the end of the month
- Have begun planning and coming up with a proposal for a November 2018 CODE on the Road Eastern conference. I have a preliminary budget proposal and a mockup of a daily schedule
- Worked on proposed budget and timeline of conference

Board Position - Central East Rep

Name: Johnny Soln

Summary of Activity

- Nothing to report

Board Position - Central West Rep

Name: Cheri-Anne Byrne

Summary of Activity

- In communication with Leslie and Lois on regional conference.
- Uncertain of costs at this point as it will depend on space availability.

Board Position - Metro Toronto Rep

Name: Ayesatta Conteh-King

Summary of Activity

- Responded to member emails and continued regular communication, as needed with board members

Board Position - North Eastern Rep

Name: Suzanne Burchell

Summary of Activity

- Nothing to report. Resigned from the Management Board.

Board Position - North Western, Canadian & International Rep

Name: Keri-Lyn Durant

Summary of activity

- Nothing to report. Resigned from the Management Board.

Board Position - Western Rep

Name: Leslie Turcotte

Summary of activity

- Continued talks with Stratford Festival for possible regional conference partnership in 2019
- January newsletter
- Working on sending posters out to teachers who requested them after sending out general information letter about CODE and offering free posters.
- Hand delivering posters to local elementary school and letting them know that I have more available.