



CODE Management Board Agenda

Saturday, December 8th, 2018

12:30 - 4:15 pm

Toronto, Ontario

Chaired by Jane Deluzio President

Co-chaired by Jessie Kennedy, Vice President

Present: Rochelle Matthews, Jane Deluzio, Kim Snider, Jessie Kennedy, Kim Erin Spratt, Tessa Lofthouse, Jelynne Sornberger, Daniel Lalonde, Jennifer Giancola, Leslie Turcotte, Kathleen Karpenchuk, Cheri-Anne Byrne, Meghan Park

Google Hangout: Matt Sheahan, Lauren Van Gijn

Regrets: None.

Absences: Tina, Bill, Andrea, Ayesatta

1. Routine Business (12:30 - 12:40)

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

MOTION: I, Cheri-Anne Byrne, move to adopt the minutes from the September 2018 meeting minutes. Seconded Jennifer Giancola. Motion carried.

- b. Business arising from the minutes
- c. Adoption of the agenda

MOTION: I, Jessie Kennedy, move to adopt agenda for this meeting. Seconded by Cheri-Anne Byrne. Motion carried.

2. Welcome to new members and members in new positions: Jane

- Jane would like to invite board members who are interested to attend the second hour of Executive meetings
- Jane would like to welcome Meghan to publications role and Jelynne to membership.
- Everyone has a vote except the President

3. Discussion of focus for the next year: Jane

- Politically, support what matters to you but do this individually as active citizens, not as CODE.

4. Communications/ Email Protocol: Jane

5. Donations/Charity: Jessie

- CODE is a registered charity. We would like to put a notification on our website for people to be able to donate; direct deposit or paypal would be the options available. We can offer tax receipts

MOTION: I, Jessie Kennedy move to accept donations as a charitable organization through our website. Seconded by Kim Snider

Motion carried.

ACTION ITEM: Jane to write the content for a Blog that will be posted by Meghan AND Tessa so that the necessary links are embedded.

6. Conference Report Highlights (12:40 - 1:10) SEE FULL REPORTS BELOW

a) Conference Report: **Dan - Code in the Six**

- Registration 98 delegates
- 90% were happy with online registration on CODE website
- Social media was very successful with publicity
- Most of the respondents got info on the conference through CODE mailings
- Overwhelming positive in 1-day regional conference

b) Conference Report: **Matt - CODE in the County:** *please see Matt's and Rochelle's reports for details*

- Has received a great deal of positive feedback
- Seasoned teachers were moving between workshops
- There was general agreement that the Regional Conferences worked even better than hoped for and made more profit than expected.

- **ACTION ITEM: Regional Rep Challenge**

Jane would like all the regional reps to think about themselves as being the Chair of a regional committee. The Chair holds the vote on the Board.

c) Conference Report: **Western Conference** - Cheri-Anne and Leslie - *see report for details*

- Lois at Stratford is on board with this partnership, sees it a mutually beneficial
- Offering show discounts for 2 nights surrounding the conference

MOTION: I Kim Snider move to hold the 2019 fall conference at the Stratford Festival. Seconded Kim Erin Spratt.

Motion carried.

3. **Management Board Report Highlights** - SEE FULL REPORTS BELOW (1:10 - 1:30)

- a) President - **Jane**
- b) Treasurer: **Kim Erin Spratt**
 - Looking into creating a rate card for corporate partners
 - Looking for committee members

MOTION: I, Kim Erin Spratt, move to create a new “Ads and Donations” Committee. Seconded Kat Karpenchuk.

Motion carried.

ACTION ITEM: Kim to develop process(es) in which CODE can accept donations by January 26, 2018

ACTION ITEM: Kim to have a finalized ad rate card for review by exec and board by January 26, 2018.

- c) Vice President: **Jessie** - *see report for details*
 - Both of the conferences were profitable
 - Working with institutions helps with our bottom line
 - Operating budget is healthier than it has been in a while
 - Doing a school membership as an option (running on a trial basis) for an elementary school, based on the outreach from Simcoe County School
 - Kim Erin - logistics could get overwhelming. Recommended - we deal with schools individually. We use the school email, not personal emails of each teacher - schools share the password
 - Guideline for cost - approx. 3-4 full memberships
 - Grassroots - we need to make it easier for teachers to find us and use our resources

MOTION: I, Jessie Kennedy, move to create a trial run for Simcoe County School Board for a schoolwide membership. Amount to be determined. Seconded Cheri-Anne Byrne.

Motion carried.

ACTION ITEM: Regional Reps are asked to send intro email to Arts Consultants in the Boards that fall in their Region using the Boards by Region document. Reps are also asked to fill in the contacts for the Boards in their Regions if they are blank. Reps are asked to make contact and let Board Contact know what CODE is, what we do, and ask ***how we can help support teachers in their board.*** [Deadline - March retreat](#)

- d) Secretary: **Rochelle**

- Please access all documents in the CODE Board Documents folder from your code.on.ca email. Personal emails will be denied access to CODE Board documents.
 - Create documents that you want Board members to see, within the CODE Board Documents folder
 - Please 'make a copy, if you want to make revisions to an existing document
 - If you have trouble accessing Drive, please connect with Tessa and/or me (Rochelle)
 -
- e) Past President - **Kim Snider** - *see report for more details*
- Constructive letter to Ministry will be sent in response to the request for submissions regarding efficiencies in education.
- f) Communications - **Tessa** - *see report for details*
- g) Dance Liaison - **Lauren**
- Open Forum meeting - was successful brainstorm session
- ACTION ITEM:** See minutes in Drive for details which will be shared with you once available. Information contained in these minutes will be discussed at January meeting.
- h) Drama Liaison - **Kat** - *see report for more details*
- We have a 20% discount with Tarragon for the season
 - Empire Trilogy running at the moment, discount available for CODE members
- i) Equity - **Jennifer** - *see report for details*
- Equity Resource is being developed to help us and our members when it comes to best practices with Indigenous partners/education
 - Originally, we were going to write a document and have it reviewed; we need to move to a roundtable discussion on how to proceed with the writing of this document that involved our indigenous reviewers from the beginning of the writing process.
- j) Publications - **Meghan** - *see report for details*
- Has all the social media passwords.
- k) Regional Reps:
- Andrea (absent)
 - Ayesatta (absent)
 - Bill (absent)
 - Cheri-Anne: All details in report.
 - Leslie: All details in report
 - Matthew: will do at 2:00 timed item on hang-outs. See Conference Report.
 - Tina (absent)

BREAK: 2:45 - 3:00 (Network, catch-up....)

5. **Specific Focus Areas** (3:00 - 3:45)

a) Partnerships/Sharing of Information/Ads - **Jane and Kat**

- Please take time to read new partnership policy that we approved at our last Retreat.
- See Appendix 2 at the end of report for clarification about how we will implement this policy.
- At the present time, we are looking at existing partners and collaborators; not ready to introduce new groups just yet.
- This is a "living document; it can be revised as we go along so please communicate problems or issues as we work in this way.
- We will revisit these definitions and procedures at our January meeting

b) Website Resource Revision - **Jane**

- Jane asked if we could make resource work the focus of this year's retreat
- She described some of the issues and the review procedures.
- We will need a budget set aside for major revisions and we do not have that at the present time.
- However, there are minor revisions/edits and reviewing work that could be done by us with time allowed for it at our retreat, working individually or with another member.
- She asked for consensus about whether the Board is willing for our Resources to be the focus of our retreat.
- Show of hands revealed general support.

ACTION ITEM: Jane will create draft for a plan by January meeting for further discussion and revision.

c) Retreat: **Jessie**

- Jessie presented the idea of working with University of Oshawa (UOIT) as a possible location for the retreat March 23 - 1 day.
- She has made a connection with Jeanette Hughes - looking at how drama and dance intersect with technology
- Jane and Jessie will meet with Jeanette to explore this possibility with consent from the Board
- Kim - can we get a short PD presentation from Jeanette to start off our day?
- General discussion ensued.
- The Board agreed that this relationship should be explored and reported on in January or sooner via email if there are issues/problems etc.

d) January 26th meeting

- Jane proposed that we have a Google Hangout/Working sessions - Google Meet for our next meeting

6. Other Business (3:45 - 4:15)

- Please see Appendix 1 at end of report: Proposed Letter to OECTA and ETFO

ACTION ITEM: Jane will share it as a DOC. Please edit on this DOC.

Upcoming Meeting Dates:

Saturday, January 26th, 2019

Saturday, March 23rd, 2019 - Retreat (full day)

Saturday, June 1st, 2019

See Board Reports below.

Board Reports

Board Position - President

Name: Jane Deluzio

Summary of Activity

Transition to President

- Met with Kim Snider for the day to go over procedures, routines and expectations as well as updates about on-going projects and concerns.
- Met with Jessie Kennedy for an afternoon to discuss retreat locations, political direction for CODE during challenging times, OSSTF grant, insurance changes, her transition to V.P., etc.

Resources Review

- Met with Sarah Pappoff for one day to examine the current state of pulled resources and to discuss strategies for getting as many resources back on-line. We worked together on those resources identified as requiring minimal revision and were able to get four of them back on our website after editing together.
- We have a little bit of resource money available depending on what is used by Equity. Perhaps we can finish reviewing those resources not yet examined.
- We brainstormed several strategies for revising key popular resources, some of which will be proposed at the meeting.

Open Forum Steering Committee

- The Steering Committee met for a morning in December.
- Key focus: What can we/should we do with no Ministry Funding for this project?
- Ideas were presented to the Executive today and will be presented to the Management Board in January.

CODE in the Six and CODE in the County

- Attended Code in the Six and assisted minimally with thank you's and introductions. Attended workshops. Fabulous day.
- Worked on the Conference Committee with Matt. Supported where I could. Went to the county on Thursday so that I could assist him on the Friday as well as at the conference. This was well organized by Matt and his students and also another fabulous day.

Partnerships, Project Collaborations, Information Sharing and Ads

- I continued to develop strategies for ensuring that our Partnership Policy could be implemented transparently and efficiently.
- Verified that we are a Charity as well as a not for profit organization and entitled to give receipts for donations. Jessie double checked this and so we are looking at ways to have donations be encouraged via our website. Should I send a mailing to members before the holiday season, e.g. immediately....making this known?
- This information will be shared for discussion and an appendices will be presented.

Link will be put here during meeting:

- In the meantime, worked with Kat and also Lauren regarding various project collaborations. Attended *The Monkey Queen* on behalf of CODE. No one else from CODE was able to attend. Worked with Meghan to ensure that we publicized adequately. Attended the TDSB sponsored workshop with Kathleen Gallagher and Andrew Kushner and secondary drama teachers. Jenn attended as did Brooke. Others?
- Invited Dan Lalonde to chair a Partnership Committee to liaise with NTS Festival on behalf of CODE. We are in the process of determining the nature of our relationship and collaboration and Dan will represent us and report back to us as needed for consultation with the Management Board.

Website and Facebook

- Struggled to understand what goes where and who is responsible. Special thanks to Meghan, Brooke, Stephen, Rochelle, Jessie, and others who ensured that I more or less figured things out while Kim was in China.
- Met briefly with Tessa at Code in the County to further my understanding of “Website Flow” and who is responsible for what.

Communication

- Sent a mailing to all members to introduce our new Executive and Management Board
- Sent a mailing to all lapsed members to entice them to return to the fold (4 positive emails sent to me from folks telling me they have joined up again.)
- Tried to connect with several Board members I have not met or briefly met.
- Answered emails and problem-solved where questions were asked and resources were requested.

Advocacy

- Attended OECTA conference with Sarah. As a result, Brooke is delivering a dance workshop to a teacher who spoke to us at the conference. I have written a letter to all OECTA and ETFO members because we have been promised that it can go out. See Appendix 1 and offer any suggestions for improvement before it goes to Ayesatta and to OECTA.

Safety Document Proposal

- On hold until further notice from the Ministry. No funding currently available.

Board Position - Vice President

Name: Jessie Kennedy

Summary of Activity

- Provided accounting for both CODE in the Six and PEC Conferences, liaising with Conference Chairs on invoices and costs
- Ongoing maintenance of CODE Operating, Conference, Pulse, and Ministry Accounts and all questions relating to CODE finances
- Attended both CODE in the Six and PEC Conferences

- Represented CODE at the OMEA (Ontario Music Educators' Association)
- Provided Drama and Dance resources and developing ongoing conversations with Arts Consultants from Simcoe and Boards
- Converted ARTSECO Contacts into CODE Regions for use by CODE Regional Reps to make contact with Arts Consultants in their Regions
- Managed all information and payment regarding new Insurance Coverage
- Completed OSSTF Grant
- Ordered new CODE stationary
- Provided orientation to CODE Finances with incoming Treasurer Kim Erin Spratt during CODE in the Six
- Promoted CODE membership with York Pre-Service Teachers
- Managed purchase of new Insurance policy inclusive of Director's Liability, Errors and Omission, and General Liability
- Reached out to UOIT Faculty of Education introducing CODE and requesting a meeting to discuss where our interests may intersect, Jane and Jessie will meet with UOIT Faculty of Education Associate Dean, Professor Janette Hughes before Christmas to discuss how the interests of CODE and UOIT may intersect, with specific respect to our March retreat.
- Started process of updating primary contact with Charities Directorate and TD Bank

Board Position - Treasurer

Name: Kim Erin Spratt

Summary of Activity

- Met with Jessie to commence the transfer of Treasury documents and responsibilities
- Attended CODE in the 6
- Chairing new committee for Ads and Donations
- Continued regular/all duties of the membership officer while transitioning into the new role of Treasury.

Board Position - Secretary

Name: Rochelle Matthews

Summary of Activity

- Updated google drive: Minutes and Reports, Compendium of Motions, Web Minutes
- Corresponded with member requests online
- Edited and posted web minutes onto code website
- Continue to share, co-create board member mailings, agendas, minutes with Executive
- Promoted CODE in the 6ix and CODE in the County conferences on social media and via emails.
- Attended both CODE in the 6ix and CODE in the County Conferences
- Updated board permissions to CODE drive

CODE in the County - Registrar, Conference Committee

- Sent mailings out to CODE in the County participants as Registrar; responded to inquiries accordingly
- Updated registration numbers, projected revenue
- Created and made copies of promotional material for inserts to registrants packages
- Created receipts for all conference registrants
- Created and distributed conference survey
- Revised and printed Media Release forms for children/guardians and adult participants

CODE in the County: Registrar Report (Level 1-4 from Survey) - 15 respondents as of Dec.8th

- Respondent evenly split between Elementary Teachers and Secondary Drama (1 Secondary Dance teacher)
- 86.7% of registrants rated their workshop track at level 4 of 4
- 80% rated the conference organization at level 4
- 60% prefer 1-day regional conference model, 40% prefer 3 day weekend
- Overall, all respondents liked the PECl venue
- 33% attended the post-conference social at 555 Brewing Co.
- 33% rated food and beverage at level 2 or lower, 66% rated level 3 or higher
- 86% felt online registration was very effective
- 26% rated keynote at level 2 or lower, 73% at level 3 or higher
- 100% liked the 1-day regional model
- Total Early Bird Registrants (prior to Aug.1st) - 4
- Absentees (5 total): Total attendance: 49
- 44% of delegates were Non-CODE members
- 33% of delegates were CODE members
- 20% of delegates were CODE Board or Conference Committee members
- Only 1 delegate registered as a student or retiree

Board Position - Past President

Name: Kim Snider

Summary of Activity

Conference Registration and Publicity Report

Registration Numbers

- Link the final numbers for registrants can be found here: [LINK](#)
- Overall we had 81 full-paying delegates and 17 board/committee members, so 98 people at the conference, which fit our projections.
- We had more members register than predicted, and far fewer students and retired teachers (only one).
- Very few people registered before the early bird deadline; the bulk of registrations happened in mid-September up until the conference.
- Elementary Drama/Dance and Secondary Drama were full; Arts Rookies and Secondary Dance were lower

Publicity

We had an aggressive publicity strategy this year that I believe worked quite well. This included:

- **Targeted mailings:** I regularly emailed members about the conference, and some reps did as well. I also emailed expired members and pre-service and first year teachers separately
- **Reaching out to Faculties of Ed:** I emailed many professors and instructors at the faculties, and many of them sent out our info. I also visited the AQ and Masters course at OISE/UT. This did not result in a lot of takeup in registration by students
- **Social media:** We bought two Facebook ads for both conferences, which did help with registration (would be interesting to ask on the survey if people heard about it this way). I would recommend this for future conferences as well. I also posted on our Facebook 2-3 times per week, highlighting workshops. I also joined all the teaching Facebook groups (SK-Grade 8, English teachers, Toronto Drama, Dance Ontario, Dance Teachers Network, etc.) and posted regularly. This is also a good strategy, but one must be careful of being accused of spamming these groups.
- We could make better use of the Instagram and Twitter accounts for publicity

Recommendations/Questions for Future Years

- A number of people registered at the non-member price. Future conferences may want to consider setting the non-member price even higher to encourage people to buy memberships (e.g. \$99 member, \$159 non-member)
- Have a clear cancellation policy well in advance and post it on the website (we decided later to set it as the date we closed registration and put in food order, which was 1 week before; if someone wanted in later we reduced cost and said no food).
- Decide about trade fair earlier-- will you have one, and what is the price?
- Question for next year's committee: should you put out call for workshops? Not doing this definitely saved us time and ensured that we had a diverse array of strong workshops and didn't need to tap after the deadline. However, we did receive queries about when the call was going out and had to explain our different format this year
- Question: Why so few students? Is \$75 too expensive for students?
- I definitely recommend future one-day conferences, and would suggest a model of every other year for weekend/one-day conferences. Lots less work for the conference committee to scale things down, and I think we will make profit on this conference. Got lots of good feedback about it. Potential future one day sites: UTSC, Brock, York.

Using the CODE Website for Registration

- This was the first time we used our website for conference registration, and I think it is a good option for future one-day events.
- What is good about current system, and tips going forward:
 - It is fairly easy to use, and anyone in the board can quickly log in to the site, see how many registered, see what they paid, etc.
 - The system allows you to email participants, set difference prices, set closing dates, and print delegate lists
 - It is laborious to set up the initial conference and Stephen Wei had to help with putting the workshop descriptions and photos in (he says he is willing to help

again). Someone doing this for the first time would need some help from Rochelle or I.

- Dealing with pending/expired registrations: some people 'bail' at the Paypal page and their registration is just listed as 'Pending' and it's a bit of a mystery why. That means the registrar has to follow up with them to tell them they have to do it again, and Rochelle and I had to frequently check with Jessie about whether payment went through. All these occurrences had to do with the user, not our system, so that is good news
- Register has to manually check if they're actually members; this can't automatically be verified

Board Report

Regular Duties

- I have continued with my duties as President up until the AGM, when I moved into Past President duties. **Please note that I will be away in China from November 1 - December 2, and unable to access my CODE mail.**
- I continued my role as Conference Registrar of CODE in the 6ix, as well as handling publicity for the conference. Congratulations to Dan, the conference committee, and the board for running a smooth and exciting conference event; I received lots of positive feedback about it!
- I met with Tessa and Sarah about our ongoing website upgrade issues and Tessa and I had a meeting with Jason at Freeform about the upgrade and potential switching to Freeform for all our website hosting. We came out of the meeting feeling positive but also very aware that the website will continue to be a major expense for CODE going forward. Next steps will be for Tessa, Jessie, Jane, and Kim Erin to carefully look at our budget and decide what we can spend per month, and then communicating this to Freeform to create a maintenance/support package. We would then switch to Freeform from Foster Interactive in January 2019 for hosting. Jason recommended that we look at other funding for our site, such as grants, or asking for donations. Tessa and I discussed whether we should be asking for donations from our partners to offset some of these costs.

Advocacy

- In my role as Advocacy Chair I have been in regular communication with our committee, though we have not met in person in quite some time. Debbie Nyman and Judith Doan drafted a letter for expired/retired members that I sent out; I am not sure if this resulted in many of these folks signing up for membership again.
- Deb and Judith will be on a panel at the People for Education conference this November and we look forward to hearing back from them about it.
- At the September ARTSECO meeting Jane heard from representatives from OCT seeking input for hiring instructors for Arts AQ and Faculty programs. I submitted one question for the combined ARTSECO report, but also drafted a separate letter with input from our Advocacy Committee. This letter was sent to OCT in late October, expressing some of our concerns about AQ hiring practices (relevant expertise, being aware of conflicts of interest, etc.)

Ministry/OFT

- After much back and forth between the Ministry of Education and the now-defunct Curriculum Services Canada, we have been granted permission to host the Learning Through the Arts videos on our own Vimeo or YouTube site, which will allow us to re-embed them into our site. This is a future work item for Tessa, and Stephen Wei is willing to help to set this up. He has put all the videos and all the Ministry resources he has in a shared Resource folder that has been shared with me. I am just waiting on instructions from him about whether I can add this to our CODE drive.

Partnerships

- Project Humanity/Towards Youth: Andrew Kushnir is very excited to be partnering with CODE and the TDSB for the Towards Youth show in February, and gave us promo cards that were distributed at the conference. Liaisons and Reps should now begin to promote that show. Kathleen Gallagher contacted CODE for a letter of support for even more teacher development and extension opportunities for this show, and Jane will be drafted that letter at the end of October.
- Diana Tso of Red Snow Collective will be giving CODE a date for a discounted teacher night for her upcoming show The Monkey Queen, and I will connect her with Kat.

Board Position - Drama Liaison

Name: Kathleen Karpenchuk

Summary of Activity

- Connected with and established member benefits with Tarragon and Great Canadian Theatre Company in Ottawa
- Posted and Supported I Call Myself Princess, Monkey Queen CODE nights and Empire Trilogy.
- Printed off paper flyers advertising some of the benefits for the swag at CODE in the County.
- Suggest the end to CODE nights as there has been very limited attendance.

Board Position - Dance Liaison

Name: Lauren Van Gijn

Summary of Activity

- attended and taught at Code in the County, a workshop session in the morning and a building/performance session with Dan Lalonde throughout the day
- attended the Open Forum Steering Committee meeting at Jane Deluzio's home, with in depth discussions about moving forward.

Board Position - Equity Liaison

Name: Jennifer Giancola

Summary of Activity

- Promoted CODE conferences in my board through mailings and email.
- Assisted with CODE in the 6ix Conference - set ups, intros, thanks yous, etc.
- Attended Project Humanity Workshop, the TDSB sponsored workshop with Kathleen Gallagher and Andrew Kushner and secondary drama teachers
- Prepared presentation for my board Drama PD (although it was cancelled. Hope to present in the new year)
- Collected Land Acknowledgement documents for an official CODE acknowledgement. Still needs to be finalized.
- Still waiting for next steps with Equity document- need to set a firm action plan and meet with Equity Committee. Document is in shared folder for all board members.

Board Position - Membership

Name: Jelynn Sornberger

Summary of Activity

Transitioning to new role and learning programs etc.

Membership Overview

Total Members: 917 (DOWN from **1039** in January)

Board Position - Publications

Name: Meghan Park

Summary of Activity

Transitioning to new role. Have been posting on Facebook etc. and on website as requested by Jane.

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, and created new email addresses and changed aliases
- Clarified workflow for website support requests

- Promoted the conferences on social media

Website Resources

- Updated expired links.

Workshops/Conferences

- Attended both conferences and completed responsibilities at the CODE table and registration
- Previous conference pages unpublished

Website Renewal Committee

- Met with Jason from FreeForm with Kim Snider. Clarified our financial situation and made a plan moving forward.
- Continued to communicate with FreeForm about the upgrade which should begin soon.

Board Position - 2018 Regional Conference Chair

Name: Dan Lalonde

- See Conference Report above.

Board Position - Eastern Rep

Name: Matthew Sheahan

Summary of Activity

- Submitted and sent out mailings on a monthly basis
- Forwarded Tweets and Facebook posts by CODE and CODE partners
- Answered emails and queries from Eastern and some Central East members
- Monitored and made replies/posts for the Eastern Regional Facebook page
- Replied and answered emails from the executive and other board members
- Worked to set up and help with the execution of CODE in the 6ix (set up of posters and banners, meeting with and helping facilitate parking and foot traffic, and leading guest presenters around the building)
- Helped with the advertising and marketing for CODE in the County
CODE in the County
- Organized committee meetings and agendas
- Communicated individually and collectively with committee and board members around roles and responsibilities
- Communicated with workshop presenters, the caterer and volunteers to organize for the day
- Balanced the budget and ensured that expenses and revenues worked out in a surplus
- On the day of, took the lead in ensuring that all members, volunteers, presenters etc were where they needed to be
- Introduced and Emceed the event and whole group activities
- Communicated with the Treasurer in regards to payment for all concerned parties
- Communicated with Joe Brown from Tyendinaga to ensure that our conference started in a good way
- Assisted with the preparation of student performances
- Marketed and promoted the conference through many different channels

- Worked with Jane Deluzio and PECEI students to set up the physical space for workshops, student presentations, and keynote/opening/lunch
- Assisted in the clean up (especially the Monday following the conference)
- Troubleshooted and took care of workshop presenters/keynote/performers needs on November 27th
- *LINK* to Conference Report

Board Position - Central East Reps

Name: Bill Walker

NO REPORT

Board Position - Central West Rep

Name: Cheri-Anne Byrne

Summary of Activity

- Completed regular duties including communicating with members via social media and mailings.
- Shamelessly promoted conferences in my board and brought my school team.
- Attended both conferences assisted where possible and when necessary.
- Communicated re: CODE 2019 conference with Stratford with very positive results allowing us to take steps forward to present to board.
- Prepared and reworked budget for CODE on Avon 2019 with a very frugal but over extending eye and shared for review.
- Liaised with Sarah re: presenting for her AQ students in January on behalf of CODE
- Working towards putting together conference details.

Board Position - Metro Toronto Rep

Name: Ayesatta Conteh-King

NO REPORT

Board Position - North Eastern Rep

Name: Andrea Lefebvre

NO REPORT

Board Position - North Western, Canadian & International Rep

Name: Tina Vieira

NO REPORT

Board Position - Western Rep

Name: Leslie Turcotte

Summary of Activity

- Sent one mailing this fall & regularly post to Western Forum Facebook page
- Organized and conducted three PD sessions with elementary teachers in Bluewater Board. Promoted CODE and the conferences at those sessions
- Worked with Cerri-Anne to organize and plan the Stratford CODE conference for the fall of 2019. Communicated with Lois and Victoria at the Stratford Festival about venue prices and catering
- Attended both conferences, helped with set-up
- Currently registered in Sarah's AQ course. We regularly promote CODE to the members of the class.