

## **CODE Toronto Regional Representative**

**Debra A. Reynolds**

**July 1<sup>st</sup> 2008-June 30<sup>th</sup> 2009**

### **Summary of Activity:**

- Continued my duties as regional representative for the Toronto region
- Attended all BOARD Management meetings held during this year
- Promoted CODE at every professional development event that I have attended (professional development within my school, Toronto District School Board events and community theatre educational evenings)
- Promoted CODE to individuals from the Toronto region and have followed up on their memberships
- Promoted the writing teams to drama and dance educators in my region as well as my regional CODE membership. I have reached out to colleagues, community arts professionals regarding writing/reviewing opportunities
- Promoted CODE to the Toronto region theatre community
- Promoted the annual CODE Conference to colleagues, community arts professionals and vendors
- Sought out partnerships with various organizations that are willing to offer CODE members discounts
- Contributed to the annual CODE Conference as Trade Fair Host
- Communicated with an extensive number of vendors for our annual CODE Conference

## **CODE Eastern Region Representative**

**Gisèle Paquette**

**July 1<sup>st</sup> 2008-June 30<sup>th</sup> 2009**

### **Summary of Activity:**

- Volunteered to join Code in October 2008 to represent the Eastern Region of Ontario
- Contacted members to inform them about CODE: what we offer and upcoming events such as workshops and the conference
- Represented CODE at a workshop I presented for The Sears Drama Festival "Behind the Mask" as well as I gave the same workshop to teachers for the Ottawa Carleton District School Board
- Organized a Dance Festival – "Step into Motion 2009" which regroups dance schools from the community as well as high schools within eastern Ontario. The event was well received. Participating in the Festival was the Dandelion dance company who we had the chance to see in our last CODE conference "Stepping out of Character."

- Theater Ontario and CODE partnered to present workshops across the province and I was asked to do one in the Ottawa area. I gladly accepted to lead a workshop and hope that this will happen in the future

**CODE Western Regional Rep**  
**Louanna Alexander-Hudgel**  
**July 1<sup>st</sup> 2008-June 30<sup>th</sup> 2009**

Summary of Activities:

- Continued to seek membership growth and make inroads into drama and dance contacts and programs in our area. Typically, the London area and the Stratford area have held the larger number of CODE members and we are encouraged that areas like Waterloo and Windsor are showing some interest in what CODE can offer them. Specifically, interest has been generated in the Theatre Ontario/CODE elementary drama and dance workshops
- Arts consultant in the Windsor board is also expressing interest in learning more about what CODE has to offer. Updated lists of Arts Consultants and teachers need to be constantly updated and mailings of CODE sent directly to all of them. Thus, contacting the individual consultants for drama and dance teachers' names and email addresses is encouraged. I will be "selling" the conference to the teachers attending the Stratford Festival Teachers' Conference in mid October.
- CODE Conference communication has been excellent at keeping those of us unable to make the meetings stay in the loop and be prepared for the conference agenda and duties we will be assigned during the conference
- Accessing PD money seems to have been eliminated by most boards this year, so members and new members should be encouraged that a weekend conference at a wonderful retreat venue, like Deerhurst, could be worth spending your own money. Other PD assistance from the Ministry might be forthcoming?
- Attending board meetings in Toronto has been easier financially because there are suitable train connections and reimbursement is appreciated. Scheduling meetings ahead is helpful, but occasionally events come up and I have had to miss some important meetings. I would hope we are moving toward Skype type meetings/ conference calls, etc. to make meetings accessible to those reps who have the furthest distances to travel. The minutes of all meetings have been very helpful in keeping this rep up to date with CODE matters
- Western Rep Position is up for nomination this year and I encourage educators in this region to seek a nomination to be presented and voted on at the Annual General Meeting at the conference. It is an important position in furthering the importance of CODE.
- This rep gratefully acknowledges the excellent efforts and initiatives of the management board in helping CODE grow and develop this year. It has been a pleasure working with all of them and I thank everyone for doing so much work

when some of us were unable to share the load. Best of luck to the new Western Region Rep. You will be encouraged and well taken care of!

## **Midnorthern Representative Report**

**Heather Downey**

**July 1<sup>st</sup> 2008-June 30<sup>th</sup> 2009**

### **Summary of Activities:**

- Continued my duties as a regional rep and have been representing both Midnorthern Ontario as well as out of Province Members
- Continued correspondence with Drama and Dance teachers from my board and region as well as my regional CODE members regarding the upcoming CODE affiliated initiatives, local workshops, conferences, residencies, curriculum and Ministry of Education initiatives and our annual conference
- Provided local educators with CODE updates, marketing items and advertisements. I have seen an increase in membership in my region in accordance with the promotion we have been doing
- Worked closely with our Arts Consultant, Ralph McIntosh on various initiatives, such as NORAC\* as well as purchasing of bulk amounts of CODE resources and memberships. He and I have both been sharing CODE initiatives
- NORAC - Northeastern Ontario Regional Arts Conference: In conjunction with Ralph McIntosh, the Arts Consultant from my board I have acted as the liaison between CODE and the NORAC since 2007. In recent years we have targeted over 100 Dance and Drama educators from the Sudbury and Espanola region. In this recent year Ralph has taken more initiative to be the immediate Liaison with the executive on this endeavour. We have also brought CODE to Northern Ontario for Summer Institutes and CODE on the road traveling lighthouse workshops.
- Served on the CODE Board as a regional representative since 2002, and was a Membership Coordinator from 2004 – 2008. In that time I have been blessed to work with a dynamite team of educators who are passionate, creative and brilliant. I have learned so much from the membership in general and specifically from my hard working fellow board members. The Board and the Executive work tirelessly to increase the pedagogy and opportunities for Drama and Dance educators in Ontario and beyond. It is with a heavy heart that my board involvement comes to an end, but I know the dedicated volunteers who sit on the CODE Board and Conference Committees will continue to raise the bar for Drama and Dance education in our province

**Central West Regional Representative**  
**Amanda Williams-Yeagers**  
**July 1<sup>st</sup> 2008-June 30<sup>th</sup> 2009**

**Summary of Activities:**

- Communicated with members regarding upcoming CODE and arts related events and professional development opportunities
- Attended CODE board meetings consistently
- Communicated with teachers regarding implementation of new arts curriculum
- Contacted community arts organizations (i.e The Traveling Stage, Theatre Aquarius) regarding ongoing discount for CODE members
- Organized a Drama and Dance workshop for teachers within the Central West Region (and surrounding regions) at Hawthorne Village Public school in partnership with the Traveling Stage Company (March, 2009)
- Communicated with ARTSECO members regarding upcoming CODE initiatives
- Contacted local AQ courses in Dramatic Arts to discuss possibility of CODE representation (Charles Sturt University, Brock University, Laurier University)
- Facilitated dance training for occasional teachers within the Halton District School Board (June, 2009)
- Recruited CODE board and provincial members to present at Arts and Literacy Conference (April, 2009)
- Represented CODE at the OAJE (Ontario Association of Junior Educators) conference (May, 2009)
- Represented CODE at Halton District School Board Professional Development Days and at the Stratford Shakespeare school workshops (August, 2009)
- Projected date of upcoming drama dance workshop for Central West Region (and surrounding areas) : November 14, 2009

**Communications Officer**  
**Stephen Wei**  
**July 1<sup>st</sup> 2008-June 30<sup>th</sup> 2009**

**Summary of Activities:**

- Migrated the CODE web site to the Member Machine system.
  - As part of the Member Machine system, created a blog so that information on professional development, events, etc. can be easily posted to the website by any of the executive.
  - Modified the site's style sheets to suit the CODE logo and color scheme. Created the banner for the website.
  - Created discussion forums for the membership to use.

- Began reformatting much of the existing content to be “in-line” with the site as opposed to as separate PDF files.
- Posted new content to the website, including news, events and resources.

### **Drama Liason**

**John Thomas**

**July 1<sup>st</sup> 2008-June 30<sup>th</sup> 2009**

- Attended all meetings and have made an active contribution to reasoning and decision-making.
- Served as a liaison with theatre organizations.
- Organized the details for the CODE CAMP.
- Continue to advocate for CODE in my region through Dufferin Peel and Peel School Boards.
- Was a member of the CODE Conference 2008 committee and the CODE Conference 2009 committee.
- Took on the responsibility of Chair for the Conference 2010 and have begun forming a committee. We have made some preliminary arrangements. I have:
  - visited Shaw
  - visited Queen's Landing
  - met with Fort George

### **Dance Liaison**

**Megan Schroeder**

**July 1<sup>st</sup> 2008 – June 30<sup>th</sup> 2009**

#### **Summary of Activity**

- Attended the OECTA (Ontario English Catholic Teachers Association) beginning teacher conference. Showcased the Code website, answered questions related to CODE, and promoted teacher attendance at the proposed 2009 CODE Camp in Stratford, and the 39<sup>th</sup> Annual CODE Conference at Deerhurst.
- CODE's membership for Dance Ontario was renewed in April of 2008 and CODE has been added to the 2009 – 2010 directory under the heading “Administrative Services”
- Have been in contact throughout the term with Julye Huggins, *Dance Education Officer* at DUO (Dance Umbrella of Ontario). As a result of this communication, a call for volunteer school's to participate in a compositional project with Sashar Zarif's dance company was forwarded to the membership in August 2009.
- Corresponded with representatives from teachers federations in Ontario in order to establish a partnership on our website. Federation representatives

were approached and asked if they would be interested in CODE placing a link to their website on ours, in exchange for a link to our website on theirs. Approval of this initiative is still ongoing as some federations have failed to respond.

- A 10% discount for all CODE members who book a workshop or performance with "Little Pear Garden Collective" Classical Chinese dance Company has been negotiated. Members must identify themselves as CODE members to take advantage of this discount.
- As I will be leaving this position at the end of this term, I would like to say that I would be more than happy to answer any questions my successor may have. A list of contacts is also available to be passed on to the next dance liaison upon request.
- It has been an extremely rewarding experience working as part of the CODE team this year. I have really enjoyed the leadership and collaborative opportunities that have been provided during my term.

### **2009 Code Conference Co-Chairs**

**Jenn Mavity and Bev Bonk**

**July 1<sup>st</sup> 2008-June 30<sup>th</sup> 2009**

Summary of Activity:



*"Never doubt that a small group of thoughtful committed people can change the world; indeed it is the only thing that ever has." -Margaret Mead*

#### Conference Committee Members:

Jenn Mavity, Bev Bonk, Pat McCarthy, Athena Menelaou, Andrea Santangelo, John Thomas, Debra Reynolds, Ceris Thomas, Kim Snider, Brooke Charlebois, Ron Dodson

Conference Vision

- Feeling of community, meeting people, making connections, personal rejuvenation
- Sub Themes – New Curriculum, Wellness, Creative Process

### Meeting Dates

- Jan. 11<sup>th</sup>, 2009
- Feb. 22<sup>nd</sup>, 2009
- April 4<sup>th</sup>, 2009 – Workshop Selection Sub-Committee Meeting
- April 26<sup>th</sup>, 2009
- June 6<sup>th</sup>, 2009 – At Deerhurst Resort
- July 29<sup>th</sup>, 2009
- Sept. 13<sup>th</sup>, 2009
- Oct. 4<sup>th</sup>, 2009

### Roles and Responsibilities

#### Conference Co-Chairs - Bev & Jenn

It is the Chair's job to facilitate the committee's work, to provide an atmosphere to promote creative, realistic thinking and to give "support from above". The Chair needs to be generous with time and support, and firm when decisions are needed. As well as facilitating the committee, the Chair is also the liaison between the Conference Committee and the Management Board/Executive Committee. In other words, the Chair keeps the Board apprised of progress, and consults with the Board if a matter of Board policy comes up – e.g. the time slot for the Annual General Meeting. Finally, the Chair is often the public face of CODE, when dealing with site personnel, for example. Diplomacy and a friendly, but professional attitude, are very important.

#### Secretary - Jenn

Traditionally, a Conference Committee secretary takes notes at meetings and distributes them. For communication purposes and for the benefit of future conferences, this job should be a central clearing house for all communication and paperwork of the committee, not just minutes of meetings. For example, the Secretary should have a copy of the site contract, reports from all committee members, and a copy of the Chair's report to the Management Board. All emails should be copied to the Secretary. S/he should know every detail of conference, so there is a single person in addition to the Chair from whom any committee member can access information. The Secretary should also be free to assist other committee member.

### Treasurer – Ceris

Ideally, this person is not only good with money and numbers, but also someone who has previous conference experience. Since it may be difficult to find an arts person who's good with numbers (how is that for a stereotype??), the alternative is to use someone with a good accounting or bookkeeping background who is not necessarily a teacher, although they could be. Numerous conferences have used the services of Math teachers, particularly those who are sympathetic to the arts. This person will keep track of expenditures and income and maintain a bank account. At committee meetings s/he will constantly ask, "How much will that cost?"

### Registrar - Ron

The registrar is the first contact that the delegate has with the conference, so registration needs to be handled efficiently, professionally and personally. The process doesn't start when the first registration is received, and it doesn't end when the conference starts (or ends!). The Conference Committee should be aware of the full scope of the position, including:

- Setting up the conference website, including online registration;
- Creating an efficient system for receiving registrations;
- Clear communication with the delegates, the Conference Chair and the Conference Committee members.

The registrar does not necessarily need to attend committee meetings, but it's a good idea, particularly if they have taken part in prior conferences. It's a key position and the registrar needs to know what is happening, as most delegate inquiries will come to him/her.

### Workshop Leaders Coordinator(s) – Pat, Athena, Brooke

This job is best shared by two people. The position has two distinct functions:

1. solicitation and selection of workshop leaders and
2. "care and feeding" of the leaders, both before and during the conference (and sometimes after the conference as well!

Although selected by the committee as a whole, workshop leaders need to have a contact person before the conference and need to be looked after during the conference. Thank you notes and payment need to be arranged after the conference. These committee members also look after the initial gathering of workshop proposals.



### Special Events Coordinator(s) – John, Pat

Again, this position may be shared. It involves looking after

- performance showcase: professional theatre in education or dance performances
- social events, e.g. dance for delegates, with a live band or disc jockey
- poster sessions
- symposia

This involves working with these events from their inception and the initial contact until the conference is over and thank-yous and payments (in the case of keynotes) are done.

### Trade Fair Coordinator(s) – Deborah, Andrea S. (artisans)

The person doing this job canvases the list, collects the money (which is given directly to Treasurer) and ensures the set-up for displayers. As well, they are available during the conference should any displayer have a question, a concern, or simply needs to know the location of the washrooms.

### Publicity Coordinator(s) – Kim

This is a challenging job. Ideally, it means mustering the resources of CODE's Regional Coordinators and other persons with access to potential CODE members (universities, AQ course instructors, independent schools) and providing them with materials to publicize the conference. Again, this could be a two-person job. Since their work is over by conference time, they can assist other committee members at the conference.

### Conference Registration:

- All conference details posted on website
- Registration is open on website
- Conference cost: \$250
- Membership:\$50
- Student Fee: \$200 – free membership
- Non-Members: \$350

### Publicity:

- Mini-Flyer and 2 Page Flyer to be sent out via email and hard copy
- In Huntsville region – conference has been promoted
- Sent out with regional reps and to all membership
- ARTSECO, contacts of arts consultants in the province
- Summer AQ courses
- OECTA
- Arts Alive (Peel), Camp OTF
- Professionally Speaking, VOICE, faculties of Education, TDSB PD Days, CODE and Theatre Ontario Workshops, Fall AQ Courses, OMEA and OCEA
- Muskoka Arts Council

#### Trade Fair:

- Cost of tables is \$175 (before Sept.) \$200 (Sept. – Oct.) (includes Sat. lunch)

#### Workshops:

- Variety of Dance, Drama and Integrated Workshops
- Freelance Artists and Teachers
- Primary, Junior, Intermediate, Senior options available
- 6 Workshop Time Slots
- Saturday AM:
- Session 1 – 9 Workshops Available
- Session 2 – 9 Workshops Available
- Saturday PM:
- Session 3 – 9 Workshops Available
- Session 4 – 9 Workshops Available
- Session 5 – 6 Workshops Available (Optional Wellness Workshops)
- Sunday:
- Session 6 – 6 Workshops Available

#### Special Events:

- Mervi Salo (Education Officer at the Ministry) will speak about new curriculum Sat. lunch
- Keynote - Alan Kaeja and Karen Kaeja
- Student Showcase - Glenys McQueen-Fuentes will be working with students at local Bracebridge Highschool on Friday before conference and having students present at lunchtime showcase on Sat.
- Wellness Workshops
- Dance on Sat. Night
- Bollywood Dance Lesson on Sat. Night
- Trade Fair with local Muskoka Artisans

- Launch of New CODE Resource
- Friday Night Social/Mixer
- Saturday Night Showcase – TBA

Looking forward to a successful conference!