



Management Board Meeting Minutes (Web)

Saturday, March 3rd, 2011

9 am – 4 pm

Blue Mountain Resort, Collingwood, ON

Bay Street Boardroom

Co-chaired Kim Snider, President, and Brooke Charlebois, Vice President

Present: Laura Bonfigli, Bev Bon, Jenn Mavity, Gisele Paquette, Sarah Papoff, Debra Reynolds, Andrea Santangelo, Julie Wilson, Wendie Gibbons, Steve Wei, Ashley Winchell, Mark Latter, Brooke Charlebois, Kim Snider

Regrets: Ceris Thomas, Deanna Thompson, Emily Caruso-Parnell, Amanda Williams-Yeagers, Pat McCarthy

Call to order at 9:08am

1. Routine Business (9-10:30)

1.1 Call to order – adoption of minutes of the last meeting

I, Julie Wilson, move to adopt the minutes from the last meeting, seconded Ashley Winchell. Motion carried.

1.2 Business arising from minutes

Action Item: Brooke to contact Marc Richard again to get the Dance in Canada Powerpoint presentation.

Action Item: Amanda to update directory to reflect that everyone is using CODE e-mail addresses from now on.

Action Item: Debra to e-mail database of trade fair to Kim.

1.3 Adoption of agenda

I, Andrea Santangelo, move to adopt the agenda, seconded by Sarah Papoff. Motion carried.

2. Discussion Items

2.1 Management Board Issues

- Communication and disseminating information
- Attendance at meetings and submission of reports
- It is important that the board attend meetings to ensure we have quorum.

- Upcoming meeting dates for 2011/2012

2011 Meeting Dates:

Sat June 4th, at Meadowvale (Wendie's school)

Sat Sept 17th

AGM-Conference

Sat Nov 26th

2012 Meeting Dates:

Sat Jan 14th

Sat March 3rd

Sat June 2nd

-- Discussion of use of Skype:

- Is there a way we can ensure that people can Skype into a meeting especially in the winter months?

- Creating a succession plan

- Board members need to think about who can succeed them. Subcommittees are a good place to start recruiting people to take over your position.

- Empowering board members in their roles

- Documentary: board viewed the documentary shot at the 2010 conference and we are very please with the product that was produced.

I, Wendie Gibbons, move to give each student who worked on the documentary a \$100 honourarium, seconded Sarah Papoff. Motion carried.

Action Item: if everyone could find 2-3 places to show the CODE documentary before June (staff meetings etc)

2.2. Update of OTF Camp Proposals: 4 proposals were submitted to OTF.

Sarah and Anastasia (Critical Literacy/Drama/Dance - Toronto)

Debra, Gisele (Drama and Dance – Ottawa)

Brooke and Amanda (Dance only – somewhere in the West)

Jane, Jane and Kim (Integrated Arts - Bark Lake)

- OTF now wants proposals that have a financial literacy slant and these will be given priority

Action Item: Kim will email info on OTF camps to those doing workshops, and if they can incorporate this focus into their existing proposals, they can contact OTF.

3. Work Items (10:30-2:30, including break for lunch)

3.1 Move into working groups, outline work items for the retreat, work and reports back at end of day.

Working Groups: (see Appendix for a list of Work Items, Goals and Action Plans)

Conference (Bev, Kim, Laura) - update on workshop call, drafting of preliminary budget, review of website protocol, setting deadlines

- OAC Grant is to promote artist/teacher partnerships. Name for the conference is “Reach: Drama and Dance Beyond the Classroom.”

Web Development (Stephen, Wendie, Sarah) - increasing traffic on site, updates and corrections to site, emailing expired members, etc.

- Suggestion that CODE have Facebook page and twitter account. Publications to take over Facebook and Twitter.

I, Wendie Gibbons, move to create a Facebook page, which would be run by the publications officer. Seconded by Laura Bonfigli. Motion carried.

I, Wendie Gibbons, move to create a Twitter account that would be maintained by the publications officer. Seconded by Julie Wilson. Motion carried.

Action Item: Kim will contact Ron Dodson for advice about a Wikipedia entry.

Regional Reps (Mark, Andrea, Gisele, Jenn, Julie) - review of emailing regions, writing blogs, creating email lists of arts consultants and AQ instructors, list of partnerships in region for Drama/Dance Liaisons, communication strategies.

Partnerships (Deb, Ashley, Brooke) - strategy for increasing partnerships outside GTA, creating draft letters/emails and targeting specific organizations, creating protocol for posting partnerships for addition to the website.

4. Professional Development/Mentoring (2:45-4:00)

Ministry Post-Mortem Meeting (Stephen, Kim, Brooke) - wrap up discussion of Ministry writing project, next steps

Professional Development: Leading a Workshop (Bev, Jen, Deb, Gisele, Sarah, Ashley, Laura, Andrea, Julie) - sharing of professional expertise in the development of workshops, possible OTF Workshop planning time)

5. Wrap-Up Discussion

Sunday, March 4th, 2011

9 am – 12 noon

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6. Reports

- Treasurer (Laura)
- We are in a healthy financial position at this time.
- Laura will be taking on the position of Conference Treasurer.
 - Vice President (Brooke)
 - President (Kim)
- Group memberships: board coordinators are interested in buying bulk memberships-but what they want is a membership for a whole school, do we have the capacity to do this.

Action Item: Steve will ask Aiden about the cost.

- Conference (Bev)

*I, Bev Bonk, move to change the conference date to the weekend of October 21st-23rd.
Seconded by Laura Bonfigli. Motion carried.*

Action Item: Bev to blog about the date change.

Action Item: All board members will change their tagline to reflect the new conference dates. Bev will send us the exact name and location for the conference so we are consistent.

- Board Report Highlights

Central East:

- York Regional event is happening (CODE in partnership with York and York Catholic) Thurs May 12th-in Richmond Hill.

Toronto:

- Working on a critical literacy drama and dance mini-conference. It would be a full day, including lunch
- Sometime in the summer (last week of August)

Eastern Rep:

- Step into Motion update
- Discount to Step into Motion for CODE members

Action Item: AGM reports due to Amanda by the end of May. Please report on the fiscal year July 1st-June 30th, 2011. Use the template sent out by Kim.

7. **Update of Work Items** - goals reached, next steps

Action Item: Sarah Papoff will start the Facebook account, Brooke Charlebois will start the Twitter account. Steve to create a Twitter e-mail tweets@code.on.ca

Action Item: When Kim receives regional specific info she will send to regional reps so they can e-mail their members and blog about it.

8. **New Business**

- We need new posters, swag, code wear (t-shirts, yoga pants) etc.

I, Wendie Gibbons, make a motion that the management board empowers the executive to make decision regarding the amount of CODE promotional material and code wear. Seconded by Julie Wilson. Motion carried.

Action Item: Wendie to look at storage spaces in Mississauga, Brooke to look in Burlington, Oakville and report back at the Exec meeting.

Summer AQ visits: We would like to do them again, but challenges are who to contact? How do we get them to respond?

Action Item: Kim to share contact list to regional reps, regional reps make contact and if someone responds then send that info to Brooke who will facilitate who can visit.

Suggestions for conference location 2012?

Natawasaga-Alliston

Deerhurst? OMEA is having their conference there in 2012

Blue Mountain again, but in the new conference location?

Sheraton on the Falls?

White Oaks

Hilton Fallsview

Action Item: Kim will look into these locations for the June meeting.

- Creating more Members Only resources-should we do a small summer writing project? Would this be online? Or would we create a print resource? Can we do lessons in French?
- Online resources are more accessible. We could launch them at the conference. Print resource would take more time.

Action Item: Exec will discuss and send out an electronic motion. Please check your e-mail as it will be time sensitive. Subject line: ELECTRONIC MOTION

Confirmation of Correct Address for Conference Location 2011: Blue Mountain Resorts,
Blue Mountains, Ontario.

9. **Meeting Adjourned** Meeting adjourned 11:22am.