

CODE

Board Management Meeting Minutes

1113 Riddell Cres, Milton, Ontario

Saturday, June 2nd, 2012, 12:30-4:00pm

Chaired by Brooke Charlebois, Acting President

Present: Amanda Williams-Yeagers, Jen Mavity, Wendie Gibbons, Andrea Santangelo, Stephen Wei, Sarah Papoff, Jeff Maronate, Marc Richard, Mark Latter, Clyre Lyndley, Jennifer Goodine

Regrets: Ashley Winchell, Giselle Paquette, Kristen Edwards, Emily Caruso-Parnell

Chaired by Brooke Charlebois, Acting President

Meeting called to order at 12:51pm

1. Routine Business

Call to order-adoption of minutes of the last meeting

I, Clyre Lyndley, move to adopt the minutes from the June meeting.

Wendie suggested the amendment that 3.4 reads "Re-visioning the March retreat.

Brooke suggests that we amend the minutes to officially recognize and thank Kim Snider for her efforts in CODE.

Seconded by Stephen Wei. Motion carried.

Business arising from minutes

-Brooke updated on the t-shirts:

- the order has been placed, but there are some problems with the design, because it was a wordle. These issues will be worked out. It is a 10 day turn around and they will be ready in time for the conference.

-Clyre presented to six AQ courses this summer, most of which were not Drama or Dance AQs (including York Phys. Ed). Her presentations were really well received.

-Brooke feels that it is important that we continue to reach the generalist teacher by presenting at other AQs, much like Clyre did.

-Marc suggested that we also continue to present to pre-service education teachers as well.

-Stephen mentioned that preservice education students cannot afford the price of the hotel.

-Brooke mentioned that the location of the conference is fairly close and they can commute this year.

-Sarah mentioned that in the next 2-3 weeks pre-service education students typically will sign up.

Action Item: All regional reps will send out conference emails to members to promote the conference by the end of next week.

-Clyre has inquired about what the union standpoint is on the conference. This will be discussed later in conference discussion.

Adoption of agenda

I, Andrea Santangelo, move to adopt the September 2012 board meeting agenda. Seconded by Sarah Papoff. Motion carried.

Change in board positions

-Ashley has resigned as of the AGM. We are looking for a Publications Officer. Please stress that this position involves computer knowledge.

2. Reports

Conference

Patrice Baldwin's visit

Board reports

The board discussed the highlights from their board reports.

Clyre:

-there are still some issues with locations for beginning teacher workshops.

-Helen and Jenn G. have confirmed locations. The board feels that their might need to be some cancellations given the current political climate (i.e. Barrie).

-Brooke feels that any workshops toward of the end of the month and into October should be cancelled given the current climate. Conference registration is down compare to other years. The other issue is that there is limiting funding for conferences and PD.

-Sarah confirmed that the OISE location will be fine in terms of participation. Jenn G. confirms her school is available and that will continue. Helen's workshop will continue, as will Jeff's.

Emily is currently unavailable for comment on her workshop.

-Clyre attended the Collective Bargaining Committee meeting and the sense was that the protest will continue for 1-2 years. We need to consider how people will interpret that, and how that will affect participation in PD.

Action Item: Brooke will send out a message regarding the union message to all reps to send out with their conference push email.

-Stephen mentioned that we should mention that we are "union members, doing this for other union members."

Discussion regarding the current political climate and differences between schools in various boards.

-Marc wrote an article for Professionally Speaking and it was rejected. Brooke suggested that we post the article on the CODE website, while Marc tries to determine why the article was rejected. Brooke suggests we post it under "resources" and post a link on the blog.

-Sarah updated the board on the itinerary for Patrice Baldwin. She also outlined the questions that Larry Swartz has about Patrice's workshops.

-Brooke feels that we need to charge for Patrice's workshops, but fees can be offset. She feels like it is important that we fill up the workshop and that might come from pre-service students.

-discussion surrounding the honorarium and financial aspects of Patrice's visit and presentations.

-discussion regarding the handouts from presenters for the conference

Action Item: Reps will also include information about the Patrice Baldwin's workshop in their emails. They will state that registration details will be posted on the website.

Dates for the workshops:

Monday Oct 22 (Secondary), Tuesday Oct 23 (Elementary) at OISE. 5pm start. Snacks provided. \$15 for students, \$20 for members, \$30 for non-members.

-Jenn G. thinks that there might be a conflict if we push the Baldwin OISE workshops before the conference push or at the same time.

Action Item: Jen will put out a conference email this weekend. Reps will send out their email by September 27-28th. On Thanksgiving weekend the reps will send out information about Patrice Baldwin's workshops. Brooke will send out an email from the president in between these dates.

Action Item: Clyre will make a workshop flyer for Patrice Baldwin and send it to Brooke.

Conference Report:

-we lose our block of rooms by Monday so people need to book their room ASAP if they haven't already.

-currently there are 75 people registered. We have budgeted for 180 members, 20 non-members, 5 pre-service and our committee, etc- approximately 250 people total.

-Wendie suggests that the conference committee come up with a new budget.

I, Clyre Lyndley, move that I make an appointment with Sandra Bell at Nottawasaga to discuss the current situation regarding the conference and as a consequence I move that we write a contingency conference budget to be approved by the conference committee. Seconded by Stephen Wei.

Discussion arising from the motion:

-Jen M. requests that if and when there is a new conference, it be sent to her so that she can redo the official budget.

-Jenn G. amends the motion to change the name of the contact for the appointment at Nottawasaga to be Patricia Farrugia-Watson (outside sales rep).

-the minimum people we need are 190 rooms booked, to get the space for free. There isn't a minimum for the meals

Motion carried.

-We need to do a memorial at the conference for Helen Dunlop. Jenn G. is looking for a suggestion for what to do for this.

-Wendie recommends someone who knew her to do this.

-All board members need to do duties at the conference. We will put the thank you to presenters list on googledocs for the board to sign up.

-TIFF is coming as a partner.

-20 volunteers from Brock would like to come. Marc suggests that students from other faculties also have an opportunity to volunteer. Jenn G. suggests that we only use 10 student volunteers.

-Discussion regarding what student volunteers should receive for their help.

-Discussion around the Improv Everywhere Mission group presentation.

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AGM Meeting:

Exec is up for nominations. If you want to run for an exec position, Wendie will have the nomination forms. Stephen will post the form online. You must get your signed form to Wendie 12 hours before the AGM (8pm Saturday night).

You must have been on the board for 2 years to run for exec and have been VP for 1 year before running for president.

-everyone on the board must attend the AGM

Exec Reports

-We officially appoint Wendie as past president.

-Jen reminded board members that they must have a map printed with their expense claim form in order for her to be able to write a cheque. She can provide her address if anyone needs it.

-Cheques given to board members must be cashed within 10 days.

-Cheques for our organization MUST be made out to Council of Ontario Drama and Dance Educators, NOT "CODE."

See reports.

3. Discussion Items

Liaison Roles

-Production of advocacy materials- Are there any ideas that can be done without costing us money (based on our current financial situation which is unpredictable)?

-Marc feels that we could make a connection with Dance Ontario to produce some things

-Clyre has connections for video production, has been speaking with ETFO regarding a video glossary

-The drama and dance liaisons will continue to plan and follow up on their initial ideas, considerate of the fact that funding is currently limited. They will seek executive approval of any funding based projects.

-Marc thinks that the connection to mental health for both students and teachers would be a good advocacy piece (people for education)

-We need to make sure there is a balance in advocacy in BOTH drama and dance

Discussion around equal advocacy.

- Sarah suggests that we post both the drama and dance position papers on the website

Action Item: Sarah and Marc will send the position papers to Stephen to post on the website and they will copy Brooke.

-Jeff recommends that we consider optics in order of workshops for next year's conference

-Can we create advocacy plans for the March retreat?

-Brooke feels we should start with the liaisons' initial plans to be presented at the next meeting

Benefit/Partnership Policy

-Brooke recommends that we review the policy and then make a decision

-the disclaimer will be up on the website prior to the conference. She also recommends that same disclaimer be posted at the trade fair.

I, Brooke Charlebois, move that we use the same disclaimer from the website at the trade fair and conference program for every upcoming conference. Seconded by Jeff.

Discussion arising from the motion.

Motion carried.

Action Item: Brooke and Wendie will discuss the policy this week and send it out to the board for approval.

4. Other Items

Website how-tos

- everyone can access their gmail accounts
- Stephen wonders about an instruction manual so that the board is self-reliant
- he suggests that we continue to build our online resource to include details/how to for the organization.

Communications Protocol

Action Item: Wendie will find the communications protocol and will send it to Amanda who will forward it to the board.

- Wendie, as past president, will take over the liason role between executive and website

Storage

- we need to look into a storage unit to house our archives, etc.

I, Brooke Charlebois, move that the board empower the executive to lease a monthly storage unit. Seconded by Wendie.

Motion Carried.

Meeting adjourned at 3:44 pm