



CODE Annual General Meeting

Friday, October 18th, 2019

Time:6:30-7:30pm

55 Queen Street, Stratford, Ontario

Room: Eaton Lounge, Festival Theatre

Agenda

Chaired by Jane Deluzio, CODE President

1. Routine Business

- 1.1 Call to order and welcome
- 1.2 Adoption of minutes of last meeting (AGM 2018)
- 1.3 Adoption of AGM agenda

2. Summary Reports

- 2.1 Discussion regarding reports - see reports

Membership

- Current membership update

- 2.2 Highlights from Executive reports

Past President - see report

President - see report

Secretary - see report

Treasurer - see report

Vice President - see report

3. Elections

Board Reports

For the fiscal year **July 1st, 2018 - June 30th, 2019**

Executive Committee

Past President

Name: Kim Snider

Summary of Activity

Regular Duties

- I have communicated with members and the board in my role and attended meetings
- **Music Canada 3 R's Program:** I had a phone conference with representatives from Music Canada, who are beginning a Ministry-funded project called the 3 R's that will fund repairs to instruments in school. They are also interested in creating PD and resources for teachers and asked questions about CODE. I emphasized the need for integrated arts lessons and PD for elementary teachers, and indicated that CODE would be open to collaborating or presenting a future conference or PD events
- **Not in Our Space! Meeting:** On Friday, September 14th I attended a meeting for the Not in Our Space! Campaign, which is a stakeholders meeting with people working in the arts to discuss plans to educate about consent in rehearsal/arts.
- **Partnerships/CODE Events:** I helped to secure the teachers' night with Andrew Kushnir for Project Humanity's January 2019 show *Towards Youth* with Drama Liaison Kat Karpenchuk
- I received a request from Kari Lynn Winters at Brock University re: publicizing a Niagara event honouring David Booth, which Meghan shared on our platforms
- CODE was invited to present at a workshop for French language board teachers in Toronto in late May. Tessa and I presented a workshop based on the CODE Heroes unit. This was a very well-received event and CODE hopes to be invited back next year
- I attended the Memorial to David Booth in June 2018 along with other members of the CODE board, past and present

Website

- I have helped troubleshoot some website issues as they have come up re: membership and registration
- I communicated with Freeform regarding our ongoing website upgrade and budget

- We decided to change our system to Backdrop, which has been recommended by Freeform as a more cost-effective option. We have made provisions in the budget for this upgrade and made a priority going forward of sweating budget for big upgrades every few years
- I updated the CODE Bylaws on CODE Drive and on website as there were some updates needed
- **LTTA Videos:** CODE discovered that Curriculum Services Canada went bankrupt and our videos were no longer streaming. I received an update on the Learning through the Arts videos from Marcella Jenkins at the Ministry. After CODE made a formal written request to house the videos on a YouTube or Vimeo site, it was sent to the legal department at the Ministry. I then created a CODE YouTube site and uploaded the videos there, which is now linked on our website
- **CODE YouTube:**
https://www.youtube.com/channel/UCzFuxC_Lvd8diSSzdGamtRQ

Advocacy

- **Committee:** Though our committee did not meet in person throughout this year we have had discussion via email about a number of current issues, which include:
 - The reduction of arts teachable offerings at faculties of education
 - The format and delivery of AQ courses
 - *People for Education:* Debbie Nyman and Judith Doan submitted questions for PFE's next survey, and were invited to the fall 2018 conference to speak on a panel about education issues. This was a very well received workshop and we thank Judith and Debbie for spearheading this work
- **FNMIEAO and Ophea support:** Following two announcements by the new government this summer, the Executive decided CODE should voice its support for our fellow subject associations, FNMIEAO and Ophea
 - *FNMIEAO:* After Phase 2 of the TRC writing project was cancelled, CODE issued a statement on its website and Facebook page with the assistance of Jen Giancola, Equity Rep, and encouraged people to write the Minister of Education. I also had a phone call with Co-chair Jodie Williams to discuss the cancellation.
 - *Ophea:* Following the announcement about the repeal of the 2015 Health curriculum, CODE issued a statement of support, which was well-received by Ophea. We were then invited to attend a stakeholders' meeting about the repeal in late August, which I attended
- Submitted CODE Response to the December 2018 Ministry Survey with Advocacy Committee assistance. In May, I submitted a response to the Classroom Consultation Survey, which is posted to our website
<http://www.code.on.ca/blog/code-response-class-size-consultation-2019>

- I wrote and spoke at the TDSB Consultation on budget changes and their impact on the arts, both as a TDSB teacher and Past President of CODE.
- In June, I met with Jim Palmer and Isaac Moore of OMEA and Beryl Cohen of OAEA to discuss ways that the arts can unite to advocate together. Jim will be requesting a meeting for all the associations with People for Education
- With input from the committee, I sent a letter to OCT about CODE's AQ concerns. After an exchange of letters, I had a telephone conference with Deirdre Smith to discuss some issues. **We encourage CODE members who have feedback/concerns about AQ courses to complete the online survey that OCT sends out with the email that confirms your certification. You can call or submit feedback at any time to OCT, and can remain anonymous.** CODE will also take OCT's recommendation to contact Deans and Assistant Deans to discuss how CODE can support preservice and AQ offerings.

GTA Conference

- I acted as Publicity person and Registrar for the CODE in the 6ix conference, which included setting up conference registration, purchasing Facebook ads, promoting through social media, mailings, and during in person AQ visits

President

Name: Jane Deluzio

Summary of Activity: July 1 – October 31, 2018 – Vice President

- **Emails, Executive Meetings and Management Board:** Business as usual.
- **CODE Advocacy International:** Spoke about CODE, provided links to our website and Facebook pages, and encouraged membership during my work as an Educational Consultant with *Bridging Arts* in Salzburg in June/July. Liaise on behalf of CODE with Faculty of Education professor, Doreen Cerny, who was in Toronto in late June and visited the schools of President Kim Snider and former CODE president Brooke Charlebois.
- **Political Advocacy:** Attended two riding meetings and one protest regarding curriculum issues related to Health and Physical Education and Truth and Reconciliation. Actively in touch with the shadow Minister of Education for the official opposition, Marit Stiles.
- **Resources:** Met with former President Sarah Papoff to continue her work on analyzing resources pulled last spring because they did not meet current pedagogical or equity thinking. We want to get as many of these back on-line as quickly as possible.
- **Provincial Arts Safety Resource:** on provincial committee of which CODE is co-lead with OAEA: On hold until further notice from the Ministry. No funding currently available.

- **Attended CODE-in-the-SIX** Conference chaired by Dan Lalonde at the University of Scarborough in October.

November 1 – June 30, 2018 – President

- **Emails, Executive Meetings and Management Board:** Business as usual.
- **Transition to president:** Worked extensively with Past President Kim Snider and Vice President Jessie Kennedy to understand this role. Attempted to meet in person or on-line with every member of the Management Board.
- **Code in the County Conference Committee:** Worked with Conference Chair – Western Regional Coordinator Matt Sheahan. Spent a day visiting Matt's school.
- **Open-Forum Steering sub-Committee** met in December to discuss whether we could proceed without government funding. Decision: Open Forum work is on-hold.
- **PULSE:** Met in May with Carmelina Martin to discuss the future of Pulse. Pulse met on June 2nd to decide next steps. A report will be shared at our September meeting.
- **Partnerships, Project Collaborations, Information Sharing and Ads:**
 - Wrote protocols to ensure that our Partnership Policy could be implemented transparently and efficiently. Accepted by the Board.
 - Began meeting with partners. Formalized partnerships with Dance Collection Danse, Dance Ontario, the National Theatre School Festival – Ontario and Theatre Ontario.
 - Met with Presidents Isaac Moore, OMEA, and Michele Kleinschuk, OAEA, on May 31 to discuss how we could work together to support all of the arts as well as continue to advocate fiercely for our own arts discipline. Had a very positive meeting and have collaborated on various political initiatives since then.
 - Verified that we are a charity entitled to give receipts for donations. Led initiative to get a Donation button on the website. Advocated for donations wherever possible.
 - Worked with V.P. Jessie Kennedy on grant proposal for outreach across the province initiated by Prologue to the Performing Arts which, while ultimately unsuccessful, has resulted in a shared determination to apply again.
- **Resources:**
 - Worked extensively via email, hang-outs and in person with Past President Kim Snider, and former presidents Brooke Charlebois and Sarah Papoff to organize, edit and prioritize the resource revision and writing they initiated.
 - Developed an Action Plan together that included reviewing those resources not yet reviewed, editing of resources needing minor and medium revision, a statement about appropriation in senior Dance Resources where this is a risk and more.

- **Attended on behalf of CODE:**
 - Diana Tso's *The Monkey Queen*. Red Snow Collective at the Theatre Centre.
 - TDSB sponsored workshop with Kathleen Gallagher, Andrew Kushner and secondary drama teachers on verbatim learning
 - Project Humanity performance of *Toward Youth* at Crow's Nest Theatre.
 - Conference at YPT where Matt Sheahan's students performed.
 - OECTA conference at CODE table with Sarah Papoff. Connections made: Brooke delivered a dance workshop for a teacher we met. CODE wrote two advocacy articles about OECTA members on CODE board: Kim Snider wrote about elementary Drama and Dance in Secretary Rochelle Matthews' junior classroom published in the June magazine. I wrote about Secondary Drama and Dance at Central-Western Regional Co-ordinator Cheri-Anne Byrne's arts school in Mississauga still to be published.
 - Political Protest against cuts to education with Kim Snider, Sarah Papoff and Rochelle Matthews. We designed and purchased a CODE banner for use at further protests and upcoming conferences.
 - Two Arts Consultants of Ontario (Artseco) meetings
 - OMEA's 100th anniversary event at Hart House on April 22.
 - Full day OTF meeting Saturday, May 25th.
 - And participated in tribute to David Booth at OISE on June 13th.
- **Mailings:** Sent mailings on a regular basis to all members with a focus on advocacy at the grass roots level and with an emphasis on classroom work by drama and dance teachers.
- **Political Advocacy:**
 - Connected to Dr. Jill Andrew, NDP Culture Critic by Marit Stiles, my MPP. Dr. Andrew invited CODE to attend the Ontario Government month of May Opposition's Day and be introduced publicly in the legislature. I and former president Sarah Papoff attended. Dr. Andrew requested CODE members' personal stories about cuts by email within 48 hours' notice. Sent a mailing to all members requesting their support; Meghan put it on Facebook and our website. Congratulations CODE members for sending in so many stories! Sarah's submission was selected by Dr. Andrew to be read aloud.
 - Kim Snider and I met with Ian Pettigrew from OTF to discuss approaches with this Ministry of Education and political advocacy in general.
 - Sent a letter to ARTSECO (Arts Consultants Organization) requesting that there be a more equal focus on Dance, Drama and Visual Arts. The emphasis on Music was the result of a majority of Arts Consultants being Music folks.
 - Fiercely demanded that we name all of the arts whenever we can because Dance and Drama are far too often the unnamed arts, AND that we name the arts in alpha order because there is still an ARTS Hierarchy with Music prioritized in so many school boards. The Arts: Dance, Drama, Music, and Visual/Media Arts.

- **Gratefully relied on and supported leadership initiatives by CODE Board Members:**
 - Past President Kim Snider who has had a leadership role in CODE for 15 years. I relied on her advocacy, website, and resource work and supported where I could.
 - Secretary, Rochelle Matthews with meeting agendas while she taught me everything about hang-outs and google drive; she knows where everything is and how to find it.
 - Treasurer Kim Erin Spratt: Met in March to go over the figures for this past year in anticipation of creating our budget for 2019/2020. Brainstormed a new approach to the budget. Relied on her knowledge and expertise with budget, PayPal, and much more.
 - Vice President Jessie Kennedy on a successful March Retreat Day at UOIT in Oshawa, her work on elementary group membership and more. Relied on her pedagogical knowledge, vision, common sense and passion.
 - Communications Chair Tessa Lofthouse whose quiet but deep leadership behind the scenes made our website work and our website upgrade possible.
 - Conference Co-Chairs Cheri-Anne Byrne and Leslie Turcotte, and their wonderful work on our upcoming Western conference in Stratford, Ontario: CODE-upon-AVON.
 - Dance Liaison Laura Van Gjin for conference workshops and work with PULSE.
 - Drama Liaison Kat Karpenchuk on cleaning up the Discounts for CODE members handling both drama and dance, organizing PD, and her vision for liaising across the province.
 - Equity Liaison Jenn Giancola for spearheading our new Equity/TRC document.
 - Membership Officer Jelynne Sornberger who represented us at two Artseco meetings. She handled the very challenging meeting where my letter to Artseco about their preferential treatment of music at these meetings was on the agenda.
 - Publicity Chair, Meghan Park, who selected and posted material for Facebook and our website, stimulated blogs and shared her views on website improvement. New to this role, she nailed it!
 - Regional Coordinators: Cheri-Anne Byrne, Ayesatta Conteh, Andrea Lefebvre, Matt Sheahan, Leslie Turcotte and Tina Vieira who did not get nearly enough support for all the leadership they do out there on their own and who inspire me with their passion.
- **Leadership Focus:**
 - Brought in a lower membership rate for retired teachers and actively reached out to retired folks who were no longer CODE members
 - Began work on increasing the leadership of Regional Coordinators and encouraging the development of Regional Committees.
 - Encouraged the use of the terms “artist educator” and “arts teacher” because we need to be very careful about privatizing education. Made it explicit that CODE supports artist who support teachers but not artists in place of teachers.

- Supported grassroots leadership by all drama and dance teachers across Ontario by encouraging teachers to send in photos and blogs to CODE.

Secretary

Name: Rochelle Matthews

Summary of Activity

- Update CODE Board Executive drive/ documents:
 - Record Executive Meeting Minutes
 - Routine drive organization
- Update CODE Board Documents drive/ documents:
 - Record Board Meeting Minutes and organize Reports
 - Compendium of Motions
 - Routine drive organization
- Corresponded with member requests online
- Edited and posted web minutes of CODE Board meetings and AGM online to CODE website
- Set up and recorded online google hangout meetings for the CODE Executive
- Co-planned and presented OTF summer institute (July 18-20th) with Sarah Papoff and Tessa Lofthouse on Process Drama and Inquiry in London, Ontario (Western University).
- Helped to set up 2019 Western Conference registration through the CODE website in partnership with Kim Snider, Stephen Wei and Jesse Kennedy. Provided feedback on registration tests.
- Presented a drama/dance workshop for York U preservice teacher candidates on January 31, 2019 (location: Catholic Education Centre, TCDSB)
- Attended CODE conference at the University of Toronto, Scarborough Campus (UTSC) on October 19th, 2018; managed CODE table and recorded minutes at the AGM and posted those minutes onto the CODE website
- Joined 2019 Western conference committee, CODE-Upon-Avon, as executive liaison. Troubleshooting concerns and advising co-chairs on administration of the event.
- Updated CODE board contacts list (2018-2019 edition)
- Created board document collating Ontario Faculty of Education, Practicum Coordinators contact list.
- Featured in June 2019 OECTA Catholic Magazine article on inclusive teaching practice in elementary drama, "*A Place for All*" written by Kim Snider and facilitated by Jane Deluzio

Treasurer

Name: Kim Erin Spratt

Summary of Activity

This is my first year as Treasurer for CODE.

Treasurer Duties

- Managed changeover of Membership duties to Jelynne Sornberger.
- Continued correspondence with members experiencing login/access difficulties.
- Assisted in establishing a protocol for school-wide memberships and continue to oversee this initiative.
- Returned payments to members who were charged twice when registering, due to an update glitch.
- Managed and processed any necessary financial requests, payments and reimbursements.
- Deposited and managed incoming payments and revenue.
- Corresponded with outgoing insurance company to have cheque reissued for return funds.
- Created draft advertising rate card for discussion and review by exec and board
- Developed process and buttons required for CODE to be able to accept donations
- Updated CODE directors/information with CRA and Charities Directorate
- Updated/changed all Paypal and web information.
- Created a membership comparison report of Paypal vs Civi members
- Sent receipts to OSSTF for grant compliance.
- Maintained and updated financial records and documentation.
- Verified all Paypal financials/membership payments to confirm membership income and conference income.
- Completed bookkeeping and reconciliation of CODE's bank accounts (Operating, Conference, Ministry and Paypal) for 2018/19 fiscal year.
- Compiled and verified expense sheets, bank statements and financial documents for year-end reporting.
- Delivered materials and information to Patrick Kua, CODE's accountant.
- Phone meeting with Jane Deluzio, Jessie Kennedy and Kim Snider to understand current and future budgeting for CODE.
- Met/spoke with Jane Deluzio on various occasions to discuss/adjust budget and complete budget projections for 2019/20.

Other Participation/Work on behalf of CODE

- Attended 2018 Conference - CODE in the 6 - assisted at the registration table.
- Conference Treasurer for 2019 Western Conference: CODE-Upon-Avon.
- Sourced potential SWAG for upcoming year.
- Attended the Theatre Ontario AGM via video conference

Vice President

Name: Jessie Kennedy

Summary of Activity

Advocacy

- Edited and sent advocacy letter written by Jane to TDSB on behalf of CODE
- Attended the American Educational Research Association Conference and the NYU Theatre Educators Forum in May and promoted CODE to national and international delegates at both.
- Provided Drama and Dance resources and continue ongoing conversations with Arts Consultants from Simcoe and other Boards
- Ordered new CODE stationary
- Promoted CODE membership with York Pre-Service Teachers
- Attended "Arts Activated" initiative at TLDSB and promoted the resources CODE can offer.
- Conducted J/I Pre-Service Workshop in Drama at York using CODE Resources, promoted free Pre-Service membership.
- Posted key dance and drama notices on CODE FB page
- Facilitated pilot run of school memberships CODE, coordinating with Jelynne and Kim Erin Sprat on protocol for purchases
- Represented CODE at the Ontario Teachers Federation Curriculum Forum. CODE provided an update on our work over the past year and current directions. Meaningful discussion occurred in 'Focused Conversation' group conferencing around reducing barriers to membership, partnering with organizations, considering what subject associations offer members and examining who members 'are not' and thinking about why, and engaging pre-service teachers as well as NTIP and Occasional Teachers.

CODE Conference Work

- Provided ongoing work as Registrar for 2019 Conference, attending committee meetings and responding to issues with Conference Website and PayPal, worked with Rochelle Matthews and Kim Snider on creating the Conference Website and learning Registrar job, sent out mailings to all active members about Conference Registration
- Provided accounting for both 2018 CODE in the Six and PEC Conferences, liaising with Conference Chairs on invoices and costs
- Attended both CODE in the Six and PEC Conferences

Development Work

- Hosted Equity Committee Meeting and contributed to completion of CODE Call to Action and CODE document on working with Indigenous subject matter
- Facilitated March Retreat at UOIT and ongoing plans for CODE to provide training to all Intermediate UOIT Pre-service teachers in 2019, continue to liaise with UOIT on pre-service training scheduled for Oct 11, 2019 and work with Jane

- DeLuzio, Brooke Charlebois, and Meghan Park to plan for workshop.
- Continue to work on Scope and Sequence document for Elementary Drama
 - Continue to work on gathering exemplars, data, and key information for consideration in new CODE pamphlet
 - Participated with Jane in consultation with Prologue on a grant proposal for outreach of performing arts in the North
 - Created shared Workshop file in CODE Board Documents for those willing to add notes or resources that they have used in delivering a) Regional Workshops and/or b) Pre-Service workshops
 - Converted ARTSECO Contacts into CODE Regions for use by CODE Regional Reps to make contact with Arts Consultants in their Regions

2018 Treasurer Duties

- Managed purchase of new Insurance policy inclusive of Director's Liability, Errors and Omission, and General Liability
- Managed change over of TD accounts with all signatories on CODE and Pulse Board to update our TD Bank account, transferred all Treasury information and access to Kim Erin Spratt.
- Co-ordinated 2017-2018 HST Rebate with Accountant
- Reconciled the Operating, Conference, and Ministry accounts for the 2017-2018 fiscal year, compiled all expense sheets, bank statement and other materials and delivered to our Accountant for year end financial reporting.
- Addressed all PayPal inquiries
- Liaised with our Accountant, Patrick Kua on an ongoing basis regarding CODE finances
- Processed all financial related requests, remitting cheques and maintaining records.
- Ongoing maintenance of CODE Operating, Conference, Pulse, and Ministry Accounts and all questions relating to CODE finances
- Managed all information and payment regarding new Insurance Coverage
- Completed 2018 OSSTF Grant
- Provided orientation to CODE Finances with incoming Treasurer Kim Erin Spratt during CODE in the Six

Standing Committee Chairs, Liaisons and Officers

Membership Officer

Name: Jelynn Sornberger

Summary of Activity

- Liaised with Kim Erin Spratt in relation to membership concerns & issues

- Represented CODE at two Artseco meetings
- Answered all membership related emails, questions and concerns
- Liaised with Kim Erin Spratt and Jessie Kennedy on setting up new school wide memberships and answering correspondence in relation to this topic
- Liaised with Kim Erin Spratt and Kim Snider about managing dual accounts that are causing membership access errors
- Liaised with Kim Erin Spratt & Jessie Kennedy regarding setting up school wide membership accounts
- Promotion of CODE through ETFO Art Committee
- Promotion of CODE through TLDSB Arts website resources

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Membership Summary										
MEMBERS BY TYPE	SEPTEMBER (LAST MONTH)			OCTOBER (MTD)			2019 (YTD)			CURRENT #
	NEW	RENEW	TOTAL	NEW	RENEW	TOTAL	NEW	RENEW	TOTAL	
CODE Full Member	56	51	107 [107]	18	12	30 [30]	163	120	280 [280]	434 [434]
First Year Teacher	37	3	38 [38]	10	0	10 [10]	95	3	96 [96]	161 [161]
Free Pre-Service Student	45	1	46 [46]	16	2	16 [16]	132	4	134 [134]	246 [246]
Retired Teacher	0	0	0 [0]	0	0	0 [0]	0	0	0 [0]	0 [0]
Honorary Member	0	0	0 [0]	0	0	0 [0]	0	0	0 [0]	7 [7]
Totals (all types)	138	55	191 [191]	44	14	56 [56]	390	127	510 [510]	848 [848]

Primary member counts (those who "own" the membership rather than receiving via relationship) are in [brackets].

Communications Chair

Name: Tessa Lofthouse

Summary of Activity

Regular duties

- Performed 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.
- Redirected WebForm submissions to the appropriate email aliases.
- Clarified workflow for website support requests.
- Made minor fixes and necessary security updates to the website based on support requests or passed these on to FreeForm's support team.
- Responded to concerns about the website: workshop registrations, PayPal issues, new memberships, automatic reminder mailings for expiring memberships.
- Created a PayPal donation button to reflect CODE's status as a registered charity.
- Added Events tab to the main menu of the website.

- Assisted board members with website navigation and use, following upgrade phases.

Website Resources

- Provided translations to French for several resources.
- Updated expired links as encountered.

Workshops/Conferences

- Co-planned and presented OTF summer institute (July 18-20th) with Sarah Papoff and Rochelle Matthews on Process Drama and Inquiry.
- Created a how-to document for creating workshops, participated in registration testing and made any fixes necessary for the CODE in the 6ix and CODE in the County conferences prior to the major upgrades to CiviCRM beginning in March 2019.
- Promoted CODE one-day conferences on social media; attended both conferences and completed responsibilities at the CODE table and registration; and uploaded conference workshop notes to the website, unpublished previous conference pages from the website.
- Created workshop registration for the Directing Intimacy workshop. There were issues with the registration page which I communicated to our website support team at FreeForm.
- Co-planned and co-applied to the 2019 OTF summer institutes to present with Sarah Papoff and Rochelle Matthews on Process Drama and Inquiry.
- Hosted HWDSB professional development session for J/I teachers for “new to drama” teachers, promoted CODE.
- Attended NRTEA on May 17-18, 2019 to represent CODE - suggested partnering with the IEC of Hamilton for the 2020 conference after hearing about the Atlantic Centre for Creativity - <http://www.atlanticcentreforcreativity.com/creative-connections-conference/>
- Attended Eduarts - CNAL - Meaningful Indigenous Education through the Arts on May 22, representing CODE. <https://www.eduarts.ca/civicrm/event/info?reset=1&id=20>
- Corresponded with Jody Boston about the possibility of collaborating - co-developed workshop proposal for Art as an Agent of Social Change symposium at McGill (<https://www.mcgill.ca/mahi/channels/event/art-agent-social-change-airg-symposium-286461>) on October 12 & 13, 2018 focusing on drama as a tool for decolonizing interculturality in language education.

Website Renewal Committee

- Budget
 - In November 2017, an exploratory budget of 5-10 hours was approved for work with FreeForm.
 - Budget was approved in March 2018 for the second phase of the upgrade to CiviCRM.

- Following the second phase of the website upgrade was completed, a significant increase to the budget line for website was recommended for future years to ensure budget for ongoing security maintenance and for support requests. (June 2018).
- Communicated with FreeForm to request negotiations for a budget for security maintenance and support fixes separate from upgrade costs (August-December 2018).
- Following the fourth phase of the upgrade, additional budget was required to address responses from board members regarding bugs. Met with FreeForm on May 23, 2019 to give permission for fixes.
- Budget for the 4th phase of the upgrade was approved (May 2019).
- Administration
 - Hosting responsibilities transferred from Foster Interactive to FreeForm.
 - According to FreeForm, open rates for CODE mailings are high compared to other NFP organizations that they work with, and suggested exploring different marketing techniques as there appeared to be no technical issues related to mailings as of January 2019.
- Phase 1 of the Upgrade (Exploratory Work & Initial Fixes)
 - In November 2017, we received quotes about upgrades based on an increasing number of problems with the backend of the website (CiviCRM and PayPal, membership issues, specifically). We met with FreeForm and received quotes from several other web development companies. FreeForm informed us that we were running on CiviCRM 4.1.6 and Drupal 6 – both of these platforms were outdated and were no longer supported by the developers leaving them vulnerable to security breaches. CiviCRM needed to be upgraded to 4.7, but this had to happen incrementally so that it could be made to communicate properly with Drupal which needed to be upgraded to Drupal 7 or another platform.
 - Initial fixes began in December 2017 and were completed by January 2018.
- Phase 2 of the Upgrade (CiviCRM)
 - Gave FreeForm permission on behalf of the committee to begin updates to CiviCRM in March 2018. The major concern was that newer versions of CiviCRM were still not communicating effectively with PayPal.
 - The second phase of the upgrade was completed for CiviCRM by September 2018. Some bugs as a result of the upgrade could not be addressed immediately due to exhausted budget line which had to be extended for continued work on the website.
- Phase 3 of the Upgrade (Drupal 6 to Drupal 7 & CiviCRM)
 - Negotiations on budget, as well as FreeForm's limited availability, delayed the second major phase of the upgrade, upgrading Drupal 6 to Drupal 7, until December 2018; security upgrades were ongoing and bugs resulting from this process were required.

- Security support by the developers for Drupal 6 and 7 was extended, eliminating the deadline for migration of the site and providing more time to explore the most cost-effective options. The committee decided to migrate from Drupal 6 to Backdrop CMS, rather than to Drupal 7 based on perceived longevity of the platform.
- Phase 4 of the Upgrade
 - As of January 2019, priorities were established with FreeForm in terms of the Backdrop portion of the upgrade. Contract for initial work on the second phase was signed with FreeForm.
 - Drupal was migrated to Backdrop CMS in July 2019. CiviCRM was upgraded to the most updated version CiviCRM 5.0.
 - Audit of the website for bugs/inconsistencies has been ongoing.

Conference Chairs, Liaisons and Officers

2018 Regional Conference Chair (CODE-in-the-6ix)

Name: Daniel Lalonde

Summary of Activity - July 1st, 2018 - June 30th, 2019

Conference Prep - Code in the Six

- Met with Committee members to discuss direction that we would like the conference to take and how to effectively implement the one day conference format
- Committee created the theme and direction for the conference and finalized the roster of workshop artists, panel speakers and keynote presentation
- Had multiple meetings with UTS about how to best use their spaces to create an engaging conference that was both easy for delegates to navigate but also highlighted the beautiful UTS campus
- Communicated with the teachers of the keynote student performers (from tdsbCREATES) to organize the specifics of the presentations (drop-off/pick-up times; lunch etc.)
- Organized and ordered conference lunch, snacks and coffee
- Organized a poster making competition at The Woodlands School and used the winning poster as the conference advertising poster

Conference

- Registration - 98 delegates
- The conference was a fun, thoughtful, engaging event that provided important discussion.
- Rather than begin with a keynote speech, the committee decided to begin with a keynote panel talk. The panel talk was a powerful way to open the conference and ignite the emotional connection to the day's material.

- Following the panel talk the delegates moved to their first and second sessions. The workshops were designed according to Streams - Arts Rookies; Elementary Drama/Dance; Secondary Drama; Secondary Dance.
- Lunch was a buffet style lunch provided by 'Paramount'.
- Following lunch, delegates moved in to their final session
- The conference closed with a keynote performance from Toronto area students who had participated in tdsbCREATES. The performance demonstrated the power and importance of drama and dance in amplifying the thoughts and experiences of young people.

Post-Conference

- The committee was pleased with the success of the conference.
- The committee organized a conference survey. Some of the highlights:
 - Many delegates appreciated the one-day format as it left the remainder of the weekend open. Others, however, missed the camaraderie that occurs over a weekend conference
 - Delegates were moved by the panel talk and keynote performance
 - Delegates enjoyed the workshops, but some mentioned they would have liked to be able to weave from one stream to another
- After examining all conference expenses, we were pleased that the conference made a profit.(of approximately \$3900.00).

Other

- Attended CODE in the County at PECl
- With Lauren and a group of students at PECl, we created a collective piece that highlighted the impact that drama, dance and arts educators had had on the students
- Attended regular CODE Board meetings throughout the year
- As I take a short break from the CODE Management team, I reflect on the inspired work that CODE does for arts educators in Ontario and beyond. In uncertain political times, the passion, knowledge and resolve of the CODE Board and its members is a continued beacon for artists, educators and students. Certainly, their expertise will ensure guidance and inspiration through these difficult times.

2018 Regional Conference Chair (CODE-in-the-County)

Name: Matthew Sheahan

Summary of Activity - July 1st, 2018 - June 30th, 2019

- Organized and conducted meetings of the conference committee
- Facilitated and delegated responsibilities to conference committee
- Communicated with and answered questions and concerns from conference presenters and speakers
- Organized the schedule and workshops/keynote speaker

- Established the budget and managed expenses
- Communicated with and organized lunch and refreshments
- Contact Joe Brown to provide the opening and acknowledgement to begin the conference in a good way
- Supervised and facilitated volunteers and student performers
- Facilitated participation of student volunteers and performers from Picton and Kingston
- Managed communications and promotions in the eastern region and beyond
- Assisted, with the help of other conference members, to clean and set up the rooms and spaces for the conference the day before
- Provided a breakdown and run down of all activities post conference to CODE Management Board
- Participated in a detailed post mortem discussion and breakdown of the conference
- Facilitated a profitable and successful conference with satisfied delegates, speakers and workshop coordinators
- Communicated post conference with speakers and presenters to thank them and receive their feedback
- 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

2019 Regional Conference Co-Chairs (CODE-Upon-Avon)

Names: Cheri-Anne Byrne and Lesie Turcotte

Summary of Activity - *July 1st, 2018 - June 30th, 2019*

- Planned the schedule & budget to be presented to the board
- Chose a theme and focus for the conference
- Researched previous conferences for advice and ideas
- Worked with conference committee through a variety of online meetings.
- Discussed and created a schedule for the conference day
- Met with Lois at the Stratford festival to tour the facilities and create a plan for the event. Discussed possible presenters and keynote speakers as well as budgeting issues.
- Presented the conference concept & budget to the CODE board

- Created sub-committees and created a conference committee
- Communicated with potential presenters, vendors and speakers
- Sent out invitations to the marketplace for vendors
- Researched potential accommodation deals for delegates
- Booked Stratford catering services
- Arranged for student to create the conference poster for promotion
- Created a potential list of vendors who might want to participate in the trade fair
- Sent out trade fair invitations
- Created registration on the website
- Signed contracts with presenters, stratford festival, Catering services as well as vendors
- Collected registrations for delegates & vendors

Dance Liaison

Name: Lauren Van Gijn

Summary of Activity

- Attended Pulse meetings
- Responded to emails
- Attended Open Forum Steering Committee meetings

Drama Liaison

Name: Kathleen Karpenchuk

Summary of Activity

- Cleared the website of non-current member discounts.
- Renewed and created new relationships to establish discounts for members.
- Supported regional coordinators in developing workshops.
- Promotion of CODE nights at Cahoots theatre and Crows nest theater.
- Answered emails and collaborated with individual members on teaching strategies.

Equity Liaison

Name: Jennifer Giancola

Summary of Activity

- Supported written letters to the provincial government in support of the cancelled TRC writing projects and the 2015 Health Curriculum by writing my own letters to the Minister and local MP.
- Encouraged members to write to the Minister of Education by assisting in issuing a CODE approved statement on our website and Facebook social media site.
- Sent out CODE Conference email to all secondary drama teachers in the TCDSB encouraging them to register for Code in the Six and other regional conferences.
- Negotiated a CODE evening for “I call myself Princess” (Cahoots Theatre) at the Aki Studio with a pre-show chat on Cultural Appropriation for a half priced ticket of 15 dollars on Thursday Sept 27th. Promo code CODE15.
<https://www.nativeearth.ca/princess/>
- Assisted with CODE in the 6ix 2018 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 a presentation for my board Drama PD (although it was cancelled. Hope to present in the new year)
- Promoted CODE events, drama and dance happenings via social media platforms
- Helped to promote registration for the Western Conference in the TCDSB
- Rebooted the Equity Committee in order to create a CODE Call to Action and get support on the Equity Best Practices Document for Indigneous Education.
- Created a plan with Equity Committee to complete documents by early summer.

Publications Chair

Name: Meghan Park

Summary of activity

- Monitoring and posting to social media platforms
- Cleaning up/ deleting old posts from the website, giving input on website upgrades
- Posting/ promoting our Charitable Organization status / donation option on the website
- Reactivating our twitter account
- Advocating for drama and dance at the school board level, promoting CODE to teachers in TLDSB, presenting workshops at Board level and provincial level through ETFO's Presenters on the Road program
- Equity committee: Attended meeting and assisted with the development of land acknowledgement and FNMI resource

- Soliciting blog posts to support teachers in their daily practice (e.g. supply teacher lesson plans etc.)
- Conference: promoting registration on social media and soliciting vendors for the trade fair
- Planning workshop at Brock University for Arts Matters, STEAM focus

Regional Coordinators

Central East Coordinator

Name: *VACANT POSITION*

Summary of Activity

- Mailings were provided by Matthew Sheahan, Eastern Coordinator.

Central West Coordinator

Name: Cheri-Anne Byrne

Summary of Activity

- Maintained communication with members through mailings and social media.
- Collaborated on article for OECTA magazine.
- Provided workshop for drama AQ in January combining drama and indigenous education.
- Provided two workshops for pre-service students at Brock in St.Catherines.
- Attended both CODE on the road conferences and assisted when and where necessary.
- Reached out to various pre-service programs in efforts to build lasting relationships.
- Much of work done as conference co-chair.

Eastern Coordinator

Name: Matthew Sheahan

Summary of Activity

- Wrote and shared monthly mailings

- Managed and facilitated communication and sharing through the CODE eastern regional Facebook page
- Answered emails and questions from eastern region 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)
- Monitoring, posting and sharing to all social media platforms
- Attended and participated in CODE Management board meetings
- Acted as conference chair for CODE in the County (see above)
- Answered emails and requests from other management board members
- Met with Sheena Robertson about assisting in getting more artist educators in the classrooms in the Prince Edward County and Quinte Region
- Answered emails and questions from members in the east
- Promoted CODE at Literacy meetings and distributed promotional information to elementary colleagues
- Promoted CODE through Canadian Improv Games events and meetings
- Touched base with Central East members to keep them up to date
- Discussed CODE resources and the benefits of joining to elementary colleagues at two staff meetings

North Eastern Coordinator

Name: Andrea Lefebvre

Summary of Activity

- Created facebook group supporting educators
- Hosted a Dance Education workshop for teachers and pre service teachers at Nipissing University
- Hosted The Thunderbird Dance Festival at Chippewa SS in North Bay
- Supported the Theatre Outreach on Stage Program (NNDSB)
- Began sitting on an Education Committee for the Gateway Theatre Guild - North Bay and area.
- Promoted CODE with Gateway Theatre Guild
- Supported the creation of a new dance program at a secondary school in North Bay.
- Shared resources, links and CODE information with the International Baccalaureate Dance teachers group (international teachers).
- Shared the CODE conference with many interested groups.
- Mail outs to area.
- Email and support new teachers (ongoing basis).
- Discuss CODE at Dance/Drama functions
- Networked with Project 5
- Lead Artist in Residence workshops

- Social media posts and shares.

North Western, Canadian and International Coordinator

Name: Tina Vieira

Summary of Activity

- Tina was on leave for this year. Canadian and International Coordination was handled by Past President Kim Snider.

Toronto Coordinator

Name: Ayesatta Conteh-King

Summary of Activity

- Promoted Code through social media
- Responded to member inquires
- Represented CODE at ETFO Arts committee meetings and events

Western Coordinator

Name: Leslie Turcotte

Summary of Activity

- Most work has centered around organizing the conference as the conference chair (see above)
- Emails
- Facebook posts
- Attended CODE meetings
- Participated in the tour at OUAT
- Created and lead some PD workshops for Elementary drama and dance teachers in Bluewater