



## **CODE Management Board Minutes**

**Saturday, September 14, 2019**

**12:30 - 3:30pm**

**Milton, Ontario**

*Chaired by Jane Deluzio, President  
and Jessie Kennedy, Vice President*

**Present:** Cheri-Anne Byrne, Jane Deluzio, Jennifer Giancola, Jessie Kennedy, Tessa Lofthouse, Kim Snider, Jelynn Sornberger, Kim Erin Spratt, Leslie Turcotte

**Guests:** Catherine Clarke, Bobbie Dorka, Tracy Thomson

**Google Hangout:** Ayesatta Conteh-King, Andrea Lefebvre, Rochelle Matthews, Meghan Park, Matthew Sheahan, Tina Vieira

**Regrets:** Kat Karpenchuk, Lauren Van Gijn

1. **Routine Business: 12:30 - 12:35**
  - Call to order adoption of minutes

*I, Cheri-Anne Byrne, move to adopt the minutes of the June 2019 CODE meeting. Seconded by Jennifer Giancola. Motion carried.*

- Business arising from minutes
- Adoption of Agenda

*I, Matt Sheahan, move to adopt the agenda for the September 2019 CODE meeting. Seconded by Jessie Kennedy. Motion carried.*

2. **Welcome to guest members: Jane 12:35 - 12:40**
3. **Sub-Committee Reports/Motions/Discussion Items:12:40 to 1:00**
  - a. Advocacy Subcommittee - Kim S

- a. See Kim's report for details.

**ACTION ITEM: Board Members** please consider submitting a proposal for a workshop at another subject association's conference this year to promote drama and dance across the curriculum. If you receive/see calls for conference workshops, please send them out to the whole board. If you do submit and get accepted, please let us know.

- b. Conference 2020 Sub-Committee – Kim S. and Brooke Charlebois
  - a. Kim and Brooke are co-chairing the 2020 Conference. Title is EVOLVE 2020: Looking Back, Moving Forward, October 23-25, Sheraton Hamilton.
  - b. We are confirming our committee and will meet early November.

**ACTION ITEM:** If you expressed interest in joining the committee, please confirm with Kim Snider ASAP if you are still interested.

- c. Open Forum Steering Sub-Committee – Jane
  - This committee is disbanding until further notice. No report.
- d. Resource Sub-Committee – Jane
  - Resources: [Action Plan](#)
  - Questions and Discussion

**ACTION ITEM:** Jane will let the board know in November what new resources we would like for the website. If you are willing to donate a resource to the site, you will receive credit on the resource and a small honorarium gift certificate.

#### **4. Standing Committee/Liaisons/Membership Report Highlights/Motions/Discussion : 1:00 to 2:00**

- a. **Communications Chair** – Tessa Lofthouse  
Website Updates and Questions/Concerns
  - 2 years into the upgrade of the website
- b. **Conference Chairs** – 2019 – Cheri-Anne Byrne and Leslie Turcotte - *see report below for more details*  
Will refer to important information about the conference, ask for support and answer all questions. Budget overview will be provided.
  - Market Place:  
**Confirmed Vendors:**
    - Action Pak
    - Educational Theatre Association
    - Playwrights Canada Press

- Theatrefolk
- Print A Mode
- Stratford Festival Theatre
- Inspired Arts
- Pulse

**ACTION ITEM:** Board members, please sign up for the duty roster for the Conference. -

**ACTION ITEM: Registrar (Jesse)** please print out media release forms for the CODE table

**ACTION ITEM: CODE Board members,** please come to the conference with fully charged devices to help keep AV costs down

c. **AGM:** Kim Snider - Information and Discussion

- Past President chair's the AGM nomination process
- AGM begins at 6:30pm in Stratford
- All management board positions are up for re-election (except for the Executive officers)
- Nomination form due Thursday, October 17th before the AGM

**ACTION ITEM:** Please submit your nomination form to Kim at today's meeting or via email. If it has not been completely signed, Kim will find CODE members to sign it. Deadline for all Nomination Forms is October 17th, 2019.

d. **Dance Liaison** – Lauren Van Gijn

Information on Pulse in report.

*I want to welcome Bobbie Dorka to the Board! She will be taking over as Dance Liaison. She is a wonderful teacher and person, and I know you will enjoy her spirit! I wish her all the best as she learns the ropes and continues to advocate for dance education in Ontario. - Lauren*

e. **Drama Liaison** – Kat Karpenchuk

- Please continue to send discount possibilities to her from all Regions.
- AGM Transportation and Wayne Fairhead NTS Festival Ontario Tribute. You need to obtain your FREE ticket asap as seats will “sell” out quickly.

f. **Equity Liaison** – Jenn G - *see report below for more details*

- Committee held a meeting over the summer

**ACTION ITEM:** Jennifer to share copies of equity meeting notes on Call to Action with management board before November meeting

g. **Membership Officer** – Jelynn Sornberger - *see report for more details*

- noticed access issues are due to members have dual accounts (starting up multiple accounts with various emails)
- We have an extra 200 members in the last month

h. **Publications** – Meghan Park - *see report below for more details*

- On Wednesday, she is going to Brock to present at STEAM conference

5. **Regional Coordinators Report Highlights/Motions/Discussion: 2:00 - 2:15** - *see reports below for more details*

a. **Central Eastern Coordinator** – position vacant

b. **Central Western Coordinator** – Cheri-Anne Byrne

- Is going to Brock in January and February to do work with IS Preservice (Shakespeare and Drama Tech focused)
- Hamilton DSB has request for primary workshop (drama and dance with Math focus)
- Jelynne has had “Math on Your Feet” workshop

c. **Eastern Coordinator** – Matt Sheahan

- Matt got the microphone for CODE Board meetings

d. **North Eastern Coordinator** – Andrea Lefebvre

- See report.

e. **North Western Coordinator** – Tina Vieira

- wrote a letter to both public and catholic school boards in Thunder Bay - sent to teachers, principals
- a great focus would be for CODE to provide this support to teachers in the region; bring the training to them

f. **Western Coordinator** – Leslie Turcotte

- See report.

g. **Toronto Coordinator** – Ayesatta Conteh

6. **Executive Committee Report Highlights/Motions/Discussion: 2:15 - 2:45** - *see reports below for more details*

a. **Past President** – Kim S.

b. **President** – Jane

- Use of language in the constitution e.g. Regional Coordinators
- Well-Being is a priority
- Communication is a priority and will help well-being

- Naming for Advocacy: ***A Reminder- Dance, Drama and the Arts or The Arts: Dance, Drama, Music and Visual Arts.***
  - Equity Talk
- c. **Secretary** – Rochelle
- When making political statements or opinions known on social media, please do so on your **private** facebook, instagram and twitter handles, (not through CODE)
- d. **Treasurer** – Kim ES
- Presentation of new budget
  - Claiming Expenses
    - **ACTION ITEM: Board members** please send claim form signed with receipts and mileage maps all at once. Photo of forms will suffice.
  - Streamlining Payment to CODE/Questions/Discussion
    - Donations - we need a donation receipt
    - Conference Registration and Vendors
    - School-wide memberships
- e. **Vice President** – Jessie
- Update on UOIT training and workshop folder in Drive
  - Scope and Sequence documents in drama and dance upcoming
  - Advocacy brochure development - in second draft phase

## 7. New Business

- a. Kim Snider would like to offer a free workshop for Pre-service members at my school (Rosedale Heights) targeting OISE, York, UOIT, etc.
- b. Attn Board Members, if you are interested in being on the Executive, please let Jane Deluzio know privately what your intentions are. You have to have been on the management board for at least a year to join Executive

## 8. Farewells and thank you to: Ayesatta and Lauren

**Thank you all!! It's been awesome. I'm still connected to you all.**

## 9. Time to Work together: 3:00 - 3:45

Work Groups Requested:

- a. Western Conference Work: Cheri-Anne, Leslie, Rochelle, Jessie, Matt
- b) Membership/Website Work: Tessa, Kim ES, Jelynne
- c) Website Publications/Resource Work: Kim S, Meghan, Jane, Kat, Jenn
- d) After first group work at 3:30: PD Day at UOIT: Jessie, Jane, Meghan

**Meeting adjourned at 4:00.**

***Upcoming IMPORTANT Dates:***

- Friday, October 18th AGM 2019 - In Stratford
- *CODE-Upon-Avon* – Saturday, October 19, 2019 – In Stratford
- November 23, 2019 – To Be Determined
- January 18, 2020 - ONLINE Google Hang-Outs Meeting
- March 7-8th, 2020 Retreat - Hamilton Sheraton
- June 6, 2020 – To be Determined

***See Board Reports below.***

# Board Reports

*Standing Committee Chairs, Liaisons, Membership Officer Reports:*

## **Communications Chair**

Name: Tessa Lofthouse

### **Summary of Activity**

#### **Regular duties**

- Continued regular duties as Communications such as regular email correspondence.
- Liaised with Kim Snider and Kim Erin Spratt regarding the fourth and fifth phases of the website upgrade.
- Made minor fixes and necessary security updates to the website based on support requests or passed these on to FreeForm's support team.
- Assisted board members with website navigation and use, following upgrade phases.

#### **Website Renewal Committee**

- The fourth phase of the website upgrade has been completed (Drupal 6 to Backdrop CMS, and CiviCRM upgraded to version 5.0).
- The committee investigated the website (particularly Kim Snider), sharing bugs and concerns about variations in the design from the original website. Met with Herb from FreeForm August 2019 to discuss next steps to restore some functionality of the previous website while keeping budget in mind.
- Several bugs ongoing or fixed following this meeting: student & retiree registration, resource visibility for members/non-members, automatic reminder emails for membership renewal for expiring members, conference page visibility, navigating the reports/information related to conference registration and membership registration, communication issues between the website and PayPal resulting in email issues.

## **2019 Conference Co-Chairs**

Names: Cheri-Anne Byrne, Leslie Turcotte

### **Summary of Activity**

- link was provided to management board for detailed updates

## **Dance Liaison**

Name: Lauren Van Gijn

### **Summary of Activity**

#### **Pulse Report from Carmelina Martin**

Pulse will go on a hiatus until 2022. Given the political climate planning a conference for 2020 would not be prudent.

Organizationally, future meetings will be conducted to streamline conference goals and mandate, redesign the conference template to reflect those goals, reorganize roles, build for succession, and recruit new team members as people's lives and commitments change.

Carmelina Martin is stepping down as chair to focus on grad school and Megan Schroeder will fill the role of chair in the transition. Carmelina will act as past chair in an advisory capacity. Megan will provide updates as she moves forward with planning over the next few years.

The Pulse splash page on the website will be posted in September and will include a message about our hiatus and links to the Code conference page and to the DACI page to pursue PD opportunities through those conference activities that support dance education.

In future communications about Pulse, please email Megan and cc: Carmelina as Pulse works through this transition and re-conceptualization.

## **Drama Liaison**

Name: Kathleen Karpenchuk

### **Summary of Activity**

- I have cleared the member discounts section of the website of anything that is old or out of date. And have been contacting companies in order to renew agreements for discounts I have cleared the member discounts section of the website of anything that is old or out of date. And have been contacting companies in order to renew agreements for discounts. A number of requests got out, and I'm still waiting to hear from companies such as Crows Theatre, Cahoots theater and, YPT
- Discount for Dance Connect Magazine will be added to the website this weekend.
- A new 15% discount will be added to the website this weekend for Goodminds.



## Equity Liaison

Name: Jennifer Giancola

### Summary of Activity


- Drafted a CODE Call to Action statement
- Liaised with Indigneous CODE consultant Ray John Jr to contribute to the CODE Call to Action and CODE Equity document on how to approach Indigneous subject matter in the drama and dance classrooms.
- Co-Chaired an Equity Committee meeting in order to edit the documents and bring them to completion.
- Sent out CODE Conference flyers to teachers via courier in my board and emails to all drama teachers.

## Membership Officer

Name: Jelynn Sornberger

### Summary of Activity

- Liaised with Kim Erin Spratt in relation to membership issues related to payments
- Liaised with Kim Erin Spratt and Kim Snider about managing dual accounts that are causing membership access errors
- Answered all membership related emails, questions and concerns
- Liaised with Kim Erin and Jessie Kennedy on setting up new school wide memberships and answering correspondence in relation to this topic

Membership Summary 										
MEMBERS BY TYPE	AUGUST (LAST MONTH)			SEPTEMBER (MTD)			2019 (YTD)			CURRENT #
	NEW	RENEW	TOTAL	NEW	RENEW	TOTAL	NEW	RENEW	TOTAL	
<b>CODE Full Member</b>	39	22	60 [ 60 ]	23	22	45 [ 45 ]	112	79	188 [ 188 ]	437 [ 437 ]
<b>First Year Teacher</b>	14	0	14 [ 14 ]	15	3	16 [ 16 ]	63	3	64 [ 64 ]	172 [ 172 ]
<b>Free Pre-Service Student</b>	14	1	15 [ 15 ]	9	1	10 [ 10 ]	80	2	82 [ 82 ]	193 [ 193 ]
<b>Retired Teacher</b>	0	0	0 [ 0 ]	0	0	0 [ 0 ]	0	0	0 [ 0 ]	0 [ 0 ]
<b>Honorary Member</b>	0	0	0 [ 0 ]	0	0	0 [ 0 ]	0	0	0 [ 0 ]	7 [ 7 ]
<b>Totals (all types)</b>	<b>67</b>	<b>23</b>	<b>89 [ 89 ]</b>	<b>47</b>	<b>26</b>	<b>71 [ 71 ]</b>	<b>255</b>	<b>84</b>	<b>334 [ 334 ]</b>	<b>809 [ 809 ]</b>

## **Publications Chair**

Name: Meghan Park

### **Summary of Activity**

- Ongoing promotion of drama and dance events/advocacy on social media platforms
- Managing and monitoring social media
- Conference promotion : early bird deadline, weekly teasers featuring presenters
- Equity committee : meeting and assisting with the development of FNMI resource
- Resource review: Ongoing review of resources on the website
- Liaising with Karri-Lynne at Brock for upcoming STEAM/ Arts Matters workshops September 18th
- Planning workshop for STEAM/ Arts Matters workshops at Brock

## *Regional Coordinators' Reports:*

### **Central East Coordinator**

Name: Vacant Position

### **Summary of Activity**

- Nothing to report.

### **Central West Coordinator**

Name: Cheri-Anne Byrne

### **Summary of Activity**

- regular duties
- Connecting with Brock to conduct workshop to pre-service students in February
- Reaching out to Shaw about upcoming teacher weekend.
- Working with Tessa to organize pd day session for HWDSB.

## **Eastern Coordinator**

Name: Matt Sheahan

### **Summary of Activity**

- Created and distributed monthly mailings to eastern members
- Created and distributed monthly mailings to central east members
- Forwarded, liked and shared CODE posts and information
- Managed the content for CODE Eastern Regional Facebook page
- Monitored and answered emails from other Management Board members and CODE members
- Purchased a Jabra Speak 510 Meeting microphone to be used at Management Board Meetings to make those on Google Hangouts heard and included effectively
- Promoted CODE at the Children and Youth in Theatre Conference at YPT on June 16, and presented with fourteen students
- Attended Dismantling Barriers Conference at York University on August 21-22 and networked with educators and academics
- Participated (slightly) in conference committee for CODE-Upon-Avon (tech support and committee meeting Sept 8th)

## **North Eastern Coordinator**

Name: Andrea Lefebvre

### **Summary of Activity**

- Email to members to remind them to register for the CODE conference and to welcome them back to a new year.
- Emailed co-ordinators at the NNDSB school board to pass on invite to conference.
- Shared, liked CODE posts on social media
- Updating North Eastern CODE Facebook (content/messages)
- Began sitting on Education committee for the Gateway Theatre Guild to encourage youth participation in Community theatre.
- Trying to update and locate Arts teachers. Many, many changes to schools, staffing and programs since last year. People need a few weeks to settle in.

## **North Western Coordinator**

Name: Tina Vieira

### **Summary of Activity**

- Created an email to introduce myself as the Northwestern Coordinator that is going to all principals in Thunder Bay during the second week of school.
- Created a letter specifically for elementary teachers introducing myself and CODE and asking them to connect for further opportunities.
- Met with an elementary teacher who expressed that her number one concern was not being properly educated in drama and dance and was very excited.
- Connected with Prologue to try to encourage Thunder Bay Teachers to join CODE.
- Created a secondary letter for drama and dance teacher in hopes of starting a committee that will focus on growing drama and dance education in Thunder Bay.

## **Western Coordinator**

Name: Leslie Turcotte

### **Summary of Activity**

- No report. Worked entirely on conference since last meeting.

## **Toronto Coordinator**

Name: Ayesatta Conteh

### **Summary of Activity**

- No report

## *Executive Committee Reports:*

### **Past President**

Name: Kim Snider

### **Summary of Activity**

#### Regular Duties:

- I have continued my regular duties and communication with the CODE board
- I visited the OISE Drama AQ course and P/J Masters courses this summer to promote CODE and the 2019 Conference
- I sent Ian Pettigrew of OTF a list of secondary drama and dance resources to share with Faculty of Education students at the University of Ottawa this fall. They include some CODE units and demonstration videos on our site
- The International Drama/Theatre Education Association (IDEA) has announced its World Congress in Beijing on July 5-7, 2020. I hope to attend this Congress and am willing to represent CODE at the general meeting(s). Dance the Child International (daCi) will also hold its World Congress at York University in Toronto in July 2020.

#### Website:

- I have worked with Tessa to facilitate the upgrade to the CODE website. A large number of 'bugs' have cropped up this summer, and we have tried very hard to address them with support from Herb at Freeform. Thanks to Tessa for her diligence and patience in addressing these fixes!
- We had a meeting with Tessa, Jane, and Herb to discuss changes to the layout of the resources, which were hard to navigate. Happily, Herb made those changes quickly, and I re-ordered all the lessons so that they are much easier to use and locate. We have a clearer budget plan going forward which has been communicated with the Exec.
- I completed an equity review of the existing Drama and Dance secondary resources on the website.

#### Advocacy:

- A letter from CODE, OMEA, and OAEA has been sent to the Toronto District School Board regarding the new organization of the Arts Department, and the naming of it as 'Music and the Arts.' Thanks to Jane Deluzio for spearheading this advocacy action.
- I have written a letter for the Deans, Assistant Deans, and Independent Deans of the Faculties of Education expressing CODE's interest in attending their meetings this year to discuss concerns about Pre-service and Additional Qualifications courses

## Retreat/Conference 2020:

- The March Retreat is now confirmed and booked with the Sheraton Hamilton
- Brooke Charlebois and I have met for initial planning of the 2020 Conference. The working title is EVOLVE 2020: Looking Back, Moving Forward. We will design a draft logo this fall and finalize our committee. We hope to meet in early November 2019 and calls for workshops will go out early January 2020.

## President

Name: Jane Deluzio

## Summary of Activity

### Regular Duties:

- Answered web emails, sent one summer mailing to all CODE members, supported, consulted and shared information with board members via email, messaging and on hang-outs, passed on information to Meghan for website and Facebook.

### Connected:

- *PULSE*: Met with Carmelina Martin on July 9th. Discussed next steps for PULSE and also possible Dance Liaisons to tap. A more formal report will be submitted by PULSE for this meeting.
- *Theatre Ontario*: Met with Raeburn Ferguson, Professional Theatre and Education Manager and Brandon Moore, Community Theatre and Communications Manager for lunch on July 16th. We have agreed to be partners. We have their logo on our website. Follow-up needed.
- *Dance Collection Danse*: Continue to support Amy and her work. Visited their new location on Yonge just north of College St.
- *The Dance Current magazine*: Assisted them with their discount and Facebook material to go on our website. CODE members will receive a full-year subscription for \$35.00.
- *OAEA* and *OMEA*: Links are on our website. Have their logos and signature and they have ours for future advocacy work together. No org may be used without specific permission.
- *NTS Festival – Ontario*: e-meeting on August 20 with Erika Kierulf, NTS Festival Producer and Maude Levasseur responsible for the Ontario Festival. We are officially partners. They have already place our name with link and our logo on their website. We have a link but need to finish our partner work. See Motion earlier in Minutes.

### Represented CODE

- *Prologue Showcase* at YPT on June 5th. Some outstanding new additions to their roster for this coming year.
- *TDSB Dance, Drama and Film/Video Co-op Performance* at YPT on June 11.

- Children, Youth and Performance Conference at YPT on June 15th. Matt Sheahan's students performed at this event. It was a powerful and moving piece of social justice drama.
- *David Booth Tribute* at OISE on July 13th.

### Budget

- Met on hang-outs and in person with Kim Erin Spratt throughout June and July to discuss and create our 2019-2020 budget. Many emails. We revised the format of the budget, used up the Ministry account and started a website savings account which gains a little interest. This was a steep learning curve for me but I was in good hands. See Budget Report.

### Advocacy

- This was the summer of advocacy, responses and letters. Much on-going consultation and collaboration with Kim Snider. Thank you to Kim for her outstanding advocacy hard work and leadership.
- Reached out to OMEA and OAEA to collaborate on a letter to the TDSB to change the name of The Arts and Music Department to: The Arts: Dance, Drama, Music and Visual Arts. Sent a letter to the director, some of the senior staff and all of the trustees. The TDSB agreed to change the name as we requested. We did mention that there should be someone with qualifications in each of the ARTS in the Department. [Link to Letter](#)
- Met with Trustee Manna Wong, Ward 20 – Scarborough-Agincourt, and her advisor, Robert Spencer, on June 18th to discuss the arts in public education, with a focus on the importance of Drama. Ms Wong is working on an artists in schools project with Patty Jarvis and others and wished to consult about drama in education.

### Resources

- Met on-line with Kim S, Brooke and Sarah to finalize the Resource Action Plan. We finished organizing the resources into: Still to be Reviewed, Minor Revision, Medium Revisions, Major Revisions or Complete Rewrites, Permanently Deleted/To Be Archived. We did as many of the quick revisions as possible on the spot and republished these resources. Kim S and Meghan Park were paid to finish reviewing remaining secondary and elementary resources. Brooke was paid to work on medium revisions. I had specific work to do related to quick revisions and minor revisions adding the appropriation statement and checking hyperlinks well as tracking all work and updating lists. See lists and work still do: [Resource Lists Revised](#)

### Dance and Drama Scope and Sequence

- Initiated and led by Jessie Kennedy in preparation for our Workshop Day with pre-service teachers at UOIT, we created a scope and sequence for each of Dance and Drama Grades 1 to 8. These will become a resource available via CODE.

## Website

- Figured out how much we could spend with Kim ES and supported the deep work being done by Tessa and Kim S where possible. I continued to learn more about editing and the details of the website. Supported the addition of the Retired Teachers Membership and Elementary School-Wide Membership.

## Fund-Raising

- Shamelessly asked for 65th birthday donations to CODE via Facebook to celebrate my new status as a senior citizen. Mild response.

## **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 agendas, reports and minutes with Executive and management board
- attended and recorded minutes for Executive meetings
- reformatted board reports, web minutes and AGM reports
- researched and began writing process for elementary workshop for 2019 Code-upon-Avon conference in October

## **Treasurer**

Name: Kim Erin Spratt

### **Summary of Activity**

#### Treasurer Duties

- Assisted in establishing a protocol for school-wide memberships and continue to oversee this initiative.
- Managed and processed any necessary financial requests, payments and reimbursements.
- Deposited and managed incoming payments and revenue.
- Continued with updated/trouble-shooting contact emails and information regarding Paypal and the website
- Sent receipts to OSSTF for grant compliance.



- Verified all Paypal financials/membership payments to confirm membership income and conference income.
- Phone meeting with Jane Deluzio, Jessie Kennedy and Kim Snider to understand current and future budgeting for CODE.
- Met with Jane Deluzio on various occasions to complete budget projections for 2019/20.
- Maintained and updated financial records and documentation.
- 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.
- Completed 2018-19 tax return for CRA.
- Filed HST return with accountant.
- Closed Ministry chequing account.
- Opened new savings account for website monies.
- Adjusted bank balances and financials per some new guidelines created with Jane Deluzio.
- Calculated monies owing to each account from Paypal's various revenue sources and dispersed accordingly.
- Matched web receipts to ministry monies to deplete that account

#### Other Participation/Work on behalf of CODE

- Conference Treasurer for 2019 Western Conference - CODE Upon Avon.
- Continued with support for members/Jelynnne experiencing login/access difficulties.
- Sourced potential SWAG for upcoming year.
- Attended the Theatre Ontario AGM via video conference.
- Member of the OCT Integrated Arts AQ course guideline review team.
- Writer/presenter of ETFO Integrated Arts PD workshops

## **Vice President**

Name: Jessie Kennedy

### **Summary of Activity**

- Hosted Equity Committee Meeting and contributed to completion of CODE Call to Action and CODE document on working with Indigenous subject matter
- Continued to complete Drama Scope and Sequence K-8 Document
- Edited and sent Advocacy letter written by Jane to TDSB on behalf of CODE
- Continued work as Registrar for 2019 Conference, responding to email and working with other CODE Board members in addressing website and PayPal issues
- Continued to gather key research and complete new advocacy brochure
- Participated in Budget meeting

- Liaising with UOIT regarding upcoming CODE drama/dance training for their 112 I/S Teacher Candidates on Oct 11th, developing workshop with Jane, Meghan, and Brooke.