



CODE Management Board Agenda

Saturday, January 26th, 2019

12:30 - 3:00pm

Google Hangout Video Call

Chaired by Jane Deluzio, President

Co-chaired by Jessie Kennedy, Vice President

Present via **Google Hangout**: Cheri-Anne Byrne, Jane Deluzio, Kat Karpenchuk, Jessie Kennedy, Tessa Lofthouse, Rochelle Matthews, Meghan Park, Jelynn Sornberger, Kim Erin Spratt, Leslie Turcotte.

Regrets: Jennifer Giancola, Matthew Sheahan, Kim Snider, Lauren VanGijn, Tina Vieira

Absences: Ayesatta Conteh-King, Andrea Lefebvre.

1. Routine Business:

- a. Call to order and adoption of minutes

MOTION: I, Cheri-Anne Byrne, move to adopt the minutes from the September 2018 meeting minutes. Seconded Tessa Lofthouse. Motion carried.

- b. Business arising from December minutes
 - nothing to comment on

- c. Adoption of Agenda:

MOTION: I, Leslie, move to adopt agenda for this meeting. Seconded by Jessie Kennedy. Motion carried.

2. Update on board vacancies: Jane

- We have an opening in Central East
- If you know anyone who is interested in joining the Central East, ask them to email Jane.

3. Committee Reports/Discussion Items:

- a) Ads and Donations – **Kim ES** - *see report for details*
 - Most of the traffic (.75% approx.) is on our resource pages
 - Proposal - That ads be placed on the left panel of our Resources page. Standard text length and image to be determined. (Image only or image and text options)

ACTION ITEM: KIM ES: Fix Paypal as above.

- b) Advocacy – **Kim S** - *Will report at Retreat.*
- c) 2019 Conference Report – CODE-upon-AVON: **Cheri-Anne and Leslie** - *see report for details*
 - Code-upon-Avon theme is **Growing your Soul**

ACTION ITEM: Board members to connect with Leslie and Cheri-anne with suggestions for keynote speaker

ACTION ITEM: Cheri-Anne to ask Lois about sharing this discount to our teachers.

- d) Equity – Jenn - *See her report for details*
- e) Open Forum Steering Committee – Jane - *see her report for details*
 - Discussion: *Is the Board in favour of this committee planning for a webinar in 2020?*
 - In anticipation of a curriculum review, this committee proposed an event to the Ministry of Ed before the last election
 - Board supports this committee in principle; continue planning a webinar and keeping board informed along the way
- f) Projects and Partnership Collaborations – **Kat, Lauren and Dan** - *see their reports for details*
 - **ACTION ITEM: Kat and Lauren** to share possible partnerships with Meghan that could be a part of the trade fair in the CODE-upon-Avon conference.
- g) Resource Review – Jane - *see her report for more details*
- h) Website - Tessa - *see her report for details*
 - We got the go ahead with site migration - to begin early February
 - Some disruptions to site service to be expected

4. **Report Highlights:** SEE REPORTS BELOW FOR DETAILS

- a) Communications – Tessa Lofthouse
- b) Dance Liaison – Lauren Van Gijn. Report added by Jane at Lauren's request.
- c) Drama Liaison – Kat
- d) Equity – Jenn
- e) Membership – Jelynne
 - ACTION ITEM: Website Committee and Membership:** to see if notices to renew membership can be re-established.

- f) Past President – Kim S.
- g) President – Jane
 - **ACTION ITEM:** Jane will provide clarification on definitions for: Partners, Project Partner, Advertisers, and Information sharing
- h) Publications – Meghan
- i) Regional Reps: Reports below
 - Andrea - *No Report.*
 - Ayesatta - *No Report.*
 - Cheri-Anne - DPCDSB looking for drama workshops to present to staff (After school sessions)
 - Brooke has invited Cheri-Anne to come talk to her class at Brock (Hamilton campus)
 - **ACTION ITEM: All board members** to update each other on what workshops and conferences you are involved with. CODE board members to update CODE calendar routinely. Make sure you add in your report what attend, or what you've been invited to attend.
 - **ACTION ITEM: Cheri-Anne** to connect with Suzanne at Shaw on how CODE can support their [Arts Palooza](#)
 - Leslie
 - Matt
 - Tina - *No Report*
- j) Secretary – Rochelle
 - Participating in OECTA magazine featuring on drama/dance in the classroom
- k) Treasurer – Kim ES
- l) Vice President – Jessie
 - Update/Discussion: Retreat - University of Ontario Institute of Technology, Oshawa (UOIT)
 - o 10am - 12:00pm in morning - learning time for CODE
 - o 12-12:30pm - lunch
 - o 12:30 - 2:30 pm - CODE board meeting in the afternoon

5. David Booth - Jane

- David was a founding member of CODE and father of drama education in Ontario and mentor to many, including a few of us on the CODE board
- CODE will be a part of the OISE Celebration of his life, but Jane would like CODE to do more for David's memory

- Any board members with ideas should get in touch with Jane or 2020 Conference Chairs.

6. New Business:

ACTION ITEM: Jane will contact absent board members about action items and rsvping to meetings

Upcoming Meeting Dates:

Saturday, March 23rd, 2019 - Retreat (full day)

Saturday, June 1st, 2019

Board Reports below.

Board Reports

Standing Committee Chairs, Liaisons, Membership Officer Reports:

Communications Chair

Name: Tessa Lofthouse

Summary of Activity

Regular duties

- I have continued regular duties as Communications such as regular email correspondence.
- I have updated Board Member profiles based on changes to the board.
- Provided training and support to new Board Members related to their interactions with the website and provided background information about the history and status of the website to Executive Members.

Website Support

- Moved the Member's Discounts page to the Home Menu for easier access.
- Supported the Treasurer and Publications Chair to publish a blog post where individuals can make donations to our PayPal.
- Addressed an issue of misdirection related to Membership issues - included appropriate contact information in automatic mailings and in instructions for registration in the case of a concern.
- Addressed issues with the Contact Us webform to ensure that email inquiries were being received by the appropriate email aliases.
- Redirected the "admin@code.on.ca" email address to the appropriate Executive Members.

Website Renewal Committee

- Developed Next Steps for the website committee.
- Contacted FreeForm regarding the delay of upgrades and the postponed expiration of security support for Drupal 7.
- In the process of scheduling meeting in January to address: migrating the website to FreeForm's server and transferring hosting fees; establishing upgrade timelines and budget; and establishing a maintenance package with FreeForm for security updates and minor fixes.

2019 Conference Co-Chairs

Names: Cheri-Anne Byrne, Leslie Turcotte

- Held first conference committee meeting online in lieu of weather.
- Contacted Stratford liaisons to confirm rooms and finalize some details.
- Reviewed space again to confirm locations of events for conference
- Additional tables are available for the trade fair with no additional cost. We do have access to power to plug in things like laptops but anything beyond this will require a crew call.
- We are able to have snacks in the normal school. As of right now all of the workshops will all be on the first floor and the hallway is large enough to accommodate tables for

these as well which may be good for delegate networking. We are able to bring our own snacks for this, thought of maybe ordering another coffee service from the festival for this and some extra munchies to have on hand.

- Potential panel speakers include: panel speakers, we were thinking about this being people in other fields like the list you had sent initially Lois. Lois suggested a Stratford Education team member could run the panel:
- Can we promote Stratford events on our website? Links are:

<https://www.stratfordfestival.ca/Learn/Teachers/Training/TeachingTheatre>

<https://www.stratfordfestival.ca/Learn/Teachers/Training/TeacherDays>

- There are no salaried teaching artists however there are many working at Stratford which may be able to support what we need
- Local Indigenous contact: *Liz Stevens of Kettle and Stony Point First Nation.*
- We have to contact the Nurses residences directly to see about availability but Lois seems to think it would be limited due to students, and contracted workers staying there.
- We do have to pay for use of the Normal School for the day which is a cost of \$ which we seemed to have misunderstood in our previous communications. We have a \$ contingency in our budget and we also hope this cost will be covered but an additional 2 tables at the trade fair.
- Inviting other local theatre companies is encouraged for the trade fair and welcome.
- We need to come up with a wish list of Keynote speakers. Keynote we would like focused on the power of Drama/Dance and why we are all so committed to pursuing these careers because of our passion and the way it enriches lives forever:
- Jonathan Goad, The Fiores (both mentioned) Dan Chameroy (played Dr. Franken...in Rocky Horror) Lois thought would be great. ...
- Need to choose the shows we would like to offer promo codes for. Available shows for that day are:
 - Saturday Evening: 8pm *The Crucible, Merry Wives of Windsor*
 - Friday 2pm: *Billy Elliot the Musical, Private Lives*
 - 8pm: *The Front Page, Little Shop of Horrors*
- Proposed schedule :
 - 8:30-9 Registration (Marquee)
 - 9-9:30 Keynote (Marquee)
 - 10:10-11:40 Consecutive Workshops (NS)
 - 11:50-12:50 Lunch (Marquee)
 - 1:10-2:40 Consecutive Workshops (NS)
 - 2:50-4:20 Consecutive Workshop (NS)
 - Closing (Marquee)

Dance Liaison

Name: Lauren Van Gijn

Summary of Activity

- Attended meeting of Open Forum Steering Committee
- Note: Lauren has been ill. She will forward emails to the Dance Liaison to Jane until she is able to respond directly once again. Jane will work with Kat on culling through Dance Discount offers on our website.

Drama Liaison

Name: Kathleen Karpenchuk

Summary of Activity

- I have cleared out the old Member discounts so that we have only current benefits on the site. I will be emailing our past partners to re establish new deals and relationships. Different emails will go out to companies that are not for profit theatres, profit theatres, stores workshops/courses.
- Waiting to send/write emails for clarifications regarding ads/fees for offering discounts? Exact wording for the message being sent out.
- With the aim of decentralizing CODE I would like to ask the regional reps to forward companies they have contact with that they would like to form partnerships with so that we can offer discounts and benefits that are relevant to the regions. This includes theatres, events or businesses.

Equity Liaison

Name: Jennifer Giancola

Summary of Activity

- Emailed Philip Cote (Indigenous Historian and Artist) about Land acknowledgement and waiting to hear back-- will have something drafted based on his recommendations for the next meeting.
- Equity Committee has yet to finalize the Indigenous artist(s) who will vet our document. I need to meet with Sarah and Matt (this past month was difficult to lock down day for all members of the committee)
- Curious about update on the ETFO call for writers... has anyone from CODE who is an ETFO member applied? How will this affect our document?

- We should add the FNMIEAO guidelines chart, “Before Engaging with Indigenous Knowledge Consider...” (emailed Jodie about this)

Membership Officer

Name: Jelynne Sornberger

- have been working on: identifying membership issues and how to deal with them
- Contacting for membership issues
- discuss school wide membership - need clarification and details on how that works please
- renewing board/regional reps members annually - discuss process for this

Membership Overview

- Current Total Members as of January 25, 2019: 924, In the month of January 38 new members and 1 renewal

Publications Officer

Name: Meghan Park

- Regular and ongoing communication with Tessa regarding logistics of the website/blog
- Cleaning up/ deleting old posts from the website
- Posting/ promoting our Charitable Organization status / donation option on the website
- Reactivating our twitter account
- Advocating for drama and dance at school board level, promoting CODE to teachers in TLDSB
- Promotion of upcoming drama/dance events via Facebook, Instagram, twitter (e.g. Theatre Ontario workshops)
- Promoted YouTube Channel on social media
- Promoted Project: Humanity / Crow's Theatre project on social media
- Regular email communication with Jane regarding social media posts, website maintenance etc.
- Soliciting blog posts to support teachers in their daily practice (e.g. supply teacher lesson plans etc. Goal is to post one a month)

Regional Coordinators' Reports:

Central East Rep Coordinator

Name: Vacant Position

Summary of Activity

- Nothing to report

Central West Coordinator

Name: Cheri-Anne Byrne

Summary of Activity

- Shared CODE news and events on Facebook page
- Sent out mailings
- Met with Dufferin-Peel Arts coordinator about putting together dance and drama pd sessions for teachers in our board, working towards getting this on its feet.
- Met with DP subject council to promote code events, resources, conference etc.
- Reached out to Laurier faculty of education and have not heard back, will try again next week.
- Reached out to University of Waterloo undergrad to have meeting with dean of drama. NO faculty of education but to discuss how CODE can support undergrads should they pursue a career in teaching drama and dance.
- Reached out to Brock U Drama and Education instructor and am sorting details to go to do 2 workshops for pre-service students.

Eastern Coordinator

Name: Matthew Sheahan

Summary of Activity

- Made monthly mailings
- Liked and shared CODE Facebook posts
- Answered email inquiries from members
- 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
- Maintained and updated contact with CODE members through the Eastern regional Facebook page
- Read minutes of previous meeting
- Maintained communications and answered inquiries from fellow board members
- Checked and answered CODE official email

Toronto Coordinator

Name: Ayesatta Conteh-King

Summary of Activity

- No report

North Eastern Coordinator

Name: Andrea Lefebvre

Summary of Activity

- No report

North Western, Canadian & International Coordinator

Name: Tina Vieira

Summary of Activity

- No report

Western Coordinator

Name: Leslie Turcotte

Summary of Activity

- Planning with the CODE upon Avon conference committee.
- E mails with the committee

Executive Officer Reports:

Past President

Name: Kim Snider

Summary of Activity

Kim is overseas (4 over 5) but sent two items for her report:

- Submitted CODE Response to the Ministry Survey with Advocacy Committee assistance. This is posted on our website on the main landing page.
- Sent a follow up to OCT about CODE's AQ concerns and they provided additional input. Jane will have a phone meeting with them in February.

Regular Duties

- Continued to answer emails from our membership, support website committee, and answer questions from Management Board colleagues.
- Contributed to written materials when requested e.g. David Booth's *Tribute* on the main page of our website.

President

Name: Jane Deluzio

Summary of Activity

- Submitted letter to ETFO and to OECTA. OECTA is unsure about sharing the letter but accepted our logo and a statement about our resources for the next issue of their magazine. OECTA also agreed to accept an article about drama in Rochelle's classroom (Rochelle is an OECTA member) with photos. I will visit her classroom and write it up. It must be submitted before February 13th. Hoping to hear soon from Ayesatta about whether or not ETFO shared our letter with its membership.
- Supported Jessie on Retreat planning.
- Learned as much as I could about our website update and contributed to budget discussion.
- Contacted Bill Walker.
- Tina and I had a lovely long hang-out meeting.
- Answered emails from our membership, from Management Board colleagues, from many organizations and businesses.
- Participated in phone meeting with Jessie and Tim and Carrie from Prologue to the Performing Arts. They have invited CODE to participate in a grant proposal for a project reaching out to Northern and rural parts of the province to research the drama/theatre needs of these populations.

Motion to support us to move ahead as part of this grant application required.

- Much reflection and research about "businesses" and CODE with a focus on our mandate to ensure that teachers are supported and not replaced by businesses or artists. **DISCUSSION ITEM on the agenda.**
- Phone meeting with Ron Dodson who has a Poster Advocacy Project he would like to do involving a collaboration between CODE, Theatre Ontario (he volunteers with this org) and various theatres, profit and not-for-profit. Proposal is in very early stages. Will present the project to Management Board when more is fleshed out for a motion to participate or not.
- Wrote Tribute for David Booth with assistance from Kim S. Contacted OISE and asked for CODE to be involved in their Celebration of David's Life. Kim S has also requested our involvement.
- Sent out January mailing to all members. Will do one every two months.

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 mailings, agendas, minutes with Executive
- Updated board permissions to CODE drive
- Joined google hangout 2019 conference committee meeting; provided feedback and suggestions; sharing questions with executive

Treasurer

Name: Kim Erin Spratt

Summary of Activity

- Ongoing treasury changeover requirements and payments to be made
- Corresponded with members experiencing issues and/or double payments
- Developed process and buttons required for CODE to be able to accept donations
- Created draft advertising rate card for discussion and review by exec and board and
- Continuing to lead advertising initiatives

Vice President

Name: Jessie Kennedy

Summary of Activity

- Initiated and met with Associate Dean Janette Hughes at the Faculty of Education at UOIT along with Jane to discuss having UOIT provide the site and PD for CODE's March Retreat, as well as CODE providing a PD session for UOIT Pre-Service Teachers on a different date. Other possible research partnerships were also considered.
- 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.
- Attended Arts Activated initiative at TLDSB and promoted the resources CODE can offer.
- Connected and provided resources to various ARTSECO members.
- Conducted J/I Pre-Service Workshop in Drama at York using CODE Resources, promoted free Pre-Service membership.
- 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

- Posted key dance and drama notices on CODE FB page
- Continue to facilitate pilot run of Simcoe school memberships for CODE