



CODE Management Board Retreat Minutes & Reports

Saturday, March 23rd, 2019

Location: Faculty of Education, UOIT, 11 Simcoe Street North, Room EDUC 310 Oshawa

RETREAT AGENDA from UOIT

9:30-10am - Arrival, coffee and snacks: please lug a mug!

10:00am - 12:00pm UOIT PD Session:

During this professional development, participants will be introduced to two technologies that are being used by educators across the province to support the dance and drama curriculum in the classroom. The technologies that will be used are DoInk - a green screen technology - and LilyPad & Papertronics which are circuit building technologies. Both of these tools will be taught through the lens of dance and drama, with a focus on the themes of identity development and social justice. Participants will learn how to access and use these technologies effectively, as well as best practices for incorporating them into the classroom through engaging and meaningful lessons. Each technology will be the focus of one hour of the session, and both technologies we will be using can reach the K-12 curriculum inclusively.

UOIT will also share current tech innovations in teacher education that may be avenues for CODE to investigate in delivery of PD and outreach to teachers across the province.

12:00 - 12:30 LUNCH

12:30 - 2:00 CODE BOARD MEETING

2:00 - 3:45 Working in Groups (please edit as you wish!)

- a) Western Conference Committee - Leslie, Cheri-Anne, Megan, Jessie
- b) Website Work - Tessa, Kim S
- c) Discount Providers Work - Kat
- d) Regional Work - Andrea L
- e) Treasurer Work - Kim ES
- f) Circulating - Jane

CODE Management Board Retreat Minutes & Reports

*Meeting Chaired by Jane Deluzio, President
Co-chaired by Jessie Kennedy, Vice President*

Present: Cheri-Anne Byrne, Jane Deluzio, Kathleen Karpenchuk, Jesse Kennedy, Andrea Lefevbre, Tessa Lofthouse, Rochelle Matthews, Meghan Park, Matt Sheahan, Kim Snider, Jelynne Sornberger, Leslie Turcotte.

Absent: Tina Vieira

Regrets: Ayesatta Conteh-King, Jennifer Giancola, Kim Erin Spratt,, Lauren Van Gijn

1. Routine Business:

- a. Call to order and adoption of minutes @ 12:51pm

MOTION: I, Cheri-Ann Byrne, move to adopt the minutes from the January 2019 meeting minutes. Seconded by Matt Sheahan. Motion carried.

- b. Business arising from January minutes

- Revised Partnership Procedures DOC was presented as per Action Item for Jane

- c. Adoption of Agenda:

MOTION: I, Kim Snider, move to adopt agenda for this meeting. Seconded by Tessa Lofthouse. Motion carried.

2. Committee Reports:

a) Ads and Donations – Kim ES

Updates: See report below

b) Advocacy – Kim S:

Updates: Kim sent a letter to OCT to address issues with hiring practices with AQ instructor

c) 2019 Conference Report – CODE-upon-AVON: Cheri-Anne and Leslie

Updates:

- Breanne Ritchie will be our new liason with Stratford
- Received a letter of agreement
- Lois provided tentative workshop schedule to be approved by co-chairs and conference committee
- **Trade Fair Updates:** There is a large list of vendors whom we are excited about contacting to be present for the trade fair.

- **ACTION ITEM: Board members** to review possible vendors for the conference. Please let Leslie and Cheri know of any objections.
- **ACTION ITEM: Board members** to revise signature to include save-the-date info for 2019 conference
- **ACTION ITEM: Rochelle** to create a google form to address when we should have AGM; board members to vote and add recommendations.

d) Projects and Partnership Collaborations – Kat, Lauren and Dan

ACTION ITEM: Board Members please submit all names of orgs/companies from your regions that could be approached for Discounts/Publicity to Kat (Drama) and Lauren/Jane (Dance). **Regional Reps** can reach out to folks to send their info directly to us for posting or can forward information to us to make the connection and post the information.

Lauren and Jane: In the process of adding dance orgs to Discounts. None there at present.

Dan ONTSF: No report at this time.

MOTION: I, Rochelle Matthews move that we remove “or Facebook page” from this statement in our policy: Companies who are not partners but wish to have paid advertising on the CODE website “or Facebook page” must not conflict with CODE’s mandate and bylaws and the ad must align with the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code and the 94 Calls to Action of the Truth and Reconciliation Commission.

Seconded by Tessa Lofthouse

2 abstained, Motion passed

e) Resource Review – Jane

ACTION ITEM FOR JANE: Finish analysis for discussion at June meeting. Share on-line as soon as finished.

f) Website - Tessa and Kim S. others

- Tessa met with FreeForm to clarify and begin the upgrade process.
- Phase 1 completed as of February 28th:
 - Migration of the website to FreeForm’s server for maintenance and hosting
 - Migration of DNS
 - Traffic redirected to https://
 - Upgraded to PHP 5.6
 - CiviCRM upgrade from 4.1 => 4.6
 - Upgrade from CiviCRM 4.6.38 => 5.10.3 (For Drupal 6) for security

For further updates: see *Tessa's Communication report for more details*

- Website is now on Free Form server
- Only paying one organization now to take care of all issues with website
- Recommendations from Free Form are in her report below
- **ACTION ITEM: Kim Erin and Jelynne** to check if paypal numbers correspond with reports generated on our website in regards to active membership numbers

3. Report Highlights/Discussion Items/Requests for Support: - *See reports below for details*

a) Communications – Tessa Lofthouse

b) Dance Liaison – Lauren Van Gijn.

- Jane will support Lauren in this role for the time being

c) Drama Liaison – Kat

d) Equity – Jenn

ACTION ITEM: Jennifer, please update the rest of management board on the status of Equity committee

e) Membership – Jelynne

f) Past President – Kim S.

g) President – Jane

- OMEA 100th anniversary (Easter Monday) - government, advocates and business contacts are invited to event, Jane will attend and report back
- April 6th protest - All unions at Queen's Park, support if you can

h) Publications – Meghan

ACTION ITEM - Board members please forward any blog items to Meghan. We want to have fresh content on a monthly basis

i) Regional Reps: *See reports below for details*

- Andrea
- Ayesatta
- Cheri-Anne
- Leslie
- Matt - will continue to send mailings to Central East, because we don't have a rep in that region yet
- Bringing his students to YPT conference, June 15th
- Tina

j) Secretary – Rochelle

- Messaging on politics should be vetted through Meghan - Meghan to clarify with Executive

k) Treasurer – Kim ES

l) Vice President – Jessie

- OTF Curriculum Forum - How can we reduce barriers to Memberships? How can we engage preservice, NTIP and occasional teachers?
- **ACTION ITEM: Rochelle** to create a list of Faculty of Ed practicum coordinators for CODE members to contact if they are interested in being a Teacher Associate

4. David Booth - Jane

- Waiting on OISE for memorial details

- We should acknowledge him during our 2019 conference
- Hoping to do something significant at 2020 conference

5. Dates for 2019-2020 meetings and 2020 retreat -Jessie

- September 14th
- October (TBD) but Western conference weekend
- November 16th or 23rd
- January 18, 2020 (online only)
- March 7, 2020 (Hamilton)
- **ACTION ITEM: Kim and Jane** to discuss March 2020 retreat budget options
- Vote will happen in June

6. New Business:

Kim: *Please let executive (contact Jane and Kim S.) know if you are remaining in your Management Board role or not for 2019-2021 before our June meeting.*

Upcoming Meeting Dates:

Saturday, June 1st, 2019 - Kat's address: 1048 Johnson's Lane, Mississauga

Meeting adjourned at 3:45pm

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.

Website Support

- Created a wishlist document for board members to use to highlight issues with the website or changes they would like to make.

Website Upgrade Committee

- See committee report.

2019 Conference Co-Chairs

Names: Cheri-Anne Byrne, Leslie Turcotte

Summary of Activity

- In communication with Lois at Stratford re written agreement.
- Have a logo designed by a student to present to the committee.
- Waiting to confirm workshops and keynote...looks like feores may not be available but Dan Chameroy is next on the list.

Dance Liaison

Name: Lauren Van Gijn

Summary of Activity

- Lauren is being supported by Jane so that emails and regular duties are completed during illness.

Drama Liaison

Name: Kathleen Karpenchuk

Summary of Activity

- Emailed most of the previous drama discount providers to try to refresh our relationships. Heard back from a couple of providers and will be adding those to the website shortly.
- Would like to reach out to the regions and add more discounts to be more applicable to our regional members. Regional Reps please forward me

companies/theatres/artists/stores that you would like me to contact along with contact info if you have it.

Equity Liaison

Name: Jennifer Giancola

Summary of Activity

- No report

Membership Officer

Name: Jelynn Sornberger

Summary of Activity

- Things have been going well the last month. Less website glitches in the month of March and new memberships have gone much more smoothly without double payments or issues with registration.

Membership Overview

Membership Summary ?										
Members by Type	February (Last Month)			March (MTD)			2019 (YTD)			Current #
	New	Renew	Total	New	Renew	Total	New	Renew	Total	
CODE Full Member	8	1	9 [9]	7	4	11 [11]	23	6	29 [29]	391 [391]
First Year Teacher	9	0	9 [9]	9	0	9 [9]	23	0	23 [23]	175 [175]
Free Pre-Service Student	24	0	24 [24]	1	0	1 [1]	57	0	57 [57]	390 [390]
Honorary Member	0	0	0 [0]	0	0	0 [0]	0	0	0 [0]	7 [7]
Totals (all types)	41	1	42 [42]	17	4	21 [21]	103	6	109 [109]	963 [963]

Publications Chair

Name: Meghan Park

Summary of Activity

- Continuing to clean-up/ delete old and outdated posts from website
- Monitoring and posting to social media platforms
- Ongoing communication with Jane and Tessa regarding technical aspects of website, decisions regarding what to post
- Soliciting blog posts (I need help with this, anyone want to write one?)
- Writing a blog post for the website

- Working with Leslie on Vendor/lists and letter for trade fair
- Planning two workshops using some CODE resources: TLDSB Drama Day and Halton local union PD for teachers

Regional Coordinators' Reports:

Central East Coordinator

Name: Vacant Position

Summary of Activity

- Matt continues to send mailings to this region as well as his own.

Central West Coordinator

Name: Cheri-Anne Byrne

Summary of Activity

- Continued outreach to members via Facebook groups and mailings.
- Outreach to University of Waterloo
- Delivered 2 workshops to pre service candidates at Brock Highlighting code resources and work in equity.
- Worked on article for Oecta
- Delivered workshop to drama at Aq course for Sarah P.
- Still need to connect with Suzanne at Shaw

Eastern Coordinator

Name: Matthew Sheahan

Summary of Activity

- Created and submitted monthly mailings to members in the east
- Forwarded info to members in Central East
- Updated CODE Eastern Members Facebook page when required
- Responded to email when required
- Forwarded, liked and shared drama and dance information through social media platforms
- Corresponded with CODE board members in regards to different projects
- Submitted and was accepted to present at the YPT Drama Conference in June

Toronto Coordinator

Name: Ayesatta Conteh-King

Summary of Activity

- Supporting the Arts/ Arts advocacy through the ETFO Arts committee
- Promoting CODE and sharing details about who we are at TDSB arts workshops
- Continue to work on sharing CODE letter “Who we are?” With ETT and ETFO members

North Eastern Coordinator

Name: Andrea Lefebvre

Summary of Activity

- This has been a busy time. As I am trying to develop connections in the North-East I have been trying to be involved in as much as possible within my community and have been trying to gather educators.
- Created a regional Facebook group to share local/area events. I need to add more people from the region but have had a good start.
- The Young American’s Workshop/Performance was a huge hit! We were the only Canadian stop on the tour. I was able to work with many parents, teachers and students during this 3 day workshop. I highly recommend The Young Americans.

<https://www.youngamericans.org>



- Attended Quonta Drama Festival in Sault St. Marie, ON and met many new people and contacts for theatre. I attended a Theatre Ontario Directors meeting and we discussed trying to involve students and teachers in community works to build a new generation of support.



- Planning - 7th Annual Thunderbird Dance Education Festival at Chippewa Secondary School. Hoping to share CODE logo, pamphlets, posters at the event. April 23-24 (Festival and workshops). Kindergarten-Grade 12.



- Moving forward I am planning on doing a mail out to encourage facebook group sharing, following and will be formatting a letter to principals to share with their staff for CODE memberships.
- I will introduce CODE at our full board PD Day on April 8th, 2019 while I have the attention of admin, board leaders and teachers.

North Western, Canadian & International Coordinator

Name: Tina Vieira

Summary of Activity

- Tina is on a leave of absence from work. Canadian and International communication is being handled by Kim Snider, Past President.

Board Position - Western Coordinator

Name: Leslie Turcotte

Summary of Activity

- Planning details of the CODE Upon Avon Conference. We have had two meetings since January. Getting a commitment of sub committee members has been a challenge. People are busy.
- I have put together a list with contact information on approx. 50 potential vendors. Meghan and I will start sending letters out at the end of March. I know this is more vendors than I need but I thought perhaps this information will be useful when planning for the 2020 conference.
- Drafted a “teaser letter “ for vendors based on the sample in the CODE Conference Manual. Still some editing to do but almost complete.

Executive Committee Reports:

Past President

Name: Kim Snider

Summary of Activity

- As I have been away from January - March I have nothing of note to report, other than email communication and support as needed to the Executive. Any new updates I can give in person at the meeting.

President

Name: Jane Deluzio

Summary of Activity

- Responded to emails and promoted CODE wherever I could
- Completed January Meeting Action Plan Items: *ACTION ITEM: Jane will provide clarification on definitions for: Partners, Project Partner, Advertisers, and Information sharing*

- *ACTION ITEM: Jane will contact absent board members about action items and rsvping to meetings*
- Participated in phone calls and Hang-out video calls with as many members of the board as possible
- Liaised with various committees such as Western conference folks and Website folks.
- Wrote an article about Cheri-Anne for OECTA with support from Cheri-Anne and editing support from Jessie and Kim S. Will be submitted next week.
- Article about Rochelle for OECTA in progress. Will be written by me and Kim S. Visiting Rochelle's school on Monday for interviews and photos. Will be submitted by April deadline. We hope both these articles are in the next OECTA issue in May/June.
- Sent March President's Mailing
- Wrote letter to Artseco re: representing all four arts areas and not only music with editing support from Jessie and Kim Erin. Asked Jelynne to represent us at the meeting next week
- Liaised regularly with Meghan re: Facebook and Website postings
- Liaised regularly with Jessie, primarily about her retreat work and initiatives with UOIT and also in consultation with Prologue on a grant proposal for outreach of performing arts in the North
- Supporting Lauren in Dance Liaison role at present time
- Attended Project Humanity production and a verbatim theatre workshop at TDSB representing CODE
- Began building alliances by renewing connections with partners and allies, so far Theatre Ontario, NTS Festival, OMEA and NRTEA.
- Engaged in much reflection, reading and discussion about how best to proceed as an organization politically. Seeking thoughts and ideas, advice and challenges about political action for CODE.

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
- Met with Jane Deluzio to discuss OECTA article ideas, set up classroom observation date for the writing piece. Jane Deluzio and Kim Snider to visit my classroom at the end of March

Treasurer

Name: Kim Erin Spratt

Summary of Activity

- Ongoing treasury changeover with CRA and Charities Directorate, banks and Paypal
- Returned double payment to those who were charged twice by Paypal during web update
- Created draft advertising rate card for discussion and review by exec and board
- Continuing to lead advertising initiatives

Vice President

Name: Jessie Kennedy

Summary of Activity

- Corresponded with faculty from UOIT with respect to CODE Retreat
- Worked with President Jane and Past President Brooke Charlebois to develop workshop for delivery of Teacher Candidate PD at UOIT which will take place in May
- Represented CODE at the Indigenous Women's Symposium at Trent University, will write blog
- 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.
- Continue to work on Scope and Sequence document for Drama
- Participated with Jane in consultation with Prologue on a grant proposal for outreach of performing arts in the North
- Responded to regular CODE correspondence as required
- 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