



CODE Management Board Meeting
Saturday, November 21, 2015
12:30 pm – 4:30 pm
Location: Andrea Santangelo's home, Bradford Ontario

Co-chaired by Daniel Lalonde, Vice-President and Sarah Papoff, President

Present: Sarah Papoff, Daniel Lalonde, Kim Snider, Andrea Santangelo, Jenn Mavity, Matthew Sheahan, Daniela Biagi, Jennifer Giancola, Cheri-Anne Byrne, Ayesatta ContehKing, Kim Erin Spratt, Shawn Rocheleau, Liz Burnip, Rochelle Matthews

Regrets: John Thomas, Cameron Ferguson, Lauren Van Gijn (at Pulse committee meeting on behalf of CODE) , Brooke Charlebois, Jessie Kennedy

1. Call meeting to Order:

I, Shawn Rocheleau, move to call the November meeting to order, Daniel Lalonde seconded.

Motion carried.

2 .Adoption of minutes of the last meeting

I, Kim Snider, move to adopt the minutes from the September 2015 meeting , Andrea Santangelo seconded.

Motion carried.

3. Adoption of Agenda

I, Matt Sheahan, move to adopt agenda for this meeting, Cheri-Anne Byrne seconded.

Motion carried.

4. Board Reports

Welcome to new Board members:

- Matthew Sheahan - Eastern Rep
- Cheri-Anne Byrne -Northwestern Rep
- Jennifer Giancola - Northeastern Rep
- Daniela Biagi - Communications Officer
- Lauren Van Gijn - Dance Liaison
- Kim Erin Spratt - Membership Officer

- Executive and Management Members shared highlights from their Board Reports
- Dan reviewed the management board meeting protocols
- Sarah presented Communications Protocol

ACTION ITEMS arising from Reports:

- Liz to connect with pre-service providers in the new year to promote drama and dance as teachables in the preservice
- Regional Reps, to promote the new CODE members surveys to their members in their monthly mailings until February 2016.
- Regional Reps to promote Diana Tso (Wed. Dec 2 4:30-6:00pm) and Katy Whitfield's (Late Jan -February 2016) after school workshops.
- Ayesatta to forward Diana Tso workshop to ETT arts committee, ETFO Arts Committee and TCDSB and TDSB Arts Reps.
- Regional reps to add link to Prologue Survey.
- Regional Reps, to promote the Inquiry Units to your members.
- Kim Snider to ask Stephen Wei to add "inquiry" filter to new resources to make it easier to find.
- All board members to promote Pulse' Go Fund ME initiative

I, Sarah Papoff, move that we make a one time donation of \$1000 to support Contact: An Experiment Dance Performance and invest in dance education in Eastern Ontario, seconded by Liz Burnip.

Motion carried.

5. Conference 2015 Report

- Please see COnference report and President's report for details Thank you to our conference chairs Daniel Lalonde and Jeff Newberry for a successful conference. Thank you to our registrar Ron Dodson for all of his hard work over the years. He has retired after many years of service.

ACTION ITEM: Liz to add her reference letter to the Forms folder.

ACTION ITEM: Shawn to write a Call for Registrar to be posted on our website.

I, Shawn Rocheleau, move that we tender a call to hire a new Registrar for the 2016 Conference. This person needs to be hired by January 8, 2016., seconded by Jenn Mavity.

Motion carried.

6. New Management Board Roles and Responsibilities

ACTION ITEMS: New management board members, to review job outlines on CODE Website to familiarize themselves with new roles.

7. Google Drive/Website

8. Working Groups

- Secretary and mailings: Regional Reps
- Advocacy: Dance and Drama Liaisons and President
- Membership (incoming and outgoing) and Vice-President
- Publications and Communications: Past President Kim Snider
- Treasurer and Conference chairs outgoing and incoming

9. Discussion items:

- Conference 2016 registration
- Mailings and Member survey - Regional Reps
- Writing project and resources updates, French resources
- Upcoming dates: Diana Tso workshop December 2nd; CODE Mgt meeting Saturday, Jan 23rd; March Retreat Friday March 4th - Sunday March 6th

10. Other business

ACTION ITEM: Board members to send travel expense forms to Jenn Mavity if you've travelled over 100 km to get to this meeting.

I, Sarah Papoff, move to book the March Retreat 2016 at White Oaks Resort or Kempenfelt Conference Centre, pending budget restrictions, seconded Dan Lalonde.

Motion carried.

ACTION ITEM: Kim will start a campaign to get our Facebook page up to 800+ likes.

ACTION ITEM: Jessie to write blogs for inquiry resources and workshop notes

ACTION ITEM: In January, there will be a call for French translation of resources.

ACTION ITEM: Conference 2017 will be on the agenda in January board meeting

ACTION ITEM: Sarah, Daniela to contact Aiden about the spam code email issue.

- **2016 Conference Committee:** Kim S, Matt, Patty Jarvis, Dan, Jennifer G, Ayesatta
- Next meeting is on January 23, 2016 at Gordon Graydon Secondary School

I, Shawn Rocheleau, move to adjourn the meeting, seconded by Liz Burnip.

Motion carried.

*Board Reports below.

Board Reports

Executive

Board Position - President

Name: Sarah Papoff

Summary of Activity

- Ongoing communication with mgt board and executive to plan coming year, agendas and set up new mgt board emails and website privileges.
- Ongoing communication with wider members via email and regular monthly mailings.
- Meeting with Secretary and Vice-President to organize the Google Drive.
- Meeting with Vice-President about upcoming CODE initiatives.
- Ongoing planning and communication with Treasurer, Past Presidents and Vice president on Conference Budget and 2015-2016 budget.
- Revised and promoted the **Member Survey 2015**. Please continue to promote in your regional mailings.
- Due to the ongoing ETFO job action until November 2015, there were no Ministry meetings or related events this fall.
- Email contact with ONTEA but we need a concerted outreach to Pre-Service faculties to get CODE into BEd programs. Please reach out in your regions. We need to update our contacts and do our best to reach out.

OCT Teacher Leadership Course Schedules

- Participated on behalf of CODE in a writing project with OCT for an upcoming teacher leadership course being offered in many spaces.
- Organized and promoted upcoming **December 2nd Workshop** with Diana Tso. Please promote!
<http://code.on.ca/blog/code-and-diana-tso-powerful-afterschool-workshop-event>
 - CODE is thrilled to offer: **Speaking up in Solidarity for women in violence through Drama** - a dynamic and powerful workshop with artist educator Diana Tso. Join us Wednesday, December 2nd, 2015 at Rosedale Heights School for the Arts. Register today! Empower our voices to speak stories of women silenced by violence through EXPLORING past and present histories at home and globally using text, movement and music to EXPRESS transformative and creative ways for change and social justice with a playwright whose upcoming play, "Comfort", is inspired by the resilience of women in war and the comfort

women of WWII. Join us for this exciting Intermediate/Senior Drama workshop.

- Attended **OTF Forum meeting** on behalf of CODE. Multigenerational Learning Workshop in ongoing commitment to building leadership and healthy subject associations. Link to notes: <https://goo.gl/9qhdvL> Link to subject associations resource: <http://www.otffeo.on.ca/en/wp-content/uploads/sites/2/2015/05/Subject-Division-Special-Interest-Associations.pdf>

Conference 2015

- Hosted (with thanks to Conference Chairs Dan and Jeff for arranging) the fall ARTSECO meeting and presented workshop and some of our resources on behalf of CODE.
- Actively participated in the CODE Conference 2015 - co-created duty roster with Kim Snider, liaised with committee on final conference changes, completed duties as assigned, including arranging refreshments for Friday night social, set up, CODE table, presenting a workshop with Rochelle on new Inquiry resources, introducing keynote and thanking workshop presenters, speech, chairing AGM, making myself available to support presenters, delegates and committee members as needed, assisted with set -up and take down. Thank you to the entire hardworking team of chairs, committee members and management board members.
- Followed up with Conference Chairs, Registrar and Chairs on conference wrap up including billing, reports.
- Reviewed **Conference report from 2015** Registrar Ron Dodson. Highlights include:
 - Overall feedback on the registration process, venue, workshops and events were very positive.
 - Recommendation to have a Conference Website Protocol Manual from registrar. Other recommendations include:
 - Delegates were impressed with the quality and selection of workshops and the spectacular keynotes, particularly the double drama workshops (both!) and the keynote Dance performance.
 - Great feedback on CODE committee members and board members on your work and professionalism. A kind request to have us mingle more and eat with the delegates rather than each other.
 - Trends: fewer elementary delegates (job action), increased secondary drama delegates, increased first year delegates, fewer returning delegates.
 - Conference is shrinking slightly - I recommend a one day option if possible next year, many requested it. How can we grow registration again?
 - Mass emails are becoming more and more of a problem in board emails with registration and mailings. Increased social media use.
 - Most workshops very well received. Not enough dance in some slots.

- Keynote panel received mixed reviews (some excellent and some not) and there were some suggestions about having two panels - smaller and longer time drama and dance
- Fewer surveys returned (27%) - missing many voices re feedback.
- More requests for print hand-outs and we need to ensure we have extra programs
- Trade Fair generally well received and full. Some requests for specific retail items and more books.
- Social events well received, especially the Wine reception. This was a culminating event for many.
- Request for a culminating event on the Sunday.
- Few or no people attended the morning yoga. Reconsider this event.
- Requests for one day option. Many did not stay in the hotel and did not stay for all the meals they had registered for. Perhaps this is due to the local nature of the conference for many members.
- Ron kept our domain www.codeconferences.ca if we wish to use it next year.

Registrar Conference 2016

- Reviewed conference registration platforms researched by Executive and conference co-chairs. It is my recommendation that we strike a committee to post a call for a registrar who can support whatever online platform we choose as I feel we need a person who can organize this work as it is huge task. Please see Brooke Charlebois' report as I concur with her recommendations.

Future Conference 2017:

- Met with Patty Jarvis from Prologue to review the conference and discuss possible future urban day conference locations in the downtown Toronto area. There are three viable options to explore:
 - Daniel Spectrum theatre and catering Paintbox bistro \$ per hour and half day rates upstairs 4 mtg rooms and small theatre and COBA dance studio. Native Earth is there. Atrium for a reception.
 - Harbourfront space and community partnership for an event: Central space and 2-4 mtg spaces and studio theatre and Melanie Fernandez contact, Possible arts education conference in 2017 Patty co-planning
 - External catering at distillery and rental spaces in places like Dancemakers and Tapestry - no central meeting place with this option.
- Please share **Prologue survey** with our members:
<https://www.surveymonkey.com/r/9QDGCH8>
- Attended **Reclaiming the Radical: Drama in Dangerous Times International Research panel** moderated by Dr Kathleen Gallagher and respondent Christine Jackson at OISE.
<http://code.on.ca/blog/reclaiming-radical-drama-dangerous-times>
 - This event reinforced for me as CODE president the importance of building research partnerships and relationships between teachers, researchers, professors and other stakeholders in Arts Education.

- Dr Gallagher stated a key learning that applies to Dance as well, I believe: “Drama Classrooms are often what we call first responders. Their curriculum is the world and the world has a way of interjecting itself.”
- The International panel of inspiring speakers, artists, teachers and researchers reminded me that CODE needs to continue to seek out diverse voices and international voices as part of our conferences, research, resources and events. Impactful possible future speakers: for example Dr Urvashi Sahni Lucknow, India who spoke about theatre as collaborative pedagogy and drama creating radical spaces of possibility.

Pulse Conference 2016

- Dance Liaison Lauren Van Gijn and conference chairs Carmelina Martin and Megan Schroeder communicated regularly with me on ongoing planning.
- Continuing to support, promote and communicate regularly with the Pulse committee.
- Promoted Pulse with an in kind table at the Trade Fair. Promoted GoFundMe! Initiative for guest artist opportunity.
- This Dance Education conference is an important initiative and I recommend we work hard as a board to support it this year in Ottawa and encourage our members to attend with their students.

Inquiry Writing Project

- Read all the new Inquiry resources and communicated regularly with copy editor Brooke Charlebois and Webmaster Stephen Wei who was posting the resources. Thank you to most recent lead writers and writers for all of your timely work. The Secondary project was highly successful and the resources are posted or ready to be posted.
- Most resources are now on the website to share with members. please invite a keyword search of Inquiry and perhaps share a few key links.

Board Position - Vice President

Name: Daniel Lalonde

Summary of Activity

- Meetings with President about upcoming CODE initiatives
- Continued update of CODE Twitter feed
- Continued and wrapped up duties as Conference Co-Chair
- Continued communication with conference presenters, speakers and performers
- Worked with hotel staff leading up to conference to ensure they understood room setup details, etc.
- Set up CODE/ARTSECO meeting
- Set up of Friday night social

- Rented and set up all necessary A/V - lighting, microphones, room speakers, projection screens, live Twitter feed, projectors
- Remained in contact with hotel rep to ensure smooth operation of weekend
- Assisted workshop presenters with set up and/or room issues (water, etc.)
- Spoke to and thanked all trade fair reps for their attendance and donations
- Worked with live music acts to ensure their space was set up for their performance times
- Ensured all tech and set up was done for Panel Talk
- Worked with registrar, President and Past President to update Conference Survey
- Discussed and finalized Conference costs with the hotel
- Reviewed conference budget to determine overall conference profit.

Board Position - Treasurer

Name: Jennifer Mavity

Summary of Activity

- communicated regularly with conference chairs regarding financials for 2015 conference to include edits to budget
- prepared all checks for conference and paid all outstanding expenses (some expense claims still remain)
- continued to monitor PayPal and TD accounts to ensure appropriate transfers were made and accounts balanced

Board Position - Secretary

Name: Rochelle Matthews

Summary of Activity

- sent out final mailings Toronto members as the Toronto Rep
- corresponded with workshop presenters leading up to conference; reminding them of their contract obligations and answering any questions/concerns
- collected and compiled electronic versions of the workshops from all presenters to be added on the code website
- attended and performed assigned duties at the 45th annual conference in Mississauga
- helped troubleshoot some last minute workshop cancellations; finding replacements
- notified select workshop presenters their workshops were cancelled
- presented workshop with Sarah Papoff on Inquiry in Drama and Dance
- helped provide food for the Friday night social
- took minutes at annual AGM

- met with Sarah and Dan to help clean up the code Google drive; continued organization and renaming of files on the drive
- post web-minutes
- create and share Nov 2015 agenda and board reports with code board members

Board Position - Past President

Name: Brooke Charlebois

Summary of Activity

- continued regular duties (answering emails, consulting with President as necessary etc)
- ETFO standing committee vacancies are now posted - ETFO members are encouraged to apply to be on the arts committee. See their [website](#) for details.
- met with Brock regarding plugging CODE in their preservice program. Helen and Glenys do a great job of promoting CODE in the drama in Ed program, but we do not currently have contacts in the regular BEd (concurrent) program.
- looked into registration programs for the CODE conference in 2016. Further investigation is needed, but the 3 viable options I have found are:

Cvent www.cvent.com

Eventzilla www.eventzilla.net

Regonline www.regonline.com

I strongly encourage the conference chairs to strike a sub-committee of board and conference committee members to investigate this further. My suggestion would be to use a google form to solicit presenters in January and then continue to work on conference registration. Realistically, 2 people will be needed to work on the web program we choose for registration and at least another 2 to organize the onsite portion of registration (name tags, receipts, troubleshooting etc).

Board Position - Past President

Name: Kim Snider

Summary of Activity

- Member of the 2015 Conference committee, focus on publicity
- Meeting with Diana Tso about OAC Grant re: 'Comfort' violence against women-focused production (for November 2016) maybe a possible CODE event
- Spoke on OAC Webinar about Aligning Arts Work with School Board Initiatives, with specific focus on inquiry learning in the arts. Highlighted the CODE Inquiry Resources and the 2016 Conference focus on inquiry and encouraged artists to apply for workshops.
- Continuing in my role on the Steering Committee of PLAY, the symposium that is part of the World Festival of Children's Theatre in June 2016. CODE should consider how it can be part of this event. Was also part of the jury selection process-- this will be a very exciting event and important for CODE to promote.

Management

Board Position - Drama Liaison

Name: Liz Burnip

Summary of Activity

- Completed Action Items from last meeting-
- Made buttons but unfortunately did not make ones specific to board positions. I can do this any time and will so that we can have them and keep them
- Contacted Malabar, Theatrix, DeSerres Art, Value Village and Thunder Thighs for the possibility for them to be part of our trade fair. Most said they would have but the turnaround time was too tight, especially because it was Halloween. Next year they are all very interested.
- Attended and assisted with CODE Conference 2016- We! Helped out as best I could including being a personal chauffeur to our guest from India and brought lots of extra equipment, cables and projectors to facilitate our needs. Had a great time.
- Encouraging Sears Drama Festival Teacher Advisors to become CODE members through shameless use of their group email.
- In contact with Debbie Nyman at OISE as there are **no secondary Drama candidates** this year at all at OISE. I will be going in to speak to the Elementary cohort about CODE and why they all should be members...(date to be determined)
- In consultation with Molly Gardiner and Fiona Suliman, sort of the education people but really the community outreach folks at Soulpepper to see what kind of work CODE and Soulpepper may do together.

Board Position - Dance Liaison

Name: Julia Gutsik

Summary of Activity

- Nothing to report

Board Position - Membership

Name: Andrea Santangelo

Summary of Activity

- responded to membership questions via email
- corresponded with Laurentian University about pre-service student memberships
- updated membership files

Membership Summary										
Members by Type	October – (Last Month)			November (MTD)			2015 (YTD)			Current #
	New	Renew	Total	New	Renew	Total	New	Renew	Total	
CODE Full Member	40	17	57 [57]	16	8	24 [24]	272	122	394 [394]	518 [518]
First Year Teacher	21	1	22 [22]	6	0	6 [6]	112	3	115 [115]	144 [144]
Free Pre-Service Student	0	0	0 [0]	0	0	0 [0]	120	0	120 [120]	152 [152]
Honorary Member	0	0	0 [0]	0	0	0 [0]	0	0	0 [0]	7 [7]
Totals (all types)	61	18	79 [79]	22	8	30 [30]	504	125	629 [629]	821 [821]

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

Board Position - Publications

Name: Shawn Rocheleau

Summary of Activity

- On-going website and content maintenance
- Assisted Board Members with uploading and editing of new content
- Assisted the new Publications chair with her new duties
- Managed 2015 Conference Trade Fair by greeting and liaising with vendors
- Managed branding and ads for Conference Sponsors
- Assisted at the conference with various duties and acted as liaison for Brock volunteers

Board Position - Communications

Name: Ayesatta Conteh

Summary of Activity

- Attended CODE conference and supported Duty Schedule and events.

Board Position - 2015 Conference Chairs

Name: Daniel Lalonde & Jeff Newberry

Summary of Activity:

- Continued communication with conference presenters, speakers and performers
- Worked with hotel staff leading up to conference to ensure they understood room setup details, etc.
- Set up CODE/ARTSECO meeting
- Set up of Friday night social
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Board Position - Eastern Rep

Name: Vacant position

Summary of Activity

- nothing to report

Board Position - Central East Rep

Name: Cameron Ferguson

Summary

- Attended and supported CODE conference and completed duties as assigned.
- Completed Regional Mailing

Board Position - Metro Toronto Rep

Name: Rochelle Matthews

Summary of Activity

- Attended and supported CODE conference and completed duties as assigned.
- continue correspondence with Toronto Members

Board Position - Central West Rep

Name: John Thomas

Summary of Activity

- Attended and supported CODE conference and completed duties as assigned.

Board Position - Western Rep

Name: Sarah Hodgkinson

Summary of Activity

- nothing to report

Board Position - North Eastern Rep

Name: Emily Parnell-Caruso

Summary of Activity

- Nothing to report

Board Position - North Western Rep

Name: Jessie Kennedy

Summary of Activity

- Attended and presented at CODE Conference 2016, assisted organizers in various capacities
- Liased with local Trillium Lakelands drama teachers to encourage participation in CODE