



## **Management Meeting**

Saturday, November 19, 2016

12:30 pm – 4:30 pm

Location: Lauren Van Gijn's home

Co-chaired by Sarah Papoff, President and Jane Deluzio, Vice-President

**Present:** Sarah Papoff, Jane Deluzio, Rochelle Matthews, Kim Snider, Jeff Newbury, Daniel Lalonde, Andrea Santangelo, Liz Burnip, Jennifer Giancola, Lauren VanGijn, Brooke Charlebois, Tessa Lofthouse, Arthur Burrows, Kim Erin Spratt

**Google Hangout:** Jessie Kennedy, Ayesatta Conteh-King,

**Regrets:** Matt Sheahan, Cameron Ferguson,

### **1. Routine Business (1:00 – 1:45)**

Call to order, adoption of minutes of the last meeting

Adoption of minutes of the last meeting

*I, Liz Burnip, move to adopt the minutes from the September 2016 meeting, Dan Lalonde seconded. Motion carried.*

- Carry over **ACTION ITEM:** Brooke to delete old mailings

Adoption of Agenda

*I, Jeff Newberry move to adopt agenda for this meeting, Jane Deluzio, seconded. Motion carried*

Welcome to new Board members

Tessa Lofthouse - Communications

Arthur Burrows - North Western, International Rep

Jeff Newberry - Drama Liaison

Jane Deluzio - Vice President

Western Rep - Vacant

North Eastern Rep - Vacant

New positions:

Daniel Lalonde: Publications

Cheri-Anne Byrne - Central West Rep

Andrea Santangelo - Central East Rep

Jennifer Giancola - Equity Liaison

Meeting protocol (Kim)

- Meetings follow Robert's Rule of Order

## **2. Reports (1:45 – 2:30)**

Board Reports

Membership - is very strong over 1100

- See report for full details

Exec Reports - including 2016-2017 budget (Jessie)

- Brooke - Ministry Meeting (Oct.21) - ministry is looking at format of curriculum - no rewrites are on schedule. A lot of focus was given to sharing BC's recent curriculum rewrite
- Kim Snider - Dec.3rd, will be first THINK TANK/Advocacy Meeting at Kim's place. See her report for details
  - E-learning is a problem across many subject associations
- Jane - see report for details.
  - Director's Safety Association- see her report for more details on CODE's role in tracking health and safety concerns in drama and dance classrooms.
  - Jane attended ARTSECO meeting
- Jessie - see report for further details
  - wrap up accounting for Conference with Liz
  - Working with the Aga Khan writing initiative
- Sarah - see report for details
  - Aga Khan Project was started on Nov.4-5th - great team focussed on equity and anti-racist pedagogy
  - May look at some kind of launch for the curriculum writing at the Aga Khan Museum

## **3. Conference report – Rochelle (1:30 – 2:00)**

- Rochelle and Kim share conference report
- **ACTION ITEM: Conference chairs and executive to discuss how to move forward with registration online**

## **4. New Management Board Roles and Responsibilities - Communications Policy and Digital Citizenship- Welcome! (2:00 - 2:00) - Sarah, Kim and Brooke**

- Sarah - asks Board members to please invite their friends to like and share CODE on facebook, instagram, twitter

## **5. Google Drive/Website - Walk through and use - Sarah and Rochelle (2:00 - 3:00)**

- **ACTION ITEM: Kim Erin** has to make sure we are all up-to-date membership (no fee) for the current fiscal year.
- **ACTION ITEM: Rochelle** will send the directory of new board members' emails and every board member will make a new mailing group and send emails only to current board members.
- **ACTION ITEM: Kim Erin** will go into the membership system to ensure that new board members have a free membership for the coming year. She will also ensure that board members have access to post to the website and send mailings.
- **ACTION ITEM: Rochelle** will send the signature for board members to add to their emails.

## **6. Pulse and Student Drama Conference Grant proposals and discussion (3:00 - 3:30)**

- Master classes in drama techniques, inspired by Pulse conference
- Social issues and social justice is the focus of the student conference
- Overview of conference: May 12-13, 2017 at University of Toronto, Scarborough Campus
- 90 minute workshops and a culminating performance
- See Daniel's report for more details
- Discussion Points:
  - Jane - we need to find the difference between role-play, interpretation, representation, appropriation
  - **ACTION ITEM: Executive** to table this discussion on appropriation of voice and role-play for Executive and equity committee
  - **ACTION ITEM: Sarah** to check with Aiden about whether we can add Student Conference page to our website for free...
  - **ACTION ITEM: Lauren** to connect with Carm about if sharing the PULSE registration site is possible.
  - **ACTION ITEM: Sarah** to connect with Carm and executive to finalize a rate to pay artists, so it's equitable across the organization.
  - Lauren - speaking to Thunder Bay Pulse Reconciliation - proposal is in progress - so much cultural sensitivities to be educated on. Project is looking more like a 2017-2018 project

***MOTION: I, Lauren Van Gijn, move for CODE to endorse the new Pulse Community Outreach Grant as the Pulse team continues in their planning for this new initiative.***

**Seconded by Jennifer Giancola**

Discussion:

- Brooke - We need to keep in mind that we are an association that service teacher development (we need to be aware of the number of teachers we are servicing, and not just students).
- Sarah - Our goals could be to increase our membership in the North and to have a stronger FNMI focus and partnership
  - From an equity perspective....do we need more GTA teachers to have access to this type of opportunity, OR do we have this be an event for Northern teachers and their students?
- Arthur - we should do more work for teachers before they arrive, then they are better prepared for the conference and it will tie into our mandate better to service educators (i.e. have a workshop for teachers participating beforehand)

**Motion carried.**

- **CODE's recommendation** to the Pulse organizing committee is to include CODE Equity Liaison Jennifer Giancola in committee planning so that she can connect that work with our current FNMI AEO project.

**Working Groups (3:30 – 4:15)**

- Mailings (Secretary and Regional Reps)
- Student Conference and Advocacy (Equity and Dance and Drama Liaisons )
- Update photos and website (Publications and Past President Kim)
- Website and Google Drive (President, Membership and Communications)
- Conference (Treasurer, Past President Brooke, Conference chairs outgoing and incoming)

**6. Discussion items: ( 4:00 - 4:15 )**

- Conference 2017 registration site
  - Mailings
  - Writing project and resources updates
  - French resources
- Happening in the new year
  - Upcoming dates:
    - Saturday January 14th - Cheri-Anne's home in Milton,
    - March Retreat - March 4-5, 2017, at New Credit Territory with Nancy Rowe,
    - Saturday, May 27th 2016 - TBA Brock U OR Kim Erin Spratt in Etobicoke

- Pre-service Initiatives
- **ACTION ITEM: Regional reps** to contact preservice programs in their areas and see what drama/dance training is happening for PJI teacher candidates.
- Diana Tso's new play - Comfort
- Kim wrote study guide for the play
- Diana said we could have a CODE night and Q&A session (no discounts)
- Redsnowcollective.ca

## **7. Other business? (4:15 - 4:30)**

**Meeting adjourned at 4:30pm**

*See Board reports below.*

# Board Reports

## Executive

### Board Position - President

Name: Sarah Papoff

#### Summary of Activity

- Completed regular duties with communication and emails with board members and members at large.
- Supported and completed regular board duties and conference committee with an incredible and well received 46th annual CODE conference Pick Your Path. Roles included: CODE table, supporting planning and budgeting, invoicing, program notes, scheduling, organizing our Elder opening with Jennifer Giancola. Congratulations to the team on a wonderful event. Delegates were excited and motivated by this year's programme.
- Presented on CODE's behalf on Eco-Justice and Drama in a York Pre-service Class for VIdya Shah. Promoted CODE at the event and shared posters
- Completed hiring for the Ministry-Aga Khan writing project, organized and coordinated the Aga Khan training days with our team (Jessie Kennedy and Rochelle Matthews). Set up training documents and coordinated on writing standards with Stephen Wei to place in google drive. We had a wonderful two days November 4th and 5th, of training and planning with our writers. We included writing, CRRP and a museum tour and presentation. Writing is in progress until the end of the month.
- Supported and reviewed grant proposals for the Student Drama conference and the Pulse Thunder Bay project for presenting to the board.
- Attended the FNMIEAO Elders Gathering and built relationships and learning with the Elders and subject association.
- Set up new gmail accounts and updated aliases for new board and mgt positions.

### Board Position - Vice President

Name: Daniel Lalonde (September/October) Jane Deluzio (October/November)

#### Summary of Activity

- Completed board duties at the wonderful CODE Conference. Focused on AV for the evening gala dinner and dance. Huge congrats to the chairs and everyone who gave so much time to make the conference a success.
- Worked with U of T Scarborough Campus in getting the financial figures in line for the 2017 CODE Student Conference. We have been able to determine the

- university costs for student residence at the university and their meal plans.
- General correspondence with CODE members
  - Jane is delighted to be back on the CODE is executive although very daunted by the new technology. She is learning the CODE culture, website, how to use Drive and everyone's names and roles.
  - Continues to represent CODE on the other CODE's Provincial Safety Committee. (Council of Directors in Education). I represent Dance and Drama and Bob Phillips represents Media and Visual Arts OAEA. We both liaise with OMEA as they chose not to have a rep on this committee as they have minimal safety concerns in music: hygiene and hearing. This is SIPI Phase 3 and the focus is on
    - a) monitoring work done in Science and Technology in Phases 1 and 2
    - b) focusing on safety in Health and Physical Education and The Arts.I reported about this work at Artseco meeting and report is in the Artseco folder in Drive.

## **Board Position - Treasurer**

Name: Jennifer Mavity (September/October) Jessie Kennedy (October/November)

### **Summary of Activity**

- Conferenced with Jen Mavity (on going) to increase familiarity with accounts and activities
- Deposited Conference cheques and money
- Corresponded with Liz Burnup about the final accounting for the Conference
- Provided Accounting for Aga Khan Training Day so that cheques could be written
- Corresponded with TD rep to facilitate signing authority
- Corresponded with Workshop Presenters/speakers to ensure cheques have been cashed

## **Board Position - Secretary**

Name: Rochelle Matthews

### **Summary of Activity**

- continued regular duties as secretary; revise, edit and review regional rep mailings
- Compile agenda and board reports, share with board members
- answer general inquiries via the CODE website
- Posted web-minutes to CODE website for AGM
- continue to organize CODE drive
- Coordinated and attended the Aga Khan Museum curriculum writing session for hired CODE writers (Nov.4-5th)

- Corresponded with Aga Khan Museum about booking space for the CODE writing project, November 4-5th

## **Board Position - Past President**

Name: Brooke Charlebois

### **Summary of Activity**

- Continued my regular duties: supporting President, maintaining email communication with board and exec
- Serving as the Lead Writer for the elementary resources for the Ministry/Aga Khan writing project
- Supporting Conference Treasurer and Executive Treasurer while we transition signing authority with TD Bank
- Attended the CODE conference and performed my assigned duties
- Attended the Ministry/Faculty meeting on Oct 21st on behalf of CODE. A few things worth noting:
  - The Ministry continues to place high priority on FNMI initiatives.
  - A new monograph has been released on supporting refugee students. It can be accessed [here](#).
  - The Ministry's renewed Math Strategy is on [EduGains](#)
  - The Library subject association (in partnership with the Ministry) produced a poster on inquiry learning. Hard copies will be available at the conference in January and is available on their [website](#)
  - Forthcoming provincial sessions on Well Being
  - A large section of the meeting was devoted to looking at the curriculum. The Ministry is interested in "Rethinking a 21st Century Curriculum Format". They are interested in hearing about how teachers use the curriculum documents, what they like or find useful about the documents and what do we not like about the documents
  - [BC's newly released curriculum](#) was also discussed

## **Board Position - Past President**

Name: Kim Snider

### **Summary of Activity**

- Attended the CODE conference and fulfilled duties on the conference committee. It was a great event, and I received lots of positive feedback from members and workshop presenters. The entire CODE team should be congratulated for such a great event.
- At the conference I connected with Joe Norris from Brock University and spoke to him about having a future board meeting at their new fine arts building in St.



Catharines. He was very receptive and said I should follow up with dates (I will suggest May/June or September 2017).

- I attended Ontario College of Teachers forum on E-learning in AQ courses on October 24th on behalf of CODE. There was a good turnout for this event (subject associations, AQ providers, school board reps) though we were the only arts subject association there. Jodie Williams and Nancy Rowe from FNMIEAO were there and it was great to reconnect and see the OCT incorporating acknowledgements and ceremony into their meetings. The meeting followed an 'Open Space Format' which worked well, and issues that were raised included how to build community in online courses, how to model quality pedagogy, and the ill fit that e-learning has with certain disciplines (the arts, language learning, physics). Overall it was a very positive and open forum for expressing concerns about AQs that CODE and others have. One point that was raised in a session is that all AQ providers have a governance manual that outlines the criteria for hiring instructors (for example, one school said their manual states you must be currently in the field, have references, be a member in good standing, have adult learning experience, have your specialist or equivalent). I asked if those requirements are made public and they were not sure; perhaps those questions could be asked by CODE to Faculties of Education (I will bring this to the advocacy committee). All notes have gone into a lengthy report; we will see what comes of it in the future.
- I edited and sent out the breakout notes from the August Think Tank to all participants and asked for names of those interested in joining the Advocacy Committee. To date those names are myself, Brooke Charlebois, Jane Deluzio, Judith Doan, Michael Wilson, Debbie Nyman, Lorraine Sutherns, Carolee Mason and Glenys McQueen-Fuentes. I am currently in the process of setting a date for our first meeting, most likely in early December, where we will go over the Action Items (which are now saved as a separate document in the Think Tank folder).

## Management

### **Board Position - Drama Liaison**

Name: Liz Burnip

#### **Summary of Activity**

- Was unsuccessful at obtaining signing privileges for the Conference Account. Managed to still keep track of in's and outs of funds thanks to Jesse Kennedy, and Jen Mavity with Brooke signing cheques
- Attended the CODE conference, presented a workshop with Katy Whitfield, "Curating your Life" and performed Treasurer duties as well as other CODE board appointed duties

- Currently in the process of balancing the books of the CODE Conference 2016 and should have final numbers for the Nov. Board meeting.
- Changed positions on the board from Drama Liaison to Conference Chair with Cameron Ferguson for the upcoming year
- Started planning next year's conference by collecting names, theme ideas, key note suggestions and establishing a strong committee
- Have heard through the grapevine that the conference is going to look different next year and would love to know if this is just gossip, wishful thinking or indeed fact before I invest time and energy in the conference if it isn't happening as "usual".
- Liaison with Tarragon Theatre in Toronto and Scarborough Campus UofT for a writing project with students called " Scarborough Context". Students will be performing written scenes at UTSC on Saturday May 13, 2017 and are thrilled that our student conference will be there and they can connect
- Continuing to be the South Central Toronto Coordinator of Sears Drama Festival for 2017
- Connecting with the tdsbCREATES central leaders to add a production element to tdsbCREATES through my expertise in costume, set and prop design. Also preparing students for this experience.

## **Board Position - Dance Liaison**

Name: Lauren Van Gijn

### **Summary of Activity**

- Attended and presented at CODE conference Niagara-on-the-Lake
- Worked at length with PULSE to craft a proposal for Outreach Project
- Met with PULSE Outreach team northern and southern members (during CODE conference) - to discuss and review proposal - basically it needed a completely new lens - so this was significant discussion
- Met with my Indigenous Education Facilitator to discuss the reality of the Outreach Project
- Completed a TLLP application for funding for Outreach Project
- Communicated with York University Education Faculty regarding student teacher placement in appropriate dance programs - and was shut down - but through this have initiated conversation regarding AQ teaching
- Because the above failed - I reached out to Jen Bolt who is currently teaching the Dance Ed courses - and we have arranged a panel discussion for Fri Nov 25th in her class
- Connected with prof. Danielle Robinson to be a mentor to the teacher candidates in her Senior Dance Projects course

## **Board Position - Membership**

Name: Kim Erin Spratt

### **Membership Overview**

#### **Summary of Activity**

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## **Board Position - Publications**

Name: Jessie Kennedy

#### **Summary of Activity**

- Coordinated workshops for 2016 Conference, meeting with each Workshop Presenter before their session to welcome and ensure they had everything they needed
- Posted all incoming electronic Workshop Support Materials to the website, and send FB Post and Tweet to share with Members
- Attended Aga Khan Curriculum Writing Training Session, liaised with writing team, began Treasurer function
- Conferenced with Writers for Aga Khan Curriculum Writing Workshop via telephone and through email correspondence
- Provided CODE posters to TLDSB Arts Consultant for distribution to Elementary panel
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## **Board Position - Communications**

Name: Position Vacant

#### **Summary of Activity**

## **Board Position - 2016 Conference Chairs**

Name: Rochelle Matthews & Shawn Rocheleau

- CODE Board members, please see **2016 Conference Report** for delegate survey responses, what worked, didn't work and next steps.
- Menu selections and invoice negotiations in consultation and support from Sarah Papoff and Brooke Charlebois
- Final workshop cancellations and budget revisions in consultation with Brooke Charlebois, Sarah Papoff, Daniel Lalonde and Jessie Kennedy.
- Final coordination and set up at Shaw Festival for David Booth Master Class and offsite Sunday workshop
- Re-booking of intermediate class to participate in Master Class
- Delegate and monitor conference committee duties as per duty schedules prepared by Kim Snider
- Trade show and volunteer coordination and set up in partnership with Cameron Ferguson and Matt Sheahan
- Special thanks to Daniel Lalonde, Jeff Newbury and Liz Burnip for coordinating AV equipment and set up/tear down for conference.

## **Board Position - Eastern Rep**

Name: Matthew Sheahan

### **Summary of Activity**

- Assisted with the organization of the annual conference
- Organized and maintained contact with the Brock University volunteers at the annual conference
- A member of the conference committee, as well as an attendee of the annual conference
- Wrote and distributed monthly mailing
- Maintained email correspondence with regional members
- Participated as a scribe at the Think Tank at OISE
- Corresponded with Queen's University about possible drama in education workshops (still up in the air)
- Sent cold emails to Arts Coordinators and Ottawa University about possible workshops and membership (still waiting on a response)
- Ran a second active literacy workshop for my own school board and promoted membership in CODE as a way to access more materials and resources
- Verbally confirmed with Liz Burnip that I will be a member of the 2017 conference committee

## **Board Position - Central East Rep**

Name: Cameron Ferguson

### **Summary of Activity**

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## **Board Position - Metro Toronto Rep**

Name: Ayesatta Conteh-King

### **Summary of Activity**

- Completed and communicated with Metro Toronto reps
- Attended CODE conference and delivered a workshop supporting the CODE inquiry resource-"Moving Reconciliation"
- Connected and moved by the work of Penny Couchie and strongly feel the need for CODE to support her work/her words/her message moving forward-a number of us expressed a desire to be part of her choreographic piece and would like to go to Nippissing
- Attended ETT Arts committee meetings keeping them informed on our initiatives and meeting the needs of teachers. Committee members will be offering workshops through the year.
- Attended ETFO Arts Standing committee meeting-committee working on a motion to present at the 2017 ETFO Annual meeting. The motion was voted off the floor at the 2016 AM but the committee would like to bring the motion forward again this year. The motion asks that all locals in Ontario should/shall have an ARTS COMMITTEE. The work that we do is valued and the ongoing partnership needed-
- Attended Aga Khan Curriculum writing training-part of the intermediate writing team

## **Board Position - North Eastern Rep**

Name: Jennifer Giancola

### **Summary of Activity**

- Completed and submitted all monthly mailings
- Shared and directly messaged drama teachers and educators on Facebook and email blasts with all CODE material to promote CODE and the annual conference

- Attended the FNMIEAO Elder's Gathering and helped to secure our Elder for the CODE Conference and helped to prep traditional gifts for Elders.
- Attended the CODE conference and fulfilled duties on the conference committee
- Liaised with the Native Women in the Arts organization and participated in a Spoken Word and writing workshop with Inuk artist Taqralik Partridge on Nov 4
- Blogged the Spoken Word Workshop for the Website
- Attended CNAL's Mapping presentation and research session--
- CNAL basically wanted to get our opinions on how we thought the map could help serve our Arts and learning communities. (Although there wasn't a diverse mix of people in the hub to represent a variety of organizations and their needs)
- There were several issues with how to vet the companies that put their profiles up, keeping the directory up to date and I'm not sure that all groups will be equally represented since you need to become a member and put your own Profile up... so still a few things to iron out there.

## **Board Position - North Western Rep**

Name: Cheri-Anne Byrne

### **Summary of activity**

- Attended code conference where manned the table and executed thank you's
- Recorded games from game share, passed on to Kim for website
- Began communicating with some artists for student conference in May. Looking to get more insight for artist ideas and themes

## **Board Position - Western Rep**

Name: Andrea Santangelo

### **Summary of activity**

- Sent monthly emails to Western Region members
- Attended 2016 CODE Conference and performed conference duties