



CODE Management Board Meeting

Saturday, January 23, 2016

12:30 pm – 4:00 pm

Location: 203-1590 Dundas Street East, Mississauga, ON, L4X 2Z2

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

Present: Sarah Papoff, Daniel Lalonde, Kim Snider, Andrea Santangelo, Matthew Sheahan, Jennifer Giancola, Cheri-Anne Byrne, Ayesatta Conteh-King, Shawn Rocheleau, Liz Burnip, Rochelle Matthews

Google Hangout: Kim Erin Spratt

Regrets: Kim Snider, Daniela Biagi, Jenn Mavity, Lauren Van Gijn

1. Call Meeting to Order

2. Adoption of minutes of the last meeting

I, Brooke Charlebois move to adopt the minutes from the November 2015 meeting, Cheri-Anne Byrne seconded.

Motion carried.

3. Adoption of Agenda

I, Matt Sheahan move to adopt agenda for this meeting, Shawn Rocheleau seconded.

Motion carried.

4. Board Reports

- Executive and Management Members shared highlights from their Board Reports

ACTION ITEMS arising from Reports:

- Liz to approach SEARS Festival to provide teacher PD at the festival (Provincial and local level PD opportunities)
- Dan: suggested that CODE coordinate a THINK TANK in the spring with all preservice and academic contacts
- Cheri-Anne and Jennifer G. to connect with Emily Caruso-Parnell to see about opportunities for PD for Northern area teachers
- Lauren to send promotional items about Pulse to CODE board reps
- Matt to connect with Lauren to help with the PULSE outreach in the East
- All regional reps to promote PULSE to secondary teachers in their regions

- Cheri-Anne to reach out to BTW (Broadway Teacher Workshop), and AATE (American organization) regarding CODE initiatives/ conference.

5. Conference 2016

- Theme: **Pick Your Path** was ratified by the committee
- See report for more details

6. French resources and marketing Inquiry resources

I, Sarah Papoff, move that we make a call for French translation writing project in February 2016, for 4 translation in drama, dance education resources (elementary and secondary) starting in the Spring 2016. Hiring one translator at \$250/per resource, and hiring 2 reviewers at \$250 each. For total investment of \$1500 to begin in March 2016, seconded by Brooke Charlebois.

Motion carried

7. March Retreat goals and plan

- Saturday Morning 9:00am - start with CODE Board Meeting
- Saturday Afternoon working groups:
 - Workshop Selection
 - Regional Reps: survey, Marketplace
 - French/ Inquiry Resources
 - Advocacy Group
- Sunday - voting that needs to happen at second Board Meeting

8. Working Groups

- Secretary and mailings: Regional Reps
- Advocacy: Dance and Drama Liaisons and past president Brooke
- Membership (incoming and outgoing) and Vice President
- Publications and communications and President or VP
- Treasurer and Conference chairs

9. Other business

Conference 2017:

I, Shawn Rocheleau, move that we accept Deerhurst Resort as our location for our conference in 2017 on October 13-15th, seconded by Dan Lalonde.

Motion carried.

Aga Khan Writing Project:

- The Ministry of Education is building a possible partnership with the Aga Khan Museum and has reached out to the interested subject associations about a possible writing project. see: www.agakhanmuseum.org

- CODE is going to submit a proposal to the Ministry of Education to express interest in creating teacher resources for them

ACTION ITEM: Sarah and Brooke to complete proposal and submit to Ministry of Education by month's end.

Meeting adjourned.

* Board Reports below.

Board Reports

Executive

Board Position - President

Name: Sarah Papoff

Summary of Activity

- coordinated and collaborated in the hiring of the new conference registrar, Kenneth Wigfield. Welcome to the team Kenneth!
- continue to monitor and update the CODE Facebook Page, website and communicate with members and board members on upcoming and current events via email and social networking.
- attended the 2016 Conference committee meeting
- organized and booked the March 2016 CODE retreat at Kempenfelt.

- Applied to present on behalf of CODE at the NYU Drama in Education symposium in April 2016
- Promoted call for ETFO writers and presenters with the board and contacts
- Invited to present and have a table at Arts Alive PDSB conference in April 2016
- Promoted upcoming and current drama and dance events with November and January Mailing.
- Attended Ministry/Subject Association conference call on upcoming Aga Khan writing project proposals. Working on proposal with Brooke Charlebois
- collaborated in updating the conference 2016 budget with CODE treasurer and exec.
- re-applied on behalf of CODE to present at this year's Ministry Faculty forum in May 2016 with Kim Snider, Carmelina Martin, Brooke Charlebois and Jane Deluzio.
- Submitted report to ARTSECO (board unable to attend January meeting)
- Began inquiry process into Daniel Spectrum and Artscape as possible conference venue.
- Liased with Pulse and reviewed updates from conference planning.

Board Position - Vice President

Name: Daniel Lalonde

Summary of Activity

- Participated in hiring of new conference registrar
- Continued to monitor and update the CODE Twitter (last week we hit 300 followers!!!)
- Joined 2016 Conference Committee
- Attended meetings and communicated with exec and board
- Will represent CODE at the OTF retreat at Kempenfelt
- Submitted application to present at the 2016 OMEA Conference

Board Position - Treasurer

Name: Jennifer Mavity

Summary of Activity

- continued to manage all account activity and make payments on behalf of CODE
- continued to manage and bring closure to conference account and funds for 2015 conference as well as transfer of PayPal account from previous registrar
- assisted with criteria creation, application and selection process of new registrar

- ordered newly printed copies of advocacy brochures for distribution across province

Board Position - Secretary

Name: Rochelle Matthews

Summary of Activity

- continued regular duties as secretary; upload and share CODE board meeting agenda,, reports and minutes
- reply to online requests via code website
- continue to clean up Google Drive
- participated in hiring process for new Registrar
- support regional reps with their mailings to members
- presented drama workshop for the TCDSB on Inquiry through Drama and Dance

Board Position - Past President

Name: Brooke Charlebois

Summary of Activity

- continued my regular duties as Past president (assisting Present when necessary, corresponding with board and members, answering emails etc)
- submitted 2 proposals to present at ETFO's Summer Academy
- coordinating with President on a possible resource writing opportunity through the Ministry of Education for the Aga Khan Museum
- completed missing web minutes

Board Position - Past President

Name: Kim Snider

Summary of Activity

- Attended meetings and communicated with CODE board and executive
- Represented and promoted CODE at my drama workshop in Guangzhou, China; there is interest in getting some CODE resources translated into Chinese for a Chinese company (more details to follow in coming months)
- Planning an upcoming blog post on my travels in China (to be posted end of January/beginning of February, hopefully)
- Continued to represent CODE as part of the World Festival of Children's Theatre and the PLAY! Symposium Steering Committee taking place in June 2016
- Looked into the possibility of CODE and various GTA school boards collaborating on hosting a Jonathan Neelands workshop in June 2016 when he comes for the

- Symposium; at this time he is unsure of these dates and so more will be firmed up at a later date (Patrice Baldwin is also coming, and may be interested in a similar event)
- Supported Diana Tso in her application for an OAC grant for her new play Comfort, which will be produced in Toronto in the fall of 2016-- she would be open to a CODE event of some kind (such as a Teachers' Night, which we did for her last play Red Snow)
 - Was interviewed as part of VIBE Arts' new Social Justice and Arts Project, an online resource for teachers and artists, and promoted CODE resources as potential sources for social-justice-influenced work; VIBE expressed interest in working with CODE and floated the possibility of a future year in which CODE, OAEA and OMEA all have social justice themed conferences (could this be 2017, perhaps?)
 - Joined the 2016 CODE conference committee
 - Re-submitted a proposal for a panel discussion on the arts and inquiry learning along with Sarah Papoff, Brooke Charlebois, Carmelina Martin and Jane Deluzio for the May 2016 Faculty Forum at OISE/UT

Management

Board Position - Drama Liaison

Name: Liz Burnip

Summary of Activity

- Joined the 2016 CODE Conference Committee and will be Treasurer
- Reviewed Conference Contracts and details
- Contacted schools in the Niagara area and theatres that I worked at and for if possible contacts could perform or be part of the conference.
- Continued to advertise and promote CODE through the Sears Toronto District Festival, which I help coordinate and through the Sears Provincial Festival which I am also a committee member
- Kept in contact with Deerhurst as they await a decision on the 2017 conference location
- Requested to attend the Drama in Education and Applied Theatre Symposium on Active Citizenship at Brock. (just heard about this)
- Debriefed with Tammy Vallaries on her amazing program that after 8 years of planning and research just Launched at Laurier University Jan 9th and 10. It may be a good fit for a Friday night/ conference activity or spring workshop. It is called

compassionate crew and the website is compassionatecrew.com

Board Position - Dance Liaison

Name: Lauren Van Gijn

Summary of Activity

- Attended Pulse committee meetings on behalf of CODE.

Board Position - Membership

Name: Kim Erin Spratt

Summary of Activity

- responded to new membership requests via email and updated membership files
- added 12 new members: 7 Pre-Service and 5 First Year
- had one disappointed member who needed help with specific resources and wasn't responded to right away. Sarah responded.

Membership Overview

- Total Members: 821 (up from 813 in Nov)
- Full: 499 (down from 516 in Nov)
- First Year: 138 (down from 152 in Nov)
- Pre-Service: 177 (up from 152 in Nov)
- Other: 7 (same)

Board Position - Publications

Name: Jessie Kennedy

Summary of Activity

- Uploaded resources from 2015 Conference
- Created content for CODE Website as requested
- Attended initial 2016 Conference Committee Meeting

Board Position - Communications

Name: Daniela Biagi

Summary of Activity

- Nothing to report.

Board Position - 2016 Conference Chairs

Name: Rochelle Matthews & Shawn Rocheleau

Summary of Activity

- Worked on conference theme and focus; Pick Your Path 2016
- Visited White Oaks and met with our conference planner
- Met with Conference Committee to discuss conference details and delegated responsibilities to various members
- contacted Keynote speaker interests
- blog about 2016 written and posted on code website, FB and twitter
- continued correspondence with new Registrar; aim to get call for workshops online by February 1st

Board Position - Eastern Rep

Name: Matt Sheahan

Summary of Activity

- sent out December Mailings
- discussed and promoted CODE at a meeting of drama teachers at Queen's University while attending a coaches meeting for the Canadian Improv Games
- integrated a pitch for CODE and distribution of posters and contact information in a board-wide workshop on Active Literacy with secondary educators (one planned for elementary educators planned for the spring).

Board Position - Central East Rep

Name: Cameron Ferguson

Summary of Activity

- regular duties
- will be attending "All I's on Education" at York U in February- will report back with learnings from event
- attended 2016 conference meeting

Board Position - Metro Toronto Rep

Name: Ayesatta Conteh-King

Summary of Activity

- promoted CODE at ETT Arts committee meeting
- ETT Arts committee planning a community outreach event which CODE should attend/support
- applied for ETFO Standing Committee-ARTS

Board Position - Central West Rep

Name: John Thomas

Summary of Activity

- Nothing to report.

Board Position - Western Rep

Name: Andrea Santangelo

Summary of Activity

- sent out monthly mailings
- promoted CODE at school board initiatives

Board Position - North Eastern Rep

Name: Jennifer Giancola

Summary of Activity

- Sent out monthly mailing
- Presented on behalf of CODE at the school board Drama PLN-- distributed posters and created an info handout
- emailed all the Secondary drama teachers in my school board
- called some of the school boards in my CODE region and attempted to gain some regional contacts

Board Position - North Western, International Rep

Name: Cheri-Anne Byrne

Summary of Activity

- sent out December mailing.
- researched local Theatre companies p.d. opportunities.
- still looking to make regional connections.