



CODE Management Board Meeting

Saturday, March 5th, 2016

1:30 pm – 4:30 pm

Location: Kempenfelt Conference Centre, Barrie, ON

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

Present: Sarah Papoff, Daniel Lalonde, Kim Snider, Andrea Santangelo, Jenn Mavity, Daniela Biagi, Jennifer Giancola, Cheri-Anne Byrne, Ayesatta ContehKing, Kim Erin Spratt, Shawn Rocheleau, Liz Burnip, Rochelle Matthews, Jessie Kennedy, Brooke Charlebois, Lauren Van Gijn, Cameron Ferguson, Kim Snider

Regrets: John Thomas, Matthew Sheahan

1. Call to order

2. Adoption of minutes of the last meeting

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

Motion carried.

3. Adoption of Agenda

I, Jennifer Giancola move to adopt agenda for this meeting, Lauren Van Gijn, seconded.

Motion carried.

4. Board Reports

- Members of the executive and management board shared their report highlights.

ACTION ITEMS arising from Reports:

- Jessie to create a schedule for board members to create content for website on Google drive
- Lauren to write send-out for regional reps to share with membership about Pulse conference.
- Regional reps to promote Pulse in March mailing, promoting that small groups of 4-6 students are welcome. Pulse will help coordinate transportation in your regions. Inform members to contact Pulse directly.
- Daniela to create CODE Instagram account

- Cheri-Anne to reach out to EDTA, AATE to attend the 2016 Conference in Niagara. Invite them to get a table in trade show and or register as delegates.
- Kim Erin to reach out NDEO to attend the 2016 Conference in Niagara and purchase a table at CODE trade show.

5. Conference 2016

ACTION ITEM: Rochelle and Shawn to design a promo flyer and/or bookmarks to be added in swag bags for World Theatre Children's Festival and NYU Forum on Educational Theatre

- Next conference committee meeting on May 8th, 2016

6. French resources and marketing Inquiry resources

- See Sarah's report for more details
- French Call for translators is out and we are accepting resumes until March 18th. Spring translation project.

7. Advocacy discussion and upcoming events

- **OTF camp - see working group notes.**
- **NYU Forum on Educational Theatre April 2016 travel subsidy**
 - Sarah and Jessie will presenting at the NYU Forum on Educational Theatre.
 - Dan, Rochelle and Jennifer Giancola will also be attending the NYU Forum, promoting CODE
- **Ministry Faculty Forum:** Code is presenting (Kim Snider, Sarah Papoff, Jane Deluzio, Carmelina Martin)
- **Arts Alive April 8th** - Sarah Presenting, Dan and Kim Erin is attending as well.
- **Pulse May 12-15th** - Sarah attending and speaking
- **NRTEA May 16-17th** - Sarah and Dan will attend
- **Play Symposium June 10-12th:** (Kim Snider, Sarah, Dan, Jessie, Jennifer G, Rochelle, and Brooke attending)

8. Working Groups

Advocacy Items:

- Think tank letter and invitations created. Next Steps: book space and send invitations. Date TBD
- Kim and Advocacy committee creating Advocacy landing page with resources and links for members

ACTION ITEM: Sarah and Daniela to connect with Aidan to set up landing page to hold content. Kim and team to post content once that is complete.

ACTION ITEM: Advocacy Group and Communications/Publications to see what areas on the website could be cleaned up on our end to make things more streamlined on the CODE website.

Resources:

- Kim and Brooke created criteria for streamlining and culling resources to align with current practice curriculum and an equity lens.

ACTION ITEM: Sarah to connect with a small sub-committee to hire them to use criteria to streamline and cull resources.

Conference committee:

- Workshops, panels and paper presentations were reviewed by the committee. We had a great selection of over 60 choices. Committee met and made selections. Chairs met with treasurer about the budget as well.

Regional Reps

- Regional reps and Membership reviewed Member survey and co-created next steps and an action plan. See March Break notes.
- Jennifer Giancola and Cheri-Anne Byrne created a proposal for the OTF Summer Institute for submission on behalf of CODE.
- The team, led by Ayesatta Conteh and Andrea Santangelo updated the CODE display board for conferences.

ACTION ITEM: Regional Reps to reach out to their members to see who would be interested in networking opportunities; what would those networking opportunities look like (webinars, after school meetings, social nights at local theatres, coffee houses).

Publications and Communications

- Team worked with Daniel Lalonde to review publications plan and backend of website and google drive.

ACTION ITEM: Daniela, Dan and Jessie to meet with Stephen Wei re website on April 7th, 2016.

8. Other business

- Student Conference Committee established: Dan, Shawn, Ayesatta, Cheri-Anne and Kim Erin
- Shawn Rocheleau walked us through google calendar - board members to add upcoming events and CODE events to this space.

Meeting adjourned at 3:34pm

Board Reports

Executive

Board Position - President

Name: Sarah Papoff

Summary of Activity

- Ongoing communication with board members and membership via email and mailings.
- Ongoing communication with ARTSECO and Hubert Brard regarding meetings and Arts Alive. Thank you to Brooke Charlebois who is presenting on behalf of CODE at the next ARTSECO meeting on March 8th.
- Supported board members in completing their duties as needed.
- Completed the Aga Khan writing proposal with Brooke Charlebois and submitted to the Ministry.
- Accepted to present at the **NYU Forum of Educational Theatre** on April 22. Presenting on STEAM Inquiry and Process Drama.
- Accepted to present at the **Ministry faculty Forum** with team (Kim Snider, Brooke Charlebois, Jane Deluzio, Carmelina Martin) on May 10th on Drama, Dance and Inquiry, on behalf of CODE.
- Attended "**All I's on Education**" and wrote blog with Cameron Ferguson about experience. Resulted in asking Kathy Gould Lundy about Keynote possibilities for conference. (She said yes!) Here is the intro to the blog: *As teachers and life-long learners, we are constantly engaged in the process of reflection and inquiry into our own practice. As artist educators and drama and dance teachers we engage in the creative process daily with our students and within our own creative work. Principal Investigator Kathy Gould Lundy and her research team at York University (Professors Belarie Zatzman, Naomi Norquay et al.) engaged in a unique project that explored Inquiry. We at CODE were excited to witness this culminating performance. Truly a love story for and by teachers with student work and experiences at the centre. In fact, student thinking was truly made visible as they were considered "Innovative Practitioners." Deep questions were raised about location, proportional reasoning, stewardship, historical perspectives: big ideas, big questions all through the arts and a transdisciplinary lens. Cameron Ferguson, our Central East representative attended this inspirational night of culminating drama about teacher inquiry and shares a personal reflection of the experience here.*
<http://code.on.ca/blog/all-education-imagination-integration-and-innovation-how-teachers-honour-student-voice-and-inquiry>
- Completed organizing and booking March Retreat at Kempenfelt Centre.
- Completed negotiating, signing contract for **Conference 2017 at Deerhurst**. Thank you to exec for your support and Jennifer Mavity for deposits.

- Collaborated with Pick Your Path 2016 conference co-chairs, registrar and board on recruiting and marketing call for proposals. Excellent selection of proposals from as far away as Bangladesh and Greece as well as local excellence. It will be a challenging process to choose!
- Communicated with Aidan and Eric at Foster Interactive on mailings - there is a solution and group mailings are being sent through a third party system now that should prevent them from being spam.
- Collaborated with Brooke Charlebois on call for French Translators.
- Maintained ongoing communication with Dance Liaison and Pulse committee regarding Pulse and its registration. Please continue to promote widely!
- Regularly updated Facebook page.
- Communicated with OTF regarding upcoming Summer Institutes and CODE's forthcoming detailed proposal due with dates by March 31st.

Board Position - Vice President

Name: Daniel Lalonde

Summary of Activity

- Continued updating CODE Twitter
- Attended the OTF Curriculum Forum (Poverty in Schools) at Kempenfelt on behalf of CODE; discussed the importance of utilizing the arts in creating a safe space in which issues of poverty and economic disparity in the classrooms can be explored
- Continuing to encourage contacts to apply to present at this year's conference
- Promoted CODE at the Creative Thinking Through the Arts Conference - theme of the student conference was hip-Hop Ed.

Board Position - Treasurer

Name: Jennifer Mavity

Summary of Activity

- Continued with regular treasurer duties
- Consulted with accountant regarding questions surrounding Pulse account tracking and bookkeeping
- Informed president of financial updates and budget implications

Board Position - Secretary

Name: Rochelle Matthews

Summary of Activity

- continued regular duties as secretary; revise, edit and review regional rep mailings
- answer general inquiries via the CODE website
- continue to organize CODE drive
- researched flight/accommodations for board members attending the NYU Forum on Educational Theatre (April 21-24, 2016)

Board Position - Past President

Name: Brooke Charlebois

Summary of Activity

- Continued regular duties, communicating with board, assisting President as needed etc
- Planned upcoming workshop for ARTSECO on behalf of CODE on March 8th.
- Completed the Aga Khan writing proposal with President, Sarah Papoff
- Accepted to present at the **Ministry faculty Forum** with team (Kim Snider, Sarah Papoff, Jane Deluzio, Carmelina Martin) on May 10th on Drama, Dance and Inquiry, on behalf of CODE.
- Co-ordinated the call for French translators with President, Sarah Papoff
- Applied to present at ETFO Summer Academy
- Solicited workshop proposals for 2016 conference

Board Position - Past President

Name: Kim Snider

Summary of Activity

- Wrote a blog post on my Christmas trip to China and the growing interest in arts education in that part of the world and shared this through our Facebook page.
- Promoted CODE events and information through the CODE Facebook page.
- Participated in the 2016 CODE Conference committee, with a specific focus on publicity. I have promoted the workshop call through my personal contacts, and through international networks (IDEA, World Alliance for Education, Dance Ontario, etc. Facebook pages).
- Met with a spoken word artist Jenna Tenn-Yuck, who has recently moved to Toronto from Ottawa. Jenna is keen to make contacts in schools and will submit a workshop proposal for the conference; she has also worked at conferences to 'listen in' on sessions and create a spoken word performance to reflect on the

conference at its conclusion; I have sent this info to Shawn and Rochelle for consideration.

- Have continued on in my planning role as part of the PLAY Symposium happening in June 2016.
- I was contacted by Peter Mansell about CODE Honourary Members; he alerted me to the fact that Norah Morgan's biography is still missing from the website. I will contact Deb McLachlan about possibly writing this for us.
- I was interviewed as part of the VIBE Arts Social Justice project through Hilary Inwood (OISE) and Myra Leibu (VIBE) and heavily promoted CODE's resources. This interview will be available as a resource on its website.
- I am currently rewriting York University's ABQ and Honours Specialist courses and have heavily promoted CODE resources as part of the course outlines.
- I was contacted by Free the Children about their desire to invest in resource development on their website. They will be looking for strong curriculum writers with a social justice focus, and I told them I can promote these projects with curriculum writers we have worked with, as well as our board.

Management

Board Position - Drama Liaison

Name: Liz Burnip

Summary of Activity

- Continue to promote code through social media and Sears and TDSB connections
- Contacted Shaw Festival and reconnected them with our chairs for conference possibilities
- Promoted 2016 conference through social media and through over 50 personal emails to dance and drama educators
- Communicated with Deerhurst and connected them with Sarah for contract negotiations for our 2017 conference
- By request from Jessie, started a blog trying to connect Drama and Dance Educators of CODE and Sears Drama Festival
- Put a form reference letter into our CODE docs for conference chairs to give to conference volunteers

Board Position - Dance Liaison

Name: Lauren Van Gijn

Summary of Activity

- Have attended all PULSE executive meetings in planning for the conference May 12-15.
- Traveled to Ottawa to meet with the Ottawa PULSE team and scout sites.
- Have been working directly with fellow CODE writer Sheri Talosi to develop specific experience-based walking-workshops of Ottawa for the PULSE delegates.
- Promoted CODE workshop applications throughout my board.
- Spoke with the Durham District Arts Facilitator regarding communication for both CODE and PULSE within my board.
- Have been working through the multitude of photos captured during the CODE conference in 2015. They will be ready to pass on to Sarah at the retreat March 4th.
- Implemented the lesson created in September for CODE, regarding inquiry-based senior dance education: took notes, observations and feedback regarding its effectiveness.
- Have received a few emails from local dance companies and organizations regarding partnering with CODE to offer members unique opportunities - would like to inquire about the potential of nurturing these relationships and creating more in the east end.
- Chatted with Matt Sheahan regarding eastern promotion of PULSE. More to follow here.
- Upload of conference photos to google drive.

Board Position - Membership

Name: Kim Erin Spratt

Summary of Activity

- responded to new membership requests via email and updated membership files
- Membership is up overall from 821 to 857
- Summary report page not functioning properly

Membership Overview

- Total Members: 857 (821 Jan)
- Full: 491 (499 Jan)
- First Year: 131 (138 Jan)
- Pre-Service: 228 (177 Jan)
- Other: 7 (7 Jan)

Board Position - Publications

Name: Jessie Kennedy

Summary of Activity

- Attended 2016 Conference Committee Meeting and reached out to various teacher and artist contacts both in and out of province, encouraging them to put together proposals
- Continued to post FB and Website content as requested
- Have begun approaching CODE board members to complete specific blogs, such as Liz's blog on Sears.
- Used FB as a platform for redirecting members to visit the website for Resources and more, posting on the "Learning Through the Arts" video resources and added this resources to our searchable database
- Submitted a proposal and was accepted to present at the NYU Steinhardt Drama Educators Forum in April on the inquiry project "Behind Bars"

Board Position - Communications

Name: Daniela Biagi

Summary of Activity

- Email communications.

Board Position - 2016 Conference Chairs

Name: Rochelle Matthews & Shawn Rocheleau

Summary of Activity

- corresponded with Registrar to get Call for Presenters/Workshop Leaders up on codeconferences.ca
- promoted CFP on social media outlets (Facebook, Twitter); emailed various contacts to promote the CFP
- researched and pursued drama and dance keynote options for the conference
- corresponded with White Oaks Resort Conference Rep about adjusting contract (switching rooms, reducing nights stay packages)
- schedule timelines for the conference event

Board Position - Eastern Rep

Name: Matt Sheahan

Summary of Activity

- Made January and February mailings
- Contacted Queen's University Faculty of Education to set up a time to meet with teacher candidates. It has been put off until April
- Connected with Lauren Van Gijn to advocate for PULSE
- Contacted Eastern School boards Arts Curriculum Coordinators to promote CODE membership and the Ottawa PULSE Conference
- Ran a workshop on Active Literacy for my school board (Hastings and Prince Edward) and actively promoted CODE and CODE resource
- Emailed entire elementary school groups with multiple school boards and corresponded with several elementary teachers about the benefits and reasons for being a CODE member.
- Attended Brock University Drama symposium and made two informal pitches for CODE membership and it's benefits at the end of two workshops

Board Position - Central East Rep

Name: Cameron Ferguson

Summary of Activity

- continued with regular duties
- attend "All I's on Education" at York U
- co-created a blog for website on All I's event
- recruited several of my artist and educator friends to submit workshop proposal for conference

Board Position - Metro Toronto Rep

Name: Ayesatta Conteh-King

Summary of Activity

- completed January/February mailings
- submitted a proposal to ETFO Summer Academy
- applied to ETFO Arts standing committee
- presented workshop at STEAM conference (Queen Victoria PS)
- responded to member needs around interaction
- promoted CODE conference call for presenters on twitter and facebook

Board Position - Central West Rep

Name: John Thomas

Summary of Activity

- Nothing to report.

Board Position - Western Rep

Name: Andrea Santangelo

Summary of Activity

- spent out monthly mailings
- forward information re: workshop proposals for 2016 CODE Conference

Board Position - North Eastern Rep

Name: Jennifer Giancola

Summary of Activity

- attended The Drama in Education and Applied Theatre Symposium on Active Citizenship at Brock University with Kathleen Gould Lundy and Jonathan Neelands.
- emailed Emily Caruso-Parnell of Rainbow DSB
- in the process of making a list of contact numbers for the Boards in my region and attempting to find the drama contacts for each
- Registered for Shaw Teachers Day on Friday May 6th- can represent CODE
- Registered for the NYU Forum on Educational Theatre

Board Position - North Western, Canadian, International Rep

Name: Cheri-Anne Byrne

Summary of Activity

- forwarded name of contact regarding Aga Khan for the Ministry proposal to Sarah P, president.

- emailed AATE to reach out for collaborative opportunities. They are offering a conference in Boston this summer, registration is currently open but current schedule and workshop offerings not yet posted. Reached out to see if submission of workshops is still open.
- We can have an organizational membership to them for \$220.00 which allows three of our members to be members with them, do we have this? Is it worth looking into?
- Chaired subject council and brought forth CODE items (conference dates, locations, title, request for submissions, french translation of resources, Liz's willingness to workshop with us)
- Contacted Broadway Teachers Workshop via email in hopes to further establish international relations with our U.S. counterparts.
- Heard back from AATE indicating their submission for workshops is now closed. Possible to attend the conference in future?
- Signed up for National Theatre in UK for updates.
- Reached out to Emily Caruso-Parnell via LinkedIn, who responded promptly and passed contact info onto Jennifer G. who is regional rep.
- Sent out conference call for proposals to subject council as well as on facebook to promote it.
- Sent call for proposals to AATE contact, but did not get reply.
- Coordinated workshop for my subject council during which Liz will present an inquiry piece. This will happen March 8 at my school.
- Connected with Allen Kaeja this week and forwarded him the request for proposals and he is more than happy to pass it on to his contacts focusing on dance related work.