



Management Meeting

Saturday, May 28th, 2016

12:30 pm – 4:30 pm

Location: 71 Edgewood Avenue, Toronto, ON

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

Present: Rochelle Matthews, Sarah Papoff, Daniel Lalonde, Jennifer Giancola, Shawn Rocheleau, Cameron Ferguson, Jessie Kennedy, Kim Snider, Liz Burnip, Lauren Van Gijn

Skype: Cheri-Anne Byrne, Kim Erin Spratt

Regrets: Jenn Mavity, Matthew Sheahan, Brooke Charlebois, Andrea Santangelo, Ayesatta Conteh-King, John Thomas, Daniela Biagi

Call to order: 12:54pm

Adoption of minutes of the last meeting

I, Liz Burnip move to adopt the minutes from the March 2015 meeting , Jennifer Giancola seconded. Motion carried.

Adoption of Agenda

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

1. Routine Business

MOTION: I Sarah Papoff, move that CODE spend \$350 to send a maximum of 7 people to attend the Play! Symposium in Stratford. Sarah, Dan, Jenn G, Rochelle, Jessie, Kim, Brooke

***Seconded by Dan Lalonde.
Motion carried.***

ACTION ITEMS arising from Minutes:

- Kim to send to email reps about getting flyers and summer visits to AQ leaders
- All reps to make contact with AQ instructors to see what courses are running this summer to see where and with whom we can partner with to promote conference.
- Table discussion for PD funding for executive to put a motion together for September.

2. Board Reports

- Members of the executive and management board shared their report highlights
- **Lauren** - (see report below)
 - PULSE was a huge success. Excellent feedback from participants, artists.
 - PULSE is very interested in supporting CODE's initiative to begin a Drama Conference for students.
 - PULSE social media is still going! Students are still having conversations about what they learned and took away from the conference.
- **CODE Struck an International Relations Committee (IRC) members: Cheri-Anne, Dan, Kim Erin, Sarah, Lauren, Shawn, Jennifer G, Liz**
- **ACTION ITEM:** Aga Khan drama/dance writing project: On **July 6th** we have been invited to conference about the writing project. We can take a team of 5 to the museum. (**Jessie, Rochelle, Kim Snider, Dan, Sarah to attend**)
- **ACTION ITEM:** Monday, August 29th is the date of the THINK TANK at OISE

ACTION ITEMS arising from Reports:

- Exec to look into seeing if school funding would cancel out CODE coverage.
- Jennifer G and Cheri-Anne to contact Emily to see if NORAC still happens? If CODE can be helpful/involved again.
- All reps please share the Advocacy page with members
- (SEPT) - OCUTP (Theatre programs) they would like to know how they can be partners with CODE; moving towards more students pathways

3. Conference 2016 - Rochelle and Shawn (see report below)

- www.codeconferences.ca is up and running!

ACTION ITEMS: All reps to widely promote conference in their monthly mailings. We want to increase Early Bird Registrations.

ACTION ITEM: Shawn to contact Shaw to see when we will receive invoice for Friday Master Class event; send invoice to Liz and Jenn M.

ACTION ITEM: Exec to look into getting someone to talk to Board members to be more conscious of their online footprint/ digital citizenship for November meeting

4. Pulse Dance Conference 2016 report

5. French resources -updates and next steps

- Resources completed and Sarah will arrange for the posting of them over the summer.
- Motion tabled until September meeting.

6. Swag /Budget updates and next steps

MOTION: I, Sarah Papoff move that we invest up to \$1000 on lanyards and Elements Posters as organized by the Treasurer Jenn Mavity. Seconded by Cameron Ferguson
Motion carried.

ACTION ITEM: Sarah Papoff to look into making name tags for board members in the next fiscal year.

ACTION ITEM: Lauren will find out if we can re-screen over PULSE t-shirts for 45th Annual CODE Conference.

7. Equity/Truth and Reconciliation next steps for CODE

- Sarah - It is very important for our organization to acknowledge the land treaties in place wherever we hold CODE meetings/events.
- We want to invite Knowledge Keepers/Elders from local region we hold events to be a part of our conversations/planning/events.
- **ACTION ITEM: Sarah to invite representative from the Aboriginal Education Subject Association (FNMIEAO) to attend our September board meeting.**
- Sarah will research and present a proposal to amend the bylaws to include a new management board member position in Equity/Social Justice.

8. Advocacy discussion and upcoming events:

- **Drama and Dance Think Tank August 2016**
 - Executive to meet in July for planning and discuss the amended motion at the THINK TANK meeting in August 29, 2016.
- **Ministry forum and meetings reports and next steps**
- **CNAL updates - Trillium grant**
- **ACTION ITEM: Liz to research this project from CNAL. Rochelle will forward notes on the previous CNAL projects/issues.**
- **Grant writing upcoming**
 - Sarah and Carmelina, Daniel and Lauren will get together this summer to look at how to apply an Ontario Arts Council Youth Grant
- **Play Symposium June 10-12th**
- **Regional Reps Forum discussion**
- **Pre-service memberships**

E-MOTION: *I, Sarah Papoff, move that we extend the free Preservice membership to 2 consecutive years effective immediately. Seconded by Shawn Rocheleau.*

ACTION ITEM: Shawn will set up e-motions on google forms. Motion passed online.

- **Website summer clean up July 5 -7th or dates?**

ACTION ITEM: Dan to contact CODE alumni to see if they are available to clean up the online resources.

ACTION ITEM: Board members who are attending Play! Symposium to send copy of receipt to Jenn Mavity in order to receive \$50 reimbursement.

9. Working groups:

Mailings, publications, OTF camp write up (Jenn G and Cheri-Anne), Conference, Membership, Other

10. Other business

Meeting adjourned at 4:12pm

See Board Reports below.

Board Reports

Executive

Board Position - President

Name: Sarah Papoff

Summary of Activity

- Continue ongoing email and real time communication with board members and CODE community.
- Ongoing promotion and support of WCTF, the Play Symposium, Pulse Conference, OTF camps, and of course the CODE conference via the website, mailings and social media.
- Ongoing updates to our Instagram and Facebook pages with relevant posts.
- Hired, managed and supervised the French Translation writing project . The resources chosen have been translated and next step is posting over the summer. The project was a success and I recommend another project.
- Co-wrote with Brooke Charlebois and submitted a proposal to the Ministry and the Aga Khan museum for a writing project this coming Fall. We are still waiting for confirmation.
- Attended Peel Arts Alive conference and presented using the CODE Inquiry resources as a source. **Creative Inquiry in Dance and Drama:** An interactive session that will highlight new CODE elementary resources in Inquiry Drama and Dance. This workshop provided practical and creative means to showcase how Inquiry can promote transdisciplinary thinking and deeper critical understandings. Participants explored various drama and dance entry points around themes of identity and diversity. There was a focus on innovative dance strategies. Participants were very excited about CODE resources.
- Attended TDSB creates with Ayesatta and Kim S to present the outgoing TDSB arts dept with flowers to celebrate their accomplishments. This was very well received.
- Attended and presented at the **NYU Forum for Educational Theatre** in April. Made excellent connections with arts educators from the US, and abroad. Promoted the CODE conference and CODE. Participated in the conference with Dan, Rochelle, Jessie and Jennifer. Attended Jessie's very well received devised theatre presentation. Presented on STEAM Drama Inquiry. <http://tinyurl.com/STEAMdrama> CODE was very well represented!
- Attended and co-presented at the **Ministry-Faculty Forum on Drama, Dance and Inquiry** in a Roundtable discussion with Past-president Kim Snider, Pulse Co-chair Carmelina Martin and co-planned with Jane Deluzio and Brooke Charlebois. [Presentation](#) very well received. Attended session on Pre-service

arts courses offerings and research by Terry Sefton to be revisited in our Think Tank,

- Began co-planning the Think Tank with committee and secured space at OISE for the August 29th event. Invited in person several of our participants.
- Represented CODE with Daniel Lalonde at the **Pulse** Student Dance conference and Teacher Symposium in Ottawa. Congratulations to Carmelina Martin, Megan Schroeder, Lauren Van Gijn and the whole Pulse committee on a very successful and memorable conference. The students and teachers benefitted greatly and it was an incredible experience. Contact: This is An Experiment was an excellent investment into Dance Education by CODE. I brought greetings from the board which were warmly received.
- Attended **National Round Table for Educators in the Arts** Forum in Ottawa with Daniel Lalonde and Lauren Van Gijn to discuss the topic of gaming and technology in the 21st century arts context. Some discussion around pre-service programs and next steps. Please refer to website: www.nrtea.ca for more details and to the upcoming blog post. Important networking and conversations around the future of drama and dance in the 21st century skills context, pre-service programs and future advocacy work. Liased with Dan and Lynn Tucker from UTSC to begin plans for a Student Drama Conference.
- Supported the creation of the Advocacy landing pages by Kim S and the committee and linked the brochures and Drama document to the pages by contacting Aidan and Eric for help.
- Supported the Conference website creation by submitting keynote information, proofreading the site and aligning with the budget, vision and plans put forth by the committee. Liased and ongoing communication with conference committee and chairs and registrar. Promoted the live website via emails to ARTSECO, NRTEA, my arts contacts, OnTEA and other Arts Educators. www.codeconferences.ca
- Liased with Tina Pugliese from OCUTP about CODE and supporting drama and theatre post-secondary programs and teachers. Shared a [short PPT](#) on CODE's work and possible partnerships.
- Met with the exec to plan and ongoing communication regarding budget, meetings and other CODE business. Thank you to Jenn M for ordering the conference bags and Rochelle and Shawn for conference bookmarks.
- Thank you to CODE members who attended meetings on CODE's behalf- such as Kim at the Ministry and union meetings while Dan and I were in Ottawa.
- I will be part of the team of people representing CODE at the Play Symposium June 10 -12 in Stratford ON and I plan to also attend the WCFT while I am there on behalf of CODE.

Board Position - Vice President

Name: Daniel Lalonde

Summary of Activity

- Continued to monitor and update the CODE Twitter account

- Attended Peel Arts Conference Trade Fair
- In April, was a part of a CODE contingency who traveled down to NYU to be a part of the Forum on Educational Theatre. Made a number of excellent connections with arts educators from around the world.
- Traveled to Ottawa to partake in an incredible Pulse Conference
- Attended the NRTEA forum in Ottawa. Along with a number of arts educators from various fields, the topic of gaming and technology in a 21st century arts classroom was explored.
- Began preliminary planning for the 2017 CODE Student Conference at U of T Scarborough.-

Board Position - Treasurer

Name: Jennifer Mavity

Summary of Activity

- Sourced out new company for tote bags
- Ordered 500 for 2016/2017 conferences
- Discussed plans for new swag posters to be designed and printed for 2016 conference release (elements posters and critical thinking process posters)
- Will need to have subcommittee to continue to make design decisions for both posters
- Prepared financials for 2015 conference in preparation for fiscal year end, all funds balanced, 2015 conference was a financial success
- Continued regular treasurer duties by sending reimbursement cheques as needed various board members (for travel, PD) and hired writers
- Liaised with 2016 conference treasurer to transition and prepare for 2016 conference

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
- continue to organize CODE drive

- Attended NYU Forum on Educational Theatre in New York City with Sarah Papoff, Daniel Lalonde, Jennifer Giancola and Jessie Kennedy. Promoted CODE and the 46th Annual Code Conference to delegates.

Board Position - Past President

Name: Brooke Charlebois

Summary of Activity

Board Position - Past President

Name: Kim Snider

Summary of Activity

- Follow-up on Action Item from March Retreat: I have finished writing the material for the Advocacy tab on our website, and it has now been posted. I am still waiting for the CODE brochures and the 'We Need to Talk About Drama' resource to be posted to the website so it can be linked (to be done by Daniela).
- I have continued discussions with the CODE Executive about a summer 'Think Tank' with reps from Faculties of Education and will continue helping to plan this session.
- I have continued in my role on the CODE Conference Committee, and have been promoting the link to Conference registration. I have asked the Chairs for promo materials to be brought to the PLAY Symposium in Stratford in June. I would also like to create a one-page flyer with Shawn that can be send to all CODE Board members to publicize this summer at events and AQs. I have asked that all Board members bring a list of events that they may be attending this summer.
- I represented CODE with Sarah and Ayesetta at the TDSB Creates Showcase in April 2016. Our gift to the team was very warmly received.
- I co-presented a roundtable discussion on drama, dance and inquiry learning at the Ministry Faculty Forum in May 2016, where we promoted the fall conference and summer OTF Camp.
- I represented CODE at the Ministry/SA Day and the OTF/SA day in May 2016. I was one of four SAs who presented to the group: I shared info on our conference, inquiry resources, OTF Camp, French resources, and international conference highlights. Collaborative notes for these sessions have been shared with Sarah, and I am attaching a short report with highlights.
- I will be representing CODE at the PLAY! Symposium in Stratford in June 2016, as I am on the planning committee.

Report Highlights from Ministry/SA Meeting - May 13th, 2016

Prepared by Kim Snider

Full collaborative notes have been shared with Sarah.

- Social Studies SA has inquiry- based resources posted, some which focus on drama and dance
- Recent math conference had 1700 delegates
- OSSTF is rolling out a series of curriculum resources focusing on 'Sustainable Society' (economy, environment, etc.)
- **OTF Connect Webinars: if we are interested in offering one, contact Ian Pettigrew**
- **OTF Summer Institute registration will be live soon; once it is posted we need to share and publicize it**
- **Ministry is holding Summer Institute for teachers on ELL Literacy, which will be geared towards the subjects teachers teach; this is free. There are flyers available and we should promote to members.**
- OAEA offers a \$50 conference discounts to anyone currently enrolled in a Visual Arts AQ
- Ministry is working on supports for teachers teaching Syrian refugees; there may be more coming
- **Ministry response to Truth and Reconciliation Commission:** there is funding for this strategy, they are making plans that will come out over the next few years. There was lots of discussion about trying to get this out in a timely way
 - They will begin with key mandatory curriculum subjects (grades 4-10 social studies and geography)
 - Then roll out to other subjects
 - Resources must be created with FNMI community partnership ('nothing about them without them')
 - There are two projects underway: 1) A 2-hour video Professional Learning Module, sort of FNMI '101' with basics for teachers to address this knowledge gap, probably coming October 2016, 2) Ministry is visiting classrooms of educators doing this kind of work and will share this somehow through some kind of Capacity-Building project
- Hubert from ARTSECO asked about possible subsidy of FNMI AQ courses
- **Aga Khan: they are still looking at proposals, probably all will be accepted, no concrete timeline yet**
- New Math Strategy: 6 dedicated hours per week of math instruction; Hubert raised concern that this could lead to arts being cut, and asked Ministry to send a clear directive to Directors that this cannot happen; others SAs brought up importance of holistic approach, STEM/STEAM, etc.

- Well-Being Strategy: the Ministry is most definitely looking for ways to connect/support with SAs, and this is a great opportunity for CODE.
- There was a lot of discussion about the more systemic issues at play here: poverty, law regarding behaviour, restraints, isolation in dealing with aggressive students, more support staff, etc. SAs felt that the Ministry has to address these issues if they are truly going to improve well-being in schools.

Global Competencies

21st Century Learning and Teaching, CAPB

Catherine Sim - Manager

Karen Beutler, Cresencia Fong (recent), Brenda Sherry, Heidi Siwak (recent), -
Education Officers

Ziyaad Vahed - Provincial Policy Coordinator

#on21cLearn

<http://bit.ly/21Cdraft> - document

More links in the collaborative notes for the meeting

- Concept of Deep Learning - two 'big ideas' 1) rebalancing the Cognitive, Interpersonal and Intrapersonal domains, not just content 2) learning for transfer (what you use rather than just memorize)
- ETFO and OISE - Teaching for Deep Understanding document

<http://www.etfo.ca/Resources/ForTeachers/Documents/Teaching%20for%20Deep%20Understanding%20-%20An%20ETFO%20Curriculum%20Learning%20Resource%20Compilation.pdf>

- New Brunswick, Manitoba and Ontario are meeting to work on these competencies, which is why they are in draft form
- Competencies are:
 - Critical Thinking and Problem Solving
 - Innovation, Creativity and Entrepreneurship
 - Learning to Learn, Self-Aware and Self-Directed Learning
 - Collaboration
 - Communication
 - Global Citizenship

Management

Board Position - Drama Liaison

Name: Liz Burnip

Summary of Activity

- Presented an workshop to Cheri-Ann's Drama Council of the Dufferin Hastings Catholic School Board on Mental Health through Drama Inquiry (resources and outline pending)
- Ran the Toronto South District Sears Ontario Drama Festival, helped organize and host the SODF Regional Festival and planned and tried to participate in the Provincial SODF and will most likely be the 2022 Provincial coordinator of the the 75th festival. Promoted CODE and conference throughout
- Continued to liase with Drama Educators and Artists through SODF, tdsbCREATES and Theatre Contacts at George Brown, Humber and Ryerson promoting CODE and Arts Advocacy
- Started the process for cheque signing for the conference
- Collected current hard copies of advertising for post secondary education programs offered in dance and drama in Ontario
- Continued to communicate with Conference Committee as treasurer
- Advertising CODE and the Conference through word of mouth, school connections and social media
- Was able to change the SODF policy to include gr 7 and 8 students in productions that take place in 7-12 schools where parental permission is granted and principals agree.

Board Position - Dance Liaison

Name: Lauren Van Gijn

Summary of Activity

- Finalization and completion of PULSE planning
- PULSE! Attending, co-ran, and loved Pulse. Created social media for Pulse that will continue to run - and can possibly be a link for teachers (and students) to Code.
- Attended National Round Table with Carmelina Martin, Sarah Papoff and Daniel Lalonde. Made many contacts and connections who I have been networking with since. Hopefully will lead to good, strong outreach for dance education in the East, where we have been lacking in membership.
- Connected with David Norswothy and Kristen Cacone from Toes for dance, for possible Code connections and dance outreach next year.
- Connected with MOCEAN dance (Halifax) to possibly have them connected with Pulse in the fall for a tour.
- Very preliminary thoughts for a Drama conference to model after Pulse.

Board Position - Membership

Name: Kim Erin Spratt

Summary of Activity

- responded to new membership requests via email/updated membership files
- Summary report page still not functioning properly - waiting to hear back from Adrian on this and on FORUM information
- Research other FORUM software. Prices range from free - \$20/month for what we would need from what I can tell.
- Handed out CODE materials at YRDSB and DPCDSB teacher training sessions and made arts consultants aware.
- I will be attending the PLAY! Symposium in Stratford in June 2016, and am happy to assist at the CODE table if we could be side by side.
- ACTION ITEMS FOLLOW UP:
 - Assisted PLAY! A Symposium with recruiting vendors
 - Sent an email to NDEO regarding presence at CODE conference. Suggested trade as an option, as we would also like to be there in the fall.
 - NDEO Table is \$500 - \$250 if purchased with a full conference registration fee.

Membership Overview

Membership is the same @ 857

- Total Members: 857 (857 Jan)
- Full: 471 (491 Mar)
- First Year: 127 (131 Jan)
- Pre-Service: 252 (228 Jan)
- Other: 7 (7 Jan)

Board Position - Publications

Name: Jessie Kennedy

Summary of Activity

- Ongoing Facebook and Twitter posts
- Ongoing CODE webpage blogs
- Attended NYU Drama Educators Forum as delegate and presenter on Inquiry project
- Created all 2016 CODE Conference Workshop contracts, managed incoming completed contracts and headshots, answered all correspondence from

presenters.

- Attended 2016 CODE Conference Committee meetings, responded to requests from Committee Chairs, and corresponding with Conference Registrar

Board Position - Communications

Name: Daniela Biagi

Summary of Activity

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Board Position - 2016 Conference Chairs

Name: Rochelle Matthews & Shawn Rocheleau

Summary of Activity

- Designed Pick Your Path bookmarks (150) for advertising purposes at the NYU Forum on Educational Theatre and Play! Symposium
- Finalized workshop schedule, and final contracts with Workshop Coordinator, Jessie Kennedy
- Worked with conference committee and Registrar Ken Wigfield to draft and submit online scripts for conference website www.codeconferences.ca
- Work with conference committee members to edit and revise scripts and stock photos for www.codeconferences.ca website.
- Worked with Cameron Ferguson on Trade Fair and Sponsorship letters and procedures
- Engaged in negotiations with White Oaks for venue for Friday Master Class event
- Engaged in negotiations and finalized deal to secure offsite venue for Friday Master Class at Shaw Festival
- Promote www.codeconferences.ca website and LIVE registration
- Reschedule next conference committee meeting for Sunday, June 5th at White Oaks Resort
- Shawn attended SCDSB Maker Faire to represent CODE at the trade fair

Board Position - Eastern Rep

Name: Matt Sheahan

Summary of Activity

- Sent regional mailings

- Promoted CODE at Active Literacy workshop in April that I ran
- Promoted CODE at Canadian Improv Games
- Attempted to get in touch with and promote membership with CODE through Curriculum Coordinators in multiple boards
- Promoted Pulse Conference to all drama and dance educators in my board and surrounding boards
- Shamelessly promoted CODE to drama teachers and teachers of other disciplines, including our guest speaker, at a May 20th system-wide PD Day

Board Position - Central East Rep

Name: Cameron Ferguson

Summary of Activity

- Continued regular duties
- Attended Sears Provincials and Meeting
- Trade Fair Communications for 2016 Conference

Board Position - Metro Toronto Rep

Name: Ayesatta Conteh-King

Summary of Activity

- Completed mailings
- Continue to share CODE-membership to ETT/ETFO members
- Appointed to **ETFO Arts standing committee**
- Attended TDSB dance/spoken word showcase-presented flowers and appreciated to the arts department w.Sarah and Kim-
- CODE table will be present at ETT ribbon cutting event on JUNE 9th-"School Yards Jams"-Sarah's Schools are part of the arts installation piece-
- Promoting Conference widely
- Continue communicating with Leora Amit-CODE member seeking more interaction-planning a meet up

Board Position - North Eastern Rep

Name: Jennifer Giancola

Summary of Activity

- Sent out monthly membership mailings promoting Pulse, Annual Conference, Play Symposium, World children's festival of theatre
- Emailed all Secondary Drama teachers in my own school board about the Conference website going live and encouraging Early Bird Registration

- Attended the NYU Forum on Educational Theatre in New York (with Sarah, Jessie, Dan, and Rochelle) and networked with internationals and promoted the CODE Conference.
- Attended Shaw Teacher Day and promoted CODE and well as the partnership with Shaw for this year's Annual Conference. Blogged about the event for the website and our Social Media.
- Attended the Sears Anniversary Gala representing CODE. (I agree with Cheri-Anne about being more visible at these networking events with lanyards or badges that make us official)
- Met with Cheri-Anne to work on our OTF Summer Institute Workshop on behalf of CODE this summer in July. Brainstorming how to set up a social event or meet and greet with Drama Teachers in the north.
- Will be attending day one of the PLAY! Symposium weekend in Stratford.

Board position - North Western Rep

Name: Cheri-Anne Byrne

Summary of activity

- Hosted Liz at school for inquiry based workshop
- Held conference call with members of EDTA to help establish relationship.
- Invited EDTA to come to conference and also set up at the trade fair, sent them link.
- EDTA conference is in Vegas in September I would go but will not be able to fly at that point are we able to send someone to this? Would be best organization to connect with in the states as they have been around for long time and are well established. They are looking to have a Canadian chapter as well and are also establishing relationships with China much like our members.
- Attended shaw teachers day and promoted the conference highlighting events happening at shaw as well as location.
- Attended Sears anniversary gala
- Wondered if we can get name tags or lanyards made for networking events to identify ourselves at these events?
- Sent out mailings promoting conference, play symposium, world children's festival of theatre, pulse. Trying to engage networking but no response as of yet.
- Working on OTF workshop in Thunder Bay in July with Jennifer G.
- Promoting conference with my boards subject council.