



Management Meeting

Saturday, September 16th, 2017

11 am - 4:30 pm

11 - 12 Tour

12:00 - 12:30 Lunch

12:30 - 4:30 Meeting

Marilyn I. Walker School of Fine and Performing Arts

Brock University

15 Artists' Common, St. Catharines, ON

Studio D, MW256 (2nd Floor)

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

Present: Sarah Papoff, Jane Deluzio, Jessie Kennedy, Brooke Charlebois, Kim Snider, Rochelle Matthews, Jennifer Giancola, Arthur Burrows, Ayesatta Conteh-King, Leslie Turcotte, Cheri-Anne Byrne

Regrets: Dan Lalonde, Lauren Van Gijn, Liz Burnip, Andrea Santangelo, Kim Erin Spratt

1. Routine Business (12:30 – 12:45)

Call to order, adoption of minutes of the last meeting

I, Matt Sheahan , move to adopt the minutes from the June 2017 meeting minutes as amended, Ayesatta Conteh-King seconded. Motion carried.

Business arising from the minutes:

I, Jane Deluzio, move that CODE strike a fundraising sub-committee in connection (including Treasurer) for fundraising amounts over \$1000.

Cheri-Anne adopted motion.

Motion withdrawn

Adoption of Agenda

I, Cheri-Anne Byrne, move to adopt agenda for this meeting, Arthur Burrows seconded. Motion carried.

Report on Action Items

2. Reports (12:45 - 1:00) Please read all reports ahead of time Board Reports

- Ayesatta and Sarah are working with Claire Holland with proposal to the Ministry to support prep teachers who teach drama/dance
- Dance Collection Danse - <http://dcd.ca/emails/byinvitationonly.html> organize a small CODE group and call for appointment
- ARTSECO - Cheri-Anne will be attending these meetings moving forward.
 - Their focus is still on having qualified instructors teaching PD to teachers
 - **ACTION ITEM:** Board members to please let Executive know of their interest in conducting drama/dance workshops in their areas.

Exec Reports

2. Conference 2017 (1:00 - 1:30) (include duty roster and descriptions)

- **ACTION ITEM:** Kim to send out a mailing to all members to promote the conference
- **ACTION ITEM:** Liz and Brooke to get out duty schedule in the next couple of weeks
- **ACTION ITEM:** Conference committee to follow up with Jodie and FNMIEAO about promoting Mocassin Project at their table.
- **ACTION ITEM:** Board to sign up for technology loans to conference with Liz
- **ACTION ITEM:** Whoever goes to the OTF winter retreat (February 2018), should bring back dates for the call for Summer Institutes (Kim to make time during March Retreat for summer planning)
- **ACTION ITEM:** Tessa to do the resources clean up; unpublish the resources that have issues.
- **ACTION ITEM:** Tessa to connect with Stephen about revising filters online and removing resources.

3. Conference 2018 Regional reps team (1:30 - 2:00)

- **Action Item:** *We need to create clear messaging that each board member can communicate re: why we are going to a regional format next year. We want to reach out to regions, make the conference more financially accessible to different groups (students, artists, retirees), and take up less of our members' valuable weekend time. We are building towards a big conference for our 50th anniversary in 2020.*
- "CODE on the Road" We are coming to You!
- Executive suggestion of going with Model A.

- **Action Item:** Sarah to report how voucher discount on membership works to our current Membership Officer.

Kim's Recommendation - Cheri Anne and Leslie to connect with Shaw and Stratford about possible dates that would work for them. Dan to confirm with the Board about proposed dates he has negotiated with Mirvish.

4. Operating Budget 2017-2018 presented Jessie (2:00 - 2:30)

- Moving forward, there will be a travel subsidy for Board members for only 2 meetings a year and the retreat, if you live more than 100km away.
-

MOTION: I, Kim Snider move that the International Travel Subsidy be used for Board members who are presenting or running a CODE trade fair table at an out of province event.

Discussion:

- **ACTION ITEM:** Brooke to create a google calendar so that board management board can keep track of all international events.

MOTION AMENDMENT: I would like to retract my motion. I would like to propose an amendment to the travel subsidy motion from the year TBD. That the \$2000 travel subsidy be used for CODE board members presenting and/or overseeing CODE tables to a maximum of \$400 per person per fiscal year.

Seconded by Leslie .

Motion carried.

5. FNMI resource, Resource Review and Aga Khan Project -updates and next steps (2:30- 2:45)

- **ACTION ITEM:** CODE should lead in creating a 'How To' document on best practices in working in partnership with diverse communities when working on writing projects.
- Oct.27 Ministry meeting will be very important in regards to next steps with curriculum revisions. Sarah will update Board at November meeting.

6. Website report and next steps (2:45 - 3:15)

- **ACTION ITEM:** Sarah and Tessa will report back in November on website redevelopment

7. Pulse, Management Board Elections, thanks, and AGM (3:15 -3:30)

- Back to York University (Keele Campus), May 10-13th, 2018, residences have been booked.
- Registration is OPEN in November. (Secondary Only)
- Proposed symposium theme “Decolonizing Dance” what does this look like in Ontario schools?
- **ACTION ITEM:** Board members to share Pulse information to all Dance contacts
- **ACTION ITEM:** Lauren to update the regional reps and publications with regular promotional materials
- **ACTION ITEM:** Dan, Cheri and Lauren to work together in promoting Stages at Pulse
- There will be some vacancies on the management board in November.
- Formal thank yous to happen at the AGM
- Vacancies; Central East, Publications and Northern Rep
- Nomination Forms are required for all management board positions this AGM
- **ACTION ITEM:** Cheri to print nametags for lanyards for all management board members

Working Groups: (3:30- 4:15)

- Publications with Regional Reps (generate blog info/conference message to members, personally invite 3 people to conference) - (Dan, Lauren, Kim Snider, Reps)
- Membership and Conference Chairs, Conference Treasurer (review active members/conference registrants, Friday/Sat Menu)
- Revising online Resources and Website (Sarah, Jane, Kim Erin, Jennifer and Tessa)

10. Other business? (4:15 to 4:30)

- **ACTION ITEM:** Rochelle to give reminder to Board to create all official board documents within the CODE Board Documents folder

[Next Meeting Dates 2017-2018](#)

Saturday, November 25th, 2017 - Cheri-Anne’s place

Saturday, January 20th, 2018 - Jane’s House

Saturday, March 24th, 2018 - **Full Day Work Retreat** - U of T, Scarborough Campus?

Saturday, June 2nd, 2018

Board Reports

Executive

Board Position - President

Name: Sarah Papoff

Summary of Activity

- Continued regular duties of regular communication, organization, emails and meeting planning, reviewing minutes and setting agendas.
- Coordinated and planned operating budget 2017-2018 with Jessie Kennedy
- Organized CODE hard copy files with VP Jane Deluzio.
- Coordinated Pulse grant reference letter writing in collaboration with Kim Snider and Jane Deluzio.
- Supported exec in reviewing the sudden call for resources from the Ministry of Education in support of the Truth and Reconciliation resources and in our response. Please see Kim Snider's report.
- Followed up with action items from June meeting including communicating with the board about next management board year and website next steps to present to the board.
- Wrote conference program notes for the Claiming our Voices Conference 2017 program and continued to promote the conference regularly on social media and with contacts.

Resource Updates:

- Ongoing communication and organizing Aga Khan Museum resource project. Revisions on final resource in process and other three resources posted. Landing page information received. Final report written and submitted to Ministry.
- Webmaster Stephen Wei posted our current French translations after final changes from Brooke Charlebois - thank you to both of you. This project is complete.
- Received and reviewed communication on FNMI appropriation resource from Jennifer Giancola, Matthew Sheahan and Cheri-Anne Byrne. We will be meeting at the end of September to review and divide up responsibilities. We will also be partnering with Indigenous teachers to review and advise on the document.

OTF Summer Institute:

- Co-planned, co-facilitated and co-learned at the CODE and FNMIEAO joint summer institute on Artful Approaches and Indigenous learning with Ray John Jr, Kim Snider and Jennifer Giancola at UWO in London, ON. It was full, very well received and successful with a range of teachers from across the province.

- For future summer institutes of this nature, I would recommend focusing in on chosen Indigenous teachings as per the traditional teacher or Elder and learning and have equal dedicated to the creation of drama and dance in depth. Once our CODE/FNMIEAO recommended practices is complete, this would be an excellent starting point.
- I also concur with Kim that we should be spending time in advance of the 2018 summer institute to plan several proposals province wide with a range of relevant topics including STEAM, Inquiry and Indigenous learning and in partnership such as with FNMIEAO.

York FESI

- Attended the York U summer institute that had a anti-oppression and diverse focus lens on re-examining and decolonizing education as we are in Canada 150.
- Made excellent arts contacts at the ROM for appropriation vs appreciation resource and for future partnerships. Have followed up with all via email

Board Position - Vice President

Name: Jane Deluzio

Summary of Activity

- Worked with Cheri-Anne on Action Item regarding fund-raising. Explored suitability of artsVest for CODE together. We decided to withdraw motion for a fund-raising committee and continue to explore possibilities informally.
- Worked with Kim Erin Spratt on Action Item to create a DOC with acronyms, organizations etc.
- Worked on Action Item related to on-line resources: Analyzed dance and drama reviewers' work and summarized it. Created list of potentially problematic resources from an Equity perspective.
- Worked with Kim Snider to plan and chair Regional Rep meeting in August.
- Attended one day workshop related to Voice Appropriation in Performance at Artscape and wrote a summary report.
- Supported Sarah with letter of support for PULSE grant writing.
- Went through on-line files/folders and met with Sarah and Kim S. to examine some of the pathways. We identified need to tidy up our Google Drive docs and folders, consolidate, refile etc.
- Assisted Sarah with consolidation of CODE President's files in preparation for passing them to Kim S.
- Arranged for storage of archival box from Wendie and Ian. Would like to follow up on location for our archives. Brooke has most of it stored with her. Brock was originally looking at storing it. This is now up in the air.
- Accepted delivery of some of swag for conference also stored in my garage for now. NOTE: Someone will need to pick up conference boxes and deliver them to Deerhurst.
- Met informally with Wayne Fairhead. Sent CODE logo for Sears website. Ensured Sears is one of our website links.

- Went to Dance Collection Danse and read their Dance Resource Kits from an Equity perspective. Suggested one change which they have incorporated related to bringing in appropriate artists to teach dances where voice appropriation could be an issue. Laurin has already “test driven” these resources and gives them her vote of approval for classroom use. We can definitely recommend this resource for our teachers.
- Responded to NRTEA report.
- Engaged in an advocacy response to Star article.

Board Position - Treasurer

Name: Jessie Kennedy

Summary of Activity

- Updated CODE Executive Directors information with Canada Revenue Agency and the Charities Directorate
- Identified and had corrected the lack of HST rebate for 2015-2016. The process has now changed to filling twice yearly instead of once a year. We have refiled for the past fiscal year and will still receive the rebate.
- Reconciled membership numbers with membership revenue.*
- Reconciled the Operating, Conference, and Ministry accounts for the 2016-2017 fiscal year, compiled all expense sheets, bank statement and other materials and delivered to our Accountant for year end financial reporting.
- Liaised with our Accountant, Patrick Kua.
- Made change that all bank statements for all accounts will be digital instead of paper. We can access these online at anytime.
- Completed a Canada Census Organizational Questionnaire about Capital Expenditure, and corrected our organization’s description from Physical Education Instruction to Advocacy Organization.
- Processed all financial related requests, remitting cheques and maintaining records.

Board Position - Secretary

Name: Rochelle Matthews

Summary of Activity

- Continued regular duties as Secretary; communicating with members via email and website, recording minutes and posting Web minutes online
- Updated 2017 Compendium of Motions
- Routine google drive maintenance and organization

Board Position - Past President

Name: Brooke Charlebois

Summary of Activity

- I have conducted my regular duties, which include email communication, reports, and mailings
- Continued my role as conference treasurer and promoted conference through my networks
- Promoted CODE with OISE MT program and Brock DART program

Board Position - Past President

Name: Kim Snider

Summary of Activity

Regular Duties

- I have conducted my regular duties, which include email communication, reports, and mailings. I have sent two Conference publicity mailings this summer, as well as a back-to-school President's mailing, as well as posted items of interest to Facebook and Instagram.
- I communicated with Joe Norris to set up this board meeting at Brock University.
- I prepared a report for the June ARTSECO (Arts' consultants) Meeting summarizing our advocacy work to date and offering the possibility of hosting the fall ARTSECO meeting at the CODE Conference. I had hoped to attend to give the report in person but unfortunately couldn't find transportation to the Shaw Festival location. I have not had a response to our report from ARTSECO but hope to attend future meetings for follow up.
- I wrote a letter of support for Carmelina Martin and the Pulse Dance committee for their upcoming grant application for Pulse 2018.
- Tessa, Stephen and I have tried a test event in our website system, as it has not been used for a long time, and may be a good option for handling registration at future regional events.

Advocacy Committee

- People for Education: Judith Doan and Debbie Nyman of our advocacy committee submitted to list of questions we suggested for the People for Education survey and are continuing discussions with them. They are drafting a survey to send to Regional Reps to send out in regions to gather information about course retention and other issues that they can then forward to People for Education.

- The National Roundtable for Teacher Education in the Arts: The NRTEA sent a recent report from their focus group with their priorities, asking for input. I responded, emphasizing the need for conversations about advocacy for drama and dance at the national level. The Roundtable will be held in May 2018 and CODE will send representatives.
- OTF: I asked Ian Pettigrew of OTF if there could be information shared about the new ONCA regulations for not-for-profits in Canada at the next OTF meeting and will report back the information learned there.

Regional Initiatives

- Jane Deluzio and I hosted the Regional Reps in August 2017 in Toronto to discuss a model for regional one-day conferences in 2018 and 2019. The minutes of that meeting can be found here.
<https://docs.google.com/a/code.on.ca/document/d/14WStLBRI3LahPhitkFrXJnKZRHseWTRzsqJetRgthwM/edit?usp=sharing>
- I have completed all my action items arising from this meeting.
- I have created a folder in Google Drive called 'Regional Initiatives' for file sharing.

OTF Summer Institute

- I co-planned and co-facilitated the OTF Summer Institute with FNMIEAO with Jennifer Giancola, Sarah Papoff, and Ray John Jr. It was quite successful and many great connections were made. I met the arts consultant in Durham District School Board who is keen to connect with CODE.
- My suggestions for next year's OTF Summer Institute series is that we make plans early in 2018 for multiple proposals. These events are excellent ways to do outreach in regions, and we should look at northern and eastern locations specifically, as well as different topics (STEAM, inquiry, integrated arts, FNMI, etc.)
- For a future OTF SI on indigenous education, I would suggest a half day with an elder visit, a half day with an indigenous artist, and more time spent exploring resources and having participants create their own resource ideas in division/subject groups.

TRC Writing Call

- In early August, it came to my attention that the Ministry of Education had sent out a call for proposals for resources linked to the Truth and Reconciliation Commission's Calls to Action for social studies courses.
- The call came out mid-June, but because we learned about it late, it gave us little time to inquire about CODE applying. I sent a letter to the Program Director with our questions, and it seemed from the reply that they want social studies-focused lessons, though they did allude to a Phase 2 that might extend to other subjects. Another issue was that the proposal asked for a list of confirmed writers (to vet that there is representation from indigenous communities) but I explained that

CODE sends out a call publicly to ensure equity and openness in the hiring process. There simply wasn't enough time to do this before the September 1 deadline. An additional issue is that the Ministry wants the resources to be translated in French/indigenous languages by the team; all to be completed by a deadline of March 31, 2018.

- After much discussion with Jennifer Giancola and the Executive, it was decided that we would not apply at this time. However, we have drafted and sent a letter to the Ministry explaining why we are not applying and expressing the importance of a future call for other subjects, particularly the arts. I have also expressed these points to our partners at FNMIEAO, and we hope this results in a future writing project opportunity. As of this date, I have not heard back from folks at FNMIEAO.

Management

Board Position - Drama Liaison

Name: Vacant

Summary of Activity

- Nothing to report

Board Position - Dance Liaison

Name: Lauren Van Gijn

Summary of Activity

- PULSE report: May 10 - 13, 2018 at York University www.pulsedances.ca
- We had many meetings throughout the spring to discuss, plan, and grant write for our Outreach Project, which we titled DOT (Dancing Our Truth). We unfortunately did not receive the grant, and so we met to look at our options. The decision was made to combine what we were hoping to do with DOT, with our bi-annual conference being held this year at York University in May. This has proven to be a good option, as the conference is beginning to unfold and come together quickly and already looks inspiring and amazing.
- The theme of the conference this year is to bring community together with an over-arching theme of reconciliation. We have written for two more OAC grants, using language directly from the 94 Calls to Action.
- The first workshop day will offer students and teachers choices of many different Indigenous dance forms - from hoop dancing to chinese to the roots of hip hop.

- We will be using the same site-based creation format for the second day of the conference, illuminating areas of York through movement. The difference this year is that we are pairing two artists together, with at least one being Indigenous. Carm has paired them according to who she thinks will create well together, and the pairings are incredible!
- For the teacher symposium, we are working with the idea of 'Decolonizing Dance', and what that might look like in our schools. We want to empower teachers to see how dance can play a role in reconciliation.
- We truly believe this will be a big year for CODE members to consider bringing students, or attending the symposium alone. They will benefit from not only the sessions themselves, but also from understanding the learning we have gone through while trying to bring this idea to our conference respectfully and honourably. We do believe there will be funding available to help teachers bring their students, through their FNMI facilitators at their boards. We are crafting letters to help with this, and approaching our own to see the best way to access these funds.
- We discuss at large how to promote this year's conference. We are aiming for 200 delegates, so that we do not have to shift the delegate fee by too much. We are thankful for the help that CODE give us with promotion and getting the word out about what we truly are. With such a significant topic, we hope that we can create a grand interest in this year's work!
- Meetings have already been taken at York and everything is in a very good forward motion.
- We have discussed the need for an Equity member on our team, such as the role Jennifer Giancola greatly fulfills on the CODE board.

Board Position - Equity Liaison

Name: Jennifer Giancola

Summary of Activity

- Maintain relationship with the FNMIEAO
 - attended Revitalizing our Classrooms with Indigenous Knowledge OTF/FNMIEAO summer institutes to further my learning for our own joint institute

OTF Summer Institute:

- Co-planned, co-facilitated and co-learned at the CODE and FNMIEAO joint summer institute on Artful Approaches and Indigenous learning with Ray John Jr, Kim Snider and Sarah Papoff at UWO in London, ON. It was full, very well received and successful with a range of teachers from across the province.
- For future summer institutes of this nature, I would recommend focusing in on more of the drama approaches and a little more equal partnering. Some teachers wanted a little more guidance with the strategies and we had such a packed agenda we didn't get to everything.

Conference:

- Communicated with Elder John Rice-- discussed his workshop, opening and closing, as well as storytelling for family time sat evening.
- Liaised with John and Conference Committee- Concerns about smudging: the smudging ceremony will not happen for such a large group. John has decided he can light a smudge for people who wish to smudge but normally drums and sings in his opening. He will smudge in his workshop with a smaller group.
- Invited him to stay on the Saturday evening to which he has accepted.
- Moccasin project? Committee has Ideas about having the moccasins at the conference. They are 150 for a kit of 10 moccasins and they require needles and a bit of time-- who will take care of this booth? Are we asking the FNMIEAO (Jodie and Nancy) to run this? And when? Do we think it is too much?
- I read the TCDSB script that was up for review along with Jane. I too think the script is well done but still have concerns about the casting and if it is something that we should showcase. If we showcase work in this area, my opinion is it should be done with more of an Indigenous cast.

Best practices resource:

- Begun the creation of a Best Practices Resource for embedding Indigenous Knowledge in the Drama and Dance Classroom with Matt and Cheri-Anne.
- Setting up a meeting at the end of Sept with this committee to clean up our ideas and then present to Indigenous leaders/artists/consultants for review.
- I spoke in length with Prof Dr. Paula Sherman and Elder Shirley Williams at Trent U about some of the issues-- they also referred me to Marrie Mumford in the Indigenous Theatre Department-- she has not yet replied but I will follow up with a call this coming week. Perhaps I will reach out to Alanis King as well.
- Goal is to launch this at the Conference.

Board Position - Membership

Name: Kim Erin Spratt

Membership Overview

Total Members: 1164 (DOWN from 1247 in June)

- Full: 509 (UP from 473 in June)
- First Year: 155 (UP from 134 in June)
- Pre-Service: 494 (DOWN from 633 in June)
- Other: 7 (same as 7 in June)

Summary of Activity

- Continued to responded to all new and other **member requests**.
 - Still several glitches with sign ups etc. Awaiting further direction.
- **Claiming our Voices Conference:**
 - Met with conference committee (Sept 10, 2017)

- Continued to negotiate and communicate with vendors, sponsors and to find contra opportunities
- Continued to source and invite new/other potential vendors (over 200)
- Ordered and received lanyards
- Receiving donations and contra
- Sent follow-up information and specs to sponsors
- Sent follow-up letter and information to registered vendors
- Spoke with Patty Jarvis: planning and improving the “MarketPlace”
- **ACTION ITEM:** Send a reminder to all non-registered organizations
- Attended the **regional rep meeting** (Aug 21, 2017)
- Created an updated shared doc/file of all **arts consultants** for regional reps and better follow up at the board level
- Created a shared doc/file of **organizations** - global, local, ministry departments, other subject associations etc. Still need to add other dance and drama conferences.

Board Position - Publications

Name: Daniel Lalonde

- Regular Duties
 - Attended management meetings
 - Updated CODE site and Twitter page (blogs; ads; tweets)
 - Discussed the potential of arts organizations advertising on the CODE page
- Preparation of 2018 Conference (GTA)
 - Have been in discussion with Denise Anderson @ Mirvish in developing a one day conference in conjunction with Mirvish for October 2018
 - Vision:
 - Registration/coffee: 9:00 AM
 - Keynote speaker: 9:30 AM
 - Workshop A - 10:00-11:30
 - Lunch - Delegates have the opportunity to grab lunch on their own. We will work with local restaurants in the area to get CODE rates for lunch.
 - Workshop B - 1:00-2:30
 - Break - 2:30-2:45
 - Workshop C - 2:45-4:15
 - AGM/Closing - 4:30-5:15
 - Reception-5:30-7:00
 - Performance (Shows for Oct. 2018 have yet to be released) - 7:00

- Next steps:
 - Get contract signed with Mirvish to officially establish partnership
 - Establish a Conference committee (co-chairs Ayesatta and Daniel)
 - Create a theme for the conference
 - Tap the shoulders of artists who would fit well in structuring a drama/dance workshop around our theme
 - Determine our keynote speaker (David Mirvish?)

Board Position - Communications

Name: Tessa Lofthouse

Summary of Activity

- Promoting CODE Conference via social media
- Resolving minor issues related to website
- Connected with Stephen Wei in pursuit of website quotes

Board Position - 2017 Conference Chair

Name: Liz Burnip

Conference Overview

Had to say goodbye to Cameron who had to step down., Brooke and Sheri Talosi have stepped up .. THANK YOU

We have Brock Volunteers.. Suzanne with Matt will be taking good care of them.

We have filled all holes in schedules

Website works and looks good and is constantly being updated.

I visited Deerhurst with Sheri Talosi and it looks great

- Owned by someone else now so it is more down to earth vs posh. Very helpful and great energy
- Great indoor tree house for kids
- More selections of affordable restaurants for families and partners who attend

Rooms are being released on Sept. 18th

We need more people to sign up for the work AT the conference AND to do jobs before hand.

At this point someone to be the raffle go to person

Registration and Room Bookings

Register as a committee member and do not pick workshops

Book your room/ find a roommate by Sept 17

When are you coming and please confirm with me so we know who is around to help

- **Friday**
 - Master Class with Tracey Norman is up and selling - 2:00 p.m. at Deerhurst
 - Troy Sexton will be performing and doing icebreakers for free at 6:00.
 - 30-45 mins with Troy
 - Concentric circles with questions asked organized by Kim for the next half hour.
 - Centrepiece creation contest. Supplies provided. A format will be designed and decorations can be created for 18 tables. Winner get's a prize
- **Saturday -**
 - Sat. breakfast will be one for the Regions to meet their reps and each other.
 - Cheri-Anne is helping with this- signage and question cards
 - Jesse Wentz is coming for 3:30 and we will show *Reel Injun* and he will debrief. It is during break so please attend this at the start so we at least look like we have a crowd
 - Met Trevor Copp our new Keynote and now a workshop presenter and he's great
 - John Rice who is the elder working with us has been invited to spend the whole weekend with us. He has accepted Saturday accommodation.
 - Memorials for Deb and Helen - Suzanne Burchell will speak for Helen and Kari Lyn Winters will speak for Deb.
 - Alysha Brilla is signed and a go!
 - Brooke will send Tessa Alysha's short film on Decolonizing Education so it can be shared with promotional materials
- **Sunday**
 - AGM will happen before the last workshop (Kim Snyder is taking this on)
 - AGM in Rotunda, need a powerpoint therefore electricity
 - We are closing with Elder John Rice. It will be lovely.
 - We need everyone to be there to help pack up and clean up. Often it can happen the night before but it is a team effort

MarketPlace- Kim

- We have vendors, we have lunch in the space, we have videos being sent by vendors to play on loop throughout Saturday.
 - Kim Erin will be hosting the lunch and will keep them happy. She will have Brock Volunteers to assist
 - It is not too late to ask vendors to come - letter Kim Erin created in Google Docs says it all
 - See below image for a summary of where we are at with TABLES/SPONSORSHIP/TRADE (not extra meals etc.)

Marketing and Social Media - Tessa

- Tessa has set up scheduled social media postings and the results are regular and constant.

Board Position - Eastern Rep

Name: Matthew Sheahan

Summary of Activity

- Created and sent monthly mailings to members in the East
- Updated Eastern regional Facebook page with information in the east and connections
- Attended Regional reps meeting on August 21st
- Created and distributed conference promotional materials
- Created and helped facilitate an "Appropriation" dos and don'ts list
- Replied to emails from artists and educators in the eastern region
- Ensured that email correspondence was up to date and addressed in a timely fashion

Board Position - Central East Rep

Name: Andrea Santangelo

Summary of Activity

- Regular duties as regional rep.
- Attended Regional Rep Meeting in August to discuss future conference models.

Board Position - Central West Rep

Name: Cheri-Anne Byrne

Summary of Activity

- Continued regional duties including mailings and meetings
- Discussed fundraising options with Jane and are looking in other directions to do this informally.
- Attended August regional rep meeting.
- Took on family stuff for conference....I think, have to ask Liz at meeting =P
- Organizing regional rep breakfast signage and questions cards
- Attended ARTSeco on behalf of CODE
- Added more regional contacts to consultant list and comprised memo to send out which can be adapted to suit each region.

- Set up meetings with Stratford and Shaw Education departments to discuss future conference model and ideas of how to use partnership to both of our advantages.

Board Position - Metro Toronto Rep

Name: Ayesatta Conteh-King

Summary of Activity

- Regular duties as regional rep; mailings, correspondence etc.
- Attended Regional Rep Meeting in August to discuss future conference models.

Board Position - North Eastern Rep

Name: Vacant

Summary of Activity

- Nothing to report.

Board Position - North Western, Canadian & International Rep

Name: Arthur Burrows

Summary of activity

Regular Duties

- Connected with North-Western, Canadian, and International members through regular mailings
- Promoted CODE Conference through Facebook posts, outreach to arts educators

York FESI

- Advocated for drama and dance's role in social justice teaching and learning on panel *Mobilizing Praxis: Teacher Candidates' Experiences in Teaching and Learning for Social Justice*

Conferences

- Attended regional representative meeting exploring the possibility of regional model for 2018/19 conferences
 - Completed action items arising from meeting

- Teleconferences with Emily Caruso Parnell, Arts Education Consultant, Rainbow DSB Re: Possible Regional Conferences in the North
 - Notes and suggestions for potential northern conference:
<https://docs.google.com/a/code.on.ca/document/d/1y3AzBbq8e-wHue2nFxifsOepvuKHZPF-9vRNd4MBplw/edit?usp=sharing>

Board Position - Western Rep

Name: Leslie Turcotte

Summary of activity

- Regular duties as regional rep; mailings, correspondence etc.
- Attended Regional Rep Meeting in August to discuss future conference models.