



Management Meeting

Saturday, January 14, 2017 Agenda

12:30 pm – 4:30 pm

Location: Cheri-Anne Byrne's home

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

Present: Sarah Papoff, Rochelle Matthews, Matthew Sheahan, Cheri-Anne Byrne, Brooke Charlebois, Daniel Lalonde, Liz Burnip, Lauren Van Gijn, Jessie Kennedy, Cameron Ferguson, Kim-Erin Spratt,

Google Hangout: Jane Deluzio, Ayesatta Conteh-King, Tessa Lofthouse

Regrets: Kim Snider, Jennifer Giancola, Andrea Santangelo, Arthur Burrows, Jeffrey Newberry

1. Routine Business (12:30 – 12:45pm)

Call to order, adoption of minutes of the last meeting

Adoption of minutes of the last meeting

- **ACTION ITEMS (Sarah)** to be carried over regarding codeconferences.ca
- **ACTION ITEMS (Jane)** appropriation of voice and role-play to be followed up in March meeting
- **ACTION ITEMS (Lauren and Cheri-Anne)** also to follow through on their items

I, Brooke Charlebois, move to adopt the minutes from the November 2016 meeting

minutes as amended, Kim Erin Spratt seconded. Motion carried.

Adoption of Agenda

I, Matt Sheahan, move to adopt agenda for this meeting, Jessie Kennedy, seconded. Motion carried.

Business arising from the minutes

Report on Action Items

2. Reports (12:45 – 1:30)

Board Reports

- Lauren - January 29th Pulse getting together to write grant for their Outreach in Thunder Bay program. Event should be in the Fall of 2018
- **ACTION ITEM - Lauren** to make sure meetings minutes are shared with President and Board
- **ACTION ITEM - Lauren** to talk to Jeff, create a plan to make new partnerships with artists
- **ACTION ITEM** - Link Matt with Ottawa contacts
- **ACTION ITEM** - Lauren to create Dance Liaison fb page? (follow up at next meeting)

- Kim Erin - Meeting between Kim Erin, Tessa and Stephen details:
 - readership is stuck at 30% on mailings. We may need more space on our Facebook page for members to talk to one another; share events etc.
 - Memory and mailings cleaned up on our website thanks to Tessa.
 - Can we get regional sub-pages on facebook?
 - It's a feature called "locations" - it may or may not still exist and we have to contact Facebook directly to request this (Tessa)
 - Numbers update: 1168 overall membership. Down in full and preservice memberships
 - Membership payment issues seem to be fixed
 - Free membership for all board members renewed

ACTION ITEM: Advocacy committee and/or Regional Reps - what can we do to retail full memberships?

- **ACTION ITEM: Jane** to follow up with former code members, retired teachers
- **ACTION ITEM:** for all **board members** to promote renewing CODE memberships with friends/colleagues whom they know used to be full members.
- **ACTION ITEM: Kim Erin** to connect with Aiden about reversing people's access opt-out option.
- **ACTION ITEM: Liz** to connect with her Sears festival secondary teachers to help spread the word about membership.
- **ACTION ITEM: Drama (Jeff)** and **Dance (Lauren)** liaisons to have a plan on outreach to drama and dance companies.

Exec Reports

- See Kim, Brooke, Rochelle, Sarah and Jane's reports for details
- **ACTION ITEM: Jane** to create a google doc on the Ministry portfolios

3. 2017 Conference updates (1:30 - 2:00)

- 1st conference committee on January 15th at Cameron's house
- conference@code.on.ca - Cameron's email alias
- conference2@code.on.ca - Liz's email alias
- Rebranding Trade Fair, as a Marketplace

4. March Retreat 2017 plan and updates (2:00 - 2:20)

- Jennifer has been working with Nancy Rowe
- **Friday, March 3rd** school tour, release time would have to be covered by your school
- **Saturday, March 4th:** Nancy Rowe to facilitate our learning during the afternoon. Sweat Lodge would Saturday evening
- **Sunday, March 5th:** breakfast and then CODE board meetings. Board members are invited to go to the Mohawk Institute afterwards

- **ACTION ITEM: Board Members** to RSVP to Jennifer to attend the ½ day workshop on Friday afternoon.
- **ACTION ITEM: Jenn** to investigate dietary needs (vegan, vegetarian options) with Nancy?
- **ACTION ITEM: Sarah** to follow up with Jenn and Nancy about alternatives to Sweat Lodge for a smaller group

5. Student Conference May 12-13, 2017 - registration, cost and updates (2:20 - 2:40)

- Committee meeting on Tuesday, January 17th to talk details
- Eventbrite website to be up by February 1st
- Brand - STAGES Conference!
 - Stages is always evolving---Ellipsis - to mirror the Pulse logo
 - Promotional stuff to reps this week, "Save the Date"
 - 150 students

6. Upcoming events

- York U, Preservice Drama/Dance @ TCDSB/CEC - **Rochelle (Feb,1st)**
- York U, Preservice Drama/Dance - @ York Campus - **Sarah March 13th**
- Jan 25, 2016, Ontario's 150th (9am-11:30pm) - **Andrea**
- Ministry Faculty Forum May 2017 and ONTEA - **Exec**
- NRTEA - May/June 2017 - **Jane &**
- OTF Camp @ Kempenfelt - **Jennifer**
- Student Drama Conference - May 12-13, 2017
- ARTSECO meetings

- **Well-being in Our Schools, Strength and Society** - Share this information with our membership; link to a video, stresses and successes in students' lives.
 - www.ontario.ca/studentwellbeing
 - wellbeing.bien-etre.edu@ontario.ca
- **ACTION ITEM: Reps** to share this information with members. Feedback requested by March 19th.

7. Aga Khan Writing project and Launch

- Resources to be posted before March by Stephen
- Launch of resources in the Spring 2017

8. Communications updates and Website

- **ACTION ITEM: Tessa** to create closed facebook groups for each region linked to our Facebook page (Join the Northern areas/International as one)

Working Groups (3:15 – 4:00)

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

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

Meeting adjourned @ 4:07pm

Board Reports below.

Board Reports

Executive

Board Position - President

Name: Sarah Papoff

Summary of Activity

- Ongoing email and regular communication with members and board.
- Completed a December mailing on upcoming events and timely ministry survey.
- Attended Ministry Well-Being event on behalf of CODE. Please take some time this weekend to complete the well being survey provided. Please provide survey link in your mailings.
- Confirmed Ken Wigfield as 2017 registrar and completed his contract.
- Supported Jennifer in her planning of the March Retreat. Please see her report for details.
- Attended an anti-racism and anti-oppression talks at OISE presented by Roopa Cheema with Jennifer Giancola. Excellent discussion on how to approach this work from several points of view. I would recommend this workshop for the board as a possible conference topic.
- Liaised with several York U profs who want to have us present. Excellent! Kim, Rochelle and possibly Brooke are taking on this promotion.
- Continued to support the Aga Khan project and submitted our December mid term report to the ministry. All resources are completed and writers have been paid. Next steps: confirming copyright and links with the Aga Khan. Reviewing finished resources with lead writers and preparing to post and launch resources in February and March.
- Conference Website: communicated with Stephen Oliver our desire to purchase the domain. Ken has requested a rental of the site for one more year for ease of preparation. I still need to talk with Aiden and the communications team about our long term plan moving forward.

Board Position - Vice President

Name: Jane Deluzio

Summary of Activity: Transition Phase

- Set up Drive, Contacts, Signature etc. and read most documents on Drive and Board/Executive files on website
- Working to understand my role as Vice President and how best to support Sarah and the organization.
- Continued work on Advocacy Committee
- Continuing to represent CODE as member of the Council of Directors of Education Safety Committee. Surveys have gone out to all Boards.

- Attended Artseco meeting in St. Catharines on behalf of CODE November 3rd, 2016. Reports in Artseco folder in Other Organizations in Drive.

Board Position - Treasurer

Name: Jessie Kennedy

Summary of Activity

- Served as Lead Writer on Aga Khan Project as well as Treasurer, facilitating payment for invoices associated with the project, as well as writing and sending out cheques to writers.
- Liaised with Aga Khan regarding copyright and permissions for publishing of Curriculum Documents on CODE Website
- Remitted payment for invoices remitted to code for Operations
- Presented workshop for TLDSB Elementary Panel teachers on integrating dance and drama into Elementary curriculum
- Contributed to wrap up of 2016 Conference

Board Position - Secretary

Name: Rochelle Matthews

Summary of Activity

- Continued regular duties as secretary; google drive management and corresponding with members via website email requests.
- Agreed to present drama/dance workshop at York University, TCDSB/CEC location, on February 1st.
- Final wrap up duties for 2016 conference.

Board Position - Past President

Name: Brooke Charlebois

Summary of Activity

- Continued regular duties of communicating with board and members via email, assisting the President as needed etc
- Continued my work as lead writer for the elementary Aga Khan writing project. All writers have completed their work and the units are now being edited
- Reviewed the draft dance AQ guidelines from OCT

- Assisted with the transition of the role of Treasurer, while waiting for Jessie to have signing authority. Everything is now up to date and I have passed on all financials to Jessie
- Drafted the OSSTF grant application for the 2017 CODE conference
- Drafted the budget for the 2017 CODE conference
- Contacted former secretary Clyre Lyndley to try and find a copy of the Partnership agreement that is missing from drive

Board Position - Past President

Name: Kim Snider

Summary of Activity

- In early December the CODE Advocacy committee met and made plans for ongoing action items. Minutes from the committee meeting can be viewed here: <https://docs.google.com/a/code.on.ca/document/d/1TbILEXxdmw1VuufaxcE1L3aQBKahMRD6ithRG0yRR24/edit?usp=sharing> More updates will be forthcoming.
- I have worked with Andrew Kushnir at Project Humanity on a special CODE night for their show Freedom Singer on Tuesday, February 7th at the new Crow's Nest Theatre in Toronto. Tickets are \$22 and the discount CODE is 'CODE'. This has been included in the January mailing but we need to actively promote it on social media and get it on the website as well, preferably as a blog post. Please come out, bring a friend, and consider bringing students to a matinee!
- I spent two weeks in China this break and promoted CODE there (the website isn't blocked there-- hooray!) I used the kindergarten resources on Understanding Emotions as the basis for a workshop and got great feedback. Hopefully some teachers in China might be coming to the conference in the future!
- I have drafted and sent the January 2017 President's mailing.
- In February Brooke, Sarah and I will present at McGill University's Provoking Curriculum Conference and will promote CODE there.

Management

Board Position - Drama Liaison

Name: Jeff Newberry

Summary of Activity

- Nothing to report.

Board Position - Dance Liaison

Name: Lauren Van Gijn

Summary of Activity

- Spoke on a panel at York University in the Dance Education pre-service class
- Worked to make preliminary outlines for Code student conference

Board Position - Equity Liaison

Name: Jennifer Giancola

Summary of Activity

- Attended Facilitator training for the Kairos Blanket exercise at Hart House on Nov 28th. Not a role play exercise but a great visual to understand loss of land broken treaties. There are definitely opportunities to adapt the exercise for more dramatic work. **Perhaps we can do a Kairos exercise with the board?**
- Contacted Collective of Black Artists (COBA) and African Heritage Educators' Network (AHEN)
- Liaising with the FNMIEAO
- Organizing logistics of the March Retreat and Itinerary at Nancy's Lodge (Kinomaagaye Gaamik Lodge) for an Indigenous Immersion for all board members along with support from Sarah
- Attended the Anti-racism Lecture "Social Justice and Equity Leadership in Schools: Race, Power, and Privilege" by Roopa Cheema at OISE
- Applied and was accepted into a workshop on Reconciliation with the Musagetes Organization (Arts Everywhere Festival in Guelph)
- Setting a date for an Equity Committee to meet and discuss a plan of action for Equity Initiatives at CODE.

Board Position - Membership

Name: Kim Erin Spratt

Membership Overview

Total Members: 1168 (UP from 1141 in Sept)

- Full: 471 (DOWN from 536 in Sept)
- First Year: 142 (DOWN from 143 in Sept)
- Pre-Service: 548 (UP from 455 in Sept)
- Other: 7 (same as 7 in Sept)

Summary of Activity

- Responded to all new and other membership requests
- Solved payment functionality problems - I think!
- Solved lost payment issues - I think!
- **DONE - ACTION ITEM:** Kim Erin has to make sure we are all up-to-date membership (no fee) for the current fiscal year.

- **DONE - ACTION ITEM:** Kim Erin will go into the membership system to ensure that new board members have a free membership for the coming year. She will also ensure that board members have access to post to the website and send mailings.
- Took away old CODE board admin rights.
- Met with Stephen Wei and Tessa regarding functionality of website and database as well as communications with members.
- **ACTION ITEM:** Follow up with Aidan on:
 - issues with Ad images
 - how to give people authorization back who have opted out of emails
 - why are people not receiving emails?
 - What happened to Sharon's membership?
- **ACTION ITEM:** Conference Committee meeting and tasks
- **ACTION ITEM:** How can we retain membership? What do we offer?

Board Position - Publications

Name: Daniel Lalonde

Summary of Activity

- Continued regular duties of Publications - update of Twitter feeds; blog posts
- Continued planning of Student Conference
- Worked with Julie @ UTSC to get conference contract finalized
- Presented at Peel SHSM Arts & Culture and promoted student conference - a lot of interest from teachers

Board Position - Communications

Name: Tessa Lofthouse

Summary of Activity

- Met with Stephen Wei and Kim Erin to learn about the website's code, requested Aidan's assistance with several issues
- Deleted old archived mailings and duplicate mailings to speed up mailing time
- Updated Board Members page with 2017 Board information and photos

Board Position - 2017 Conference Chairs

Name: Liz Burnip & Cameron Ferguson

Summary of Activity

- Set up a mailing list for potential conference committee members

- Completed the budget spreadsheet for the 2016 conference, revised profit
- Have created a sub committee headed by Kim Erin Spratt with Prologue's Patty Jarvis and Mirvish's Denise Anderson to recreate our Trade Fair into a "Marketplace".
- Have received, read and reviewed collated data from the final reports of the 2016 conference
- Collecting suggestions and ideas from board, CODE members and arts educators and compiling to share with conference committee
- Contacted Deerhurst to make connection with our conference coordinator
- Reviewed Contract with Deerhurst to understand our space, limitations and expenses as well as the exciting facilities
- In search of the Conference Manual
- Ready for first meeting Jan 15th at Cameron's house at 12:30 pm

Board Position - Eastern Rep

Name: Matthew Sheahan

Summary of Activity

- Wrote and distributed monthly mailings
- Read over and made note of discussions at the November CODE Management Board Meeting
- Forwarded, liked and shared all posts made by CODE on Facebook and Twitter
- Continued liaise with Aynne Johnson at Queen's (attempting to coordinate a time for me to come to Queen's). Have since connected with Aynne Johnston and will be visiting Queen's in mid-April.
- Attempting to get in at Ottawa U to promote CODE
- Connected with Catherine Ballachey at the Great Canadian Theatre Company. Promoted them through mailings but have spoken with them regarding additional correspondence and CODE involvement
- Promoted CODE membership to teacher coaches at the Canadian Improv Games Kingston edition
- Attempting to compile and create a cohesive contact list for every Arts Curriculum Coordinator for each school board within the Eastern Region.
- Volunteered to work on the 2017 Conference Committee (volunteer coordinator).

Board Position - Central East Rep

Name: Andrea Santangelo

Summary of Activity

- Sent out regional mailings
- Connected with consultants for potential PD opportunities

Board Position - Central West Rep

Name: Cheri-Anne Byrne

Summary of Activity

- Sent out mailing
- Looking into professional development opportunities within region.

Board Position - Metro Toronto Rep

Name: Ayesatta Conteh-King

Summary of Activity

- Completed mailings
- Completed Aga Khan writing project with awesome writing partner. Looking forward to planning the launch
- AHEN does exist-monthly meetings happen as well as an annual conference. Continue to work on this partnership. Sent a message on their twitter/facebook

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

- Nothing to report

Board Position - Western Rep

Name: Vacant

Summary of activity

- Nothing to report