



**CODE Management Board Meeting Agenda and Minutes**

**Saturday, November 25th, 2017**

**12:30 - 4:30pm**

**Sarah Papoff's House, Toronto, ON**

*Chaired by Kim Snider, President*

*Co-chaired by Sarah Papoff, Past President*

**Present:** Kim Snider, Sarah Papoff, Rochelle Matthews, Jessie Kennedy, Tessa Lofthouse, Matt Sheahan, Jennifer Giancola, Lauren Van Gijn, Arthur Burrows, Daniel Lalonde, Suzanne Burchell, Kathleen Karpenchuk, Johnny Soln, Kim Erin Spratt

**Regrets:** Jane Deluzio, Cheri-Anne Byrne, Leslie Turcotte, Ayesatta Conteh-King, Keri Lyn Durant

**Google Hangout:** Jennifer Goodine

**1. Routine Business (12:30-12:45)**

- a. Call to order, adoption of the September meeting minutes

*I, Sarah Papoff, move to adopt the minutes from the September 2017 meeting minutes. Matt Sheahan seconded. Motion carried.*

- b. Business arising from the minutes

- No issues raised

- c. Adoption of the agenda

*I, Jessie Kennedy, move to adopt agenda for this meeting, Arthur Burrows seconded. Motion carried.*

**2. Conference 2017 Report (12:45-1:15) - Kim Snider**

- Kim shares highlights from Liz, Ken and Brooke's reports with the management board
- Financials - Final numbers still need to be calculated by the conference treasurer, but we do know that our numbers were lower than expected. Despite this, the conference was a success and received lots of positive feedback. Sarah wishes to officially thanks everyone who participated in making it happen.

- Recommendations to set conference price accordingly in future - adjust fee for future delegates
- Positive reviews of workshops, keynotes
- Cons on the survey included far venue, expensive
- Recommendations - If we close conference website, capture everything on it for future use, have keynotes in daytime, more down time, and repeat popular sessions
- Other recommendations from reports and board:
  - Improve communication strategies
  - Have a Presenter's Rate, bring-a-friend rate
  - Work on diversity of delegates and presenters
  - Clarify how AGMs work with the board at the September meeting
  - Create a communications protocol on how to run a conference
  - Hotel costs are going up for food, need to revisit conference rates.
  - Conference roles should have more than one person on key jobs (marketplace, promotions etc.).
  - Revisit how we treat/reward our Brock volunteers (money for travel, food).
  - Washrooms weren't accessible for disabled and trans people. We should advocate on this front with venues, as we could be an agent of change for all associations.
  - Point was made that CODE is one of the few remaining associations who presenters. This is partly why costs are high.
  - Consider bringing back the one-day option.

### **3. Welcome and Introduction of Board Members (1:15-1:45) - Kim and Board**

- a. Sharing of professional backgrounds, expertise, interests and goals

### **4. Quick Updates (1:45-2:00)**

- b. Report highlights
  - c. Subcommittee Updates
- Pulse - See Lauren's Report for details
  - Kim - We have Advocacy, Pulse, Equity, Dance, Stages, Website and Conferences subcommittees
  - There is an upcoming Ministry Curriculum Refresh - Math and Science will be first
  - Equity committee (Jenn Giancola) - See Jenn's report for more details
    - We are looking for indigenous partners to vet resources
    - We want to have more indigenous voices included as partners
    - We want to produce best practices guidelines (how to avoid cultural appropriation in Drama and Dance) Sections of the document:
      - Definitions
      - Guidelines
      - Do's, Avoids, Here's, Why's
      - List of Resources

**ACTION ITEM: Equity Committee to write a letter to the Ministry to assist with funding to help CODE meet our FNMI relationship goals.**

**5. Regional Conferences 2018-2019 (2:00-2:30)**

**a. GTA: Dan and Ayesatta**

- Proposed date and venue is October 20th, 2018 at UTSC

**b. Western: Cheri-Anne and Leslie**

- Upcoming events at Stratford: May 4 (To Kill a Mockingbird), Sept. 28th, 2018 (The Tempest)
- Possible partnership with Stratford Festival, discounted shows in the evenings

**d. Eastern: Matt**

- Hosted at Matt's school in Prince Edward Country
- Date TBD in the Fall 2018 - November?

**e. Northern: Arthur and Kim**

- Emily, Keri-Lyn and Arthur to talk about possibilities

*Work Breakout: Regional Conference Planning and Feedback (2:30-3:00)*

**ACTION ITEM: By January, all Regional Conference Committees should have a date, at-a-glance schedule, and delegate cost for the day.**

Western Conference	Eastern Conference	GTA Conference	Northern Conference
<b>Chairs:</b> Leslie, Cheri-Anne <b>Committee:</b> TBD	<b>Chair:</b> Matt <b>Committee:</b> TBD	<b>Chair:</b> Dan, Ayesatta <b>Committee:</b> TBD	<b>Chair:</b> TBD <b>Committee:</b> Arthur Keri-Lyn

**6. Website Update Proposals (3:00-3:30) - Sarah and Tessa**

- Our website backend is 7 years old
- We are several versions out of date
- The committee has solicited two quotes for updating our website: both quick updates and exploratory work to get a precise quote for larger work

*MOTION: I, Sarah Papoff, move to hire FreeForm up to a maximum of \$1200 to complete the short term fixes in the quote (mailings, ad space and Paypal) and to empower the Website committee to choose Freeform or Foster Interactive for the deeper exploratory quote up to a maximum of \$2000.*

*Seconded by Matt Sheahan*

*Motion carried.*

### **7. March Retreat (3:30-3:40)**

- CODE March Retreat will be on Saturday, March 24th (full day, Regional Conference focus).
- There are a number of work items for the Executive and Tessa, the Communications Officer, including drafting a new Partnerships Policy, and moving from Google Drive to Team Drive. A Friday work day to address these items would be valuable.

*MOTION: I, Sarah Papoff, move to have our full-day Board retreat on Saturday, March 24th, 2018 at University of Toronto Scarborough Campus (UTSC).*

*Seconded by Lauren Van Gijn.*

*Motion carried.*

*MOTION: I, Rochelle Matthews, move to have a work day for Executive and Tessa Lofthouse on Friday, March 23rd at UTSC. With CODE covering supply coverage for 3.5 teachers.*

*Seconded by Suzanne Burchell*

*Motion carried.*

### **8. Board Roles (3:40-4:15)**

- f. The Basics: Expense Claims (Jessie), Communications Protocol (Rochelle), Website and Social Media (Kim)
  - Jessie - Please request expense reimbursement with Jessie ahead of time (mileage)
  - Rochelle - presents communication protocol to the board

*Work Breakout: Learning about Roles, Goals, Questions*

### **Working Groups**

*Regional Reps:* Rochelle, Arthur, Ayesatta, Johnny, Jen B., Cheri-Anne, Leslie, Matt, Suzanne, Keri-Lyn (via Google Hangout)

*Website and Membership:* Sarah, Tessa, Arthur, Jessie, Kim Erin

*Conference, Equity, Liaisons:* Kim, Dan, Kat, Lauren, Jen G.

### **Other Business (4:15-4:30)**

- g. Swag take away

## **Upcoming Dates**

*January Meeting:* Saturday, January 20th, Jane's home in Toronto

*Full Day Work Retreat:* Saturday, March 24th, 2018 (University of Toronto Scarborough Campus)

*Pulse Ontario Dance Conference:* May 10-12th, York University

*June Meeting:* Saturday, June 2nd, 2018 (Location TBA)

*See Board Reports below.*

# Board Reports

## Executive

### Board Position - President

Name: Kim Snider

### Summary of Activity

#### Regular duties

- I have continued regular duties as Past President/President such as regular email correspondence. I have planned agendas for upcoming meetings, revised the Communications Protocol and am working to secure space at the University of Toronto Scarborough Campus for our March retreat with Barry Freeman.

#### Conferences

- I attended and helped to support the 2017 CODE Conference, acting as Chair of the 2017 Nominations Committee, and working with Tessa and Arthur to help get the workshop outlines posted (all are now posted). Congratulations to the Conference Committee for a job well done!
- *Conference 2020*: Brooke Charlebois and I went for a conference site tour of Blue Mountain Resort in November and are working on obtaining a quote for the 2020 conference.
- I have accepted an invitation to speak on CODE's behalf at the opening ceremony of the Pulse Ontario Dance Conference in May 2018 and have posted a link to Pulse on the CODE website.

#### Partnerships

- I have connected with Andrew Lamb and Gretel at Roseneath Theatre about their upcoming play *Ladies and Gentlemen, Boys and Girls*. CODE is promoting the November 18th staged reading at Buddies in Bad Times Theatre in Toronto and I encourage CODE members to attend.
- I contacted Wayne Fairhead about CODE's \$250 donation to the Ontario Drama Festival (formerly Sears) and posted on the CODE website and Facebook page, urging all CODE members to donate.
- I have also posted a link to Brock's January Symposium event on our website and Facebook page.

#### Advocacy

- I am continuing in my role as Chair of CODE's Advocacy Committee. Debbie Nyman and Judith Doan, committee members who have been actively working with People for Education, made a request to attend PFE's recent conference on CODE's behalf and report back to the committee. The Executive approved coverage of their registrations and we hope to have a committee meeting in December, so I will update further in January.
- Debbie and Judith have drafted a list of questions for our members to gather data that can be reported back to People for Education. Our thought is that this would go through

Regional Reps. Two questions/challenges: what form should the survey be sent? (i.e through Google Forms), who will create it, and how can we best reach members, considering the issues we are having with mailings and spam filters?

### **Arts Roundtable and OTF Curriculum Forum**

- On October 16th, Jane Deluzio and I represented CODE at the Ministry of Education's Arts Roundtable meeting to discuss the role of the arts in the upcoming 'curriculum refresh.' This was a very important event, and it was important that CODE's voice was at the table.
- On October 28th, I attended the OTF Curriculum Forum, which brings together all subject associations. We were joined by the Minister of Education, Mitzie Hunter, who answered questions about the curriculum refresh (unfortunately we ran out of time and I couldn't ask my question). In the afternoon, we participated in round robin sessions on generating revenue from websites, how to obtain funding and grants, and how to use websites and social media platforms more effectively. OTF will have its two-day retreat in Toronto on February 9-10th.

### **Board Position - Vice President**

Name: Jane Deluzio

### **Summary of Activity**

#### **Regular duties**

- I have continued regular duties as Vice President such as regular email correspondence and engaged in planning, discussion, brainstorming and visioning with other members of the management board and executive.
- As requested by Sarah as president, I hired two reviewers: Ayesatta Conteh and Christine Jackson, for the CODE Dance resources, liaised with them during their process and analyzed and summarized their recommendations as well as the recommendations made by the two Drama reviewers from last year: Wendie Gibbons and Christine Jackson. I placed my work in Drive and shared it as needed with Management and Executive colleagues as we all worked towards ensuring our resources are current and respectful.
- I worked actively to get to know as many members of the Management Board and Executive as I could throughout my first year as vice president and hope to do the same with our new members to whom I send a warm welcome.

#### **Conferences**

- I attended and helped to support the 2017 CODE Conference. I would like to add my congratulations to the Conference Committee for a job well done!
- I continue as liaison with the Stages Conference Committee as future plans unfold.

#### **Partnerships**

- I met informally with Wayne Fairhead and we discussed how important it is for our organizations to be linked online and also reinforced with one another that CODE and the Ontario Drama Festival (formerly Sears) must actively support one another in every possible way.

- I have set up a meeting in December (precise date to be established when I return) with Jill Carter, Anishinaabe, Assistant Professor, Centre for Drama, Theatre and Performance Studies, the Transitional Year Program and Indigenous Studies at the University of Toronto.

### **Advocacy**

- I continued as a member of the Advocacy Committee
- I assisted with re-establishing with the Ministry of Education that CODE must have two delegates at every meeting of subject associations: someone who represents Drama and someone who represents Dance. This is particularly important as MOE personnel change and/or shift positions and as we enter a curriculum refresh in the future.
- I have been advertising CODE to teachers and artists here in Salzburg and Nuremberg and have been actively recommending membership, particularly to those at the Faculty of Education in Salzburg. The work I am doing is drama and movement in education.

### **Arts Roundtable and Subject Association Meeting**

- On October 16th, Kim Snider and I represented CODE at the Ministry of Education's Arts Roundtable meeting to discuss the role of the arts in the upcoming 'curriculum refresh.' This was a very important event, and it was important that CODE's voice was at the table.
- Sarah Papoff and I represented CODE at the Ministry of Education's Subject Associations Meeting on October 27th.

## **Board Position - Treasurer**

Name: Jessie Kennedy

### **Summary of Activity**

- Provided support to Conference Treasurer
- Attended 2017 Conference, assisted in managing CODE table, reported to membership at the AGM on the 2016-2017 Financials
- Represented CODE and wrote blog on the highlights on the Canadian Network for Arts and Learning in Ottawa, presented on The Coyote Project - an FNMI project in Trillium Lakelands and promoted CODE at the Conference, provided CODE promotional materials to delegates
- Presented a workshop at the York Drama/Dance AQ session facilitated by Past President Brooke Charlebois and Past Treasurer Jen Mavity, promoting CODE and our resources

## **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.



- Updated Compendium of Motions
- Created and uploaded web minutes to the code website
- Attended CODE conference at the Deerhurst Resort; managed CODE table and recorded minutes at the AGM
- Updated CODE board contacts list (2017-2018 edition)
- Agreed to present a drama/dance workshop for York U preservice teacher candidates on January 31, 2018 (location: Catholic Education Centre, TCDSB)

## Board Position - Past President

Name: Sarah Papoff

### Summary of Activity

- Continued regular duties as Past President and transitioned items, communications to Kim Snider and Jane Deuzio as main contacts.
- Forwarding relevant OTF, OCT and Drama and Dance emails to the board for their mailings. Please note that I would recommend that CODE get involved in the culture of webinars and twitter Q and A events that is emerging in social media and online. We should look at who might want to apply to present a webinar with OCT or OTF on CODE's behalf.
- Communicated regularly with Tessa Lofthouse on updating and changing email aliases and contacts for the 2017-2018 Management and Executive board.
- Attended CODE conference at the Deerhurst Resource, supported CODE table and co-chaired AGM. Supported conference follow up with conference treasurer Brooke Charlebois and conference chair Liz Burnip.
- **Equity Committee:** met with Jennifer, Cheri-Anne and Matt on updating and next steps for our FNMIEAO best practices document. Draft will be available to share at the meeting and our goal is to have the document vetted by Indigenous partners in December for a launch in the new year. In conversation at an Indigenous Arts PD it became clear we want to have the document co-written and envisioned with our Indigenous partners so we will take a step back as we wait for their participation. We have reached out to three stakeholders. See Jennifer Giancola's report.
- **FNMIEAO Conference:** Volunteered and attended the FNMIEAO conference with several CODE members. Assisted with set up, trade fair, presenters, meals and other events. Attended workshops and networked with educators from across the province including contacts in Northern ON.
- **Subject Association Meetings:** Jane Deluzio and I represented CODE at the Ministry of Education's Subject Associations Meeting on October 27th. Notes from this report can also be found at the link in Kim S.'s report above.
- **Website committee:** Worked actively with Tessa and Kim Erin to obtain quotes from other sources to present to the board at the meeting. Reached out to two recommendations from the board. We will present our findings at November 25th meeting to make decisions about next steps. We are continuing to communicate regularly with Foster Interactive on ongoing bugs and fixes with regard to payment and mailings. You can find our notes in the Committees folder for more information.

- **OTHER SIDE OF THE GAME CODE night:** Attended very successful CODE night at Amanda Parris' play with Cahoots Theatre and Obsidian Theatre at Daniel Spectrum on Thursday, November 2. This event drew 20 plus CODE members and their guests and I would recommend more events like it in the future. Perhaps with a Q and A or social component before or after for networking?
- **Indigenous Arts PD with TDSB:** I attended valuable elementary PD for a collaborative inquiry with the Urban Indigenous centre for Education for the TDSB and the TDSB Arts and Music Depts on November 24th. I will be participating and plan to explore in partnership. I am still developing my CI question with my Learning Centre group. I will have a drama and dance focus. Excellent networking with TDSB teachers and recruited several new CODE members who I emailed to connect with Ayesatta as their regional rep. Experienced Dr Duke Redbird's teachings. He is a highly valued artist, poet, journalist, filmmaker, playwright and Elder, we should consider approaching him as a CODE speaker in the future.

## Management

### Board Position - Drama Liaison

Name: Kathleen Karpenchuk

#### Summary of Activity

- Nothing to report (New to the Board)

### Board Position - Dance Liaison

Name: Lauren Van Gijn

#### Summary of Activity

- Participation and support at CODE conference in huntsville
- Two PULSE meetings - third one this Sunday - will deliver in depth at meeting (link to PULSE Oct. meeting minutes)
- Worked with Jane Deluzio to discuss the possibility of co-chairing a sub-committee for dance (in progress)
- Created and facilitated two workshops for the DDSB on Dance & Inquiry, at both the Elementary and Secondary level, including information about CODE, the website, the membership, etc.
- Worked with TOES for Dance to curate a work-in-progress sharing and workshops for Toronto area secondary schools, in a way that would be beneficial to both the curriculum and the scope of dance education. They visited six area high school successfully.

## Board Position - Equity Liaison

Name: Jennifer Giancola

### Summary of Activity

- **Equity Committee:** organized an Equity meeting with Sarah, Matt (and Cheri-Anne) on updating and next steps for our FNMIEAO best practices document. Draft will be available to share at the meeting and our goal is to have the document vetted by Indigenous partners in December for a launch in the new year.
  - In consultation with Rose Stella, it was recommended that we have a forum with Indigenous partners who would co-write and contribute rather than vet our document. Need to plan a FORUM or roundtable with our Indigenous contributors in order to privilege voice and create this document in a good way.
  - Reaching out to Erika Annie (past director of Native Women in the Arts) and Rose Stella (Artistic Director) of the Centre for Indigenous Theatre as potential Indigenous partners for our document.
  - Edited and created a first draft of the chart of best practices
- **FNMIEAO Conference:** Volunteered and attended the FNMIEAO conference with several CODE members. Continued to build relationships with our FNMIEAO partners. Assisted with set up, trade fair, presenters, meals and other events. Attended workshops and networked with educators from across the province.
- **Regular Duties:** attended and helped to support the 2017 CODE Conference at Deerhurst resort. Liaised with our Indigenous guests and ensured that their workshops went smoothly and they were well cared for.
  - registered for the Inuit Conference on Nov 30th at the AEC (Aboriginal Education Centre)

## Board Position - Membership

Name: Kim Erin Spratt

### Membership Overview

**Total Members: 999**

### Summary of Activity

- Continued regular duties, responding to all new and other **member requests**.
- Additional correspondence troubleshooting problems with membership payments and passwords. May have found a solution for one of the issues.
- Began collecting and summarizing problems and challenges with memberships system and database to share with other vendors and to begin discussions and quotes for upgrades.
- Modified and updated the **arts consultants document** for regional reps and the **organizations document** (global, local, ministry departments, subject associations). This is still a work in progress.

- **Claiming our Voices Conference:**
  - Continued to source and invite new/other potential vendors (over 200)
  - Continued to negotiate and communicate with vendors, sponsors and to find contra opportunities
  - Sent final messages to all vendors
  - Received vendors at conference on Friday eve and oversaw Marketplace on Saturday.
  - Created a video reel of all vendors to play on the big screen throughout the Marketplace all day and oversaw the tech on that and else throughout the day.

## **Board Position - Publications**

Name: Arthur Burrows

### **Summary of Activity**

- Attended and supported the 2017 CODE Conference, including welcoming delegates to the conference at registration
- Prepared thoughts on improving accessibility for future conferences for presentation at the November CODE Board Meeting
- Uploaded conference handouts to the CODE website
- Made blog posts to the CODE website and promoted them through the CODE Facebook page featuring info on Roseneath Theatre's new production *Ladies and Gentlemen, Boys and Girls*
- Conferred with Kim Snider, Kim Erin Spratt Re: sponsorship promotion on the CODE website and requests for postings

## **Board Position - Communications**

Name: Tessa Lofthouse

### **Summary of Activity**

#### **Regular duties**

- I have continued regular duties as Communications such as regular email correspondence. I have updated Board Member profiles based on changes to the board, created new email addresses and changed aliases, and uploaded conference workshop notes.

#### **Conferences**

- I attended and helped to support the 2017 CODE Conference, acting as a social media coordinator for the event. I promoted the conference using frequent posts on Instagram and Facebook to highlight workshops and special guests.

#### **Website Renewal Committee**

- I contacted Freeform for a quote based on the current issues we face and our needs as an organization.

## **Board Position - 2018 Regional Conference Chair**

Name: Dan Lalonde

- Met with reps from Mirvish and discussed the potential of partnering with Mirvish for the 2018 GTA Conference.
- Messaged with Barry, Lynn and Julie at UTSC to discuss their interest in being potential hosts for the 2018 conference.
- We are moving ahead with solidifying UTSC as the home of the 2018 Regional GTA Conference
- Date of 2018 Conference - Saturday October 20, 2018 @ UTSC
- Promoted CODE and the Regional Conferences at Peel's Ontario Drama Festival Annual Workshops and Meeting.
- Next steps
  - Determining breakout spaces needed for conference.
  - Deciding on a theme for the conference
  - Implementing a publicity strategy to target drama and dance teachers, particularly focused on the GTA, to ensure a healthy attendance at the conference
  - Creating a Conference logo
  - Different tracks throughout the conference based on a teacher's experience
  - Pulse track - sec. dance teachers
  - Code board - new teacher track
  - Elem drama/dance track - led by ETT
  - Sec. Drama track
  - Then bring them all back together for final keynote perf
  - Presenters chosen in March (need list of people to tap)
  - Contract by January
  - Tap Prologue, OAC, Playwrights, Good minds, Roseneath, etc.
  - Action item - share the conference manual
  - In January, have schedule, cost, etc.

## **Board Position - Eastern Rep**

Name: Matthew Sheahan

### **Summary of Activity**

- Attended CODE Conference 2017 and completed duties as assigned
- Functioned as Brock Volunteer coordinator for the CODE Conference 2017
- Delivered a workshop on a Residential Schools Process Drama for Claiming Our Voices
- Completed monthly mailings
- Assisted in the development of a "Cultural Appropriation" document for CODE members
- Updated CODE Eastern Regional Facebook Page
- Addressed emails or inquiries as they arose
- liked, shared and promoted CODE through Twitter and Facebook

- Planning and collaborating with local artists and my school to coordinate eastern regional event in the fall

## **Board Position - Central East Rep**

Name: Johnny Soln

### **Summary of Activity**

- Nothing to Report (New to the Board)

## **Board Position - Central West Rep**

Name: Cheri-Anne Byrne

### **Summary of Activity**

- Helped with Conference, family activities and Elder John Rice.
- Met with Shaw festival to discuss future conference collaboration and opportunities: not likely for 2018 but fall 2019 is an opportunity to work towards.
- Volunteered and attended fnmieao conference.
- Set up PA Day with district school board of Niagara but did not happen due to low enrollment.
- Reached out to other principals and consultants for P.D. Opportunities no other responses as of yet.
- Liaison with appropriation document

## **Board Position - Metro Toronto Rep**

Name: Ayesatta Conteh-King

### **Summary of Activity**

- Attended CODE conference and assisted with duties/workshops and attendees
- Attended TDSB Drama/Dance teacher leadership brainstorming session led by Lorraine Sutherns and Tracey Thompson
- Mailings sent to Metro Toronto members
- Responded to questions from members
- Promoted CODE at Elementary Teachers of Toronto arts committee meeting-how can both advocacy groups support each other
- Attended Young People's Theatre "Beauty and the Beast"-preview night as Metro Toronto CODE repm
- Promoted CODE activities through social media-Twitter and Instagram

## **Board Position - North Eastern Rep**

Name: Suzanne Burchell

### **Summary of Activity**

- Nothing to report. (New to the Board)

## **Board Position - North Western, Canadian & International Rep**

Name: Keri-Lyn Durant

### **Summary of activity**

- Nothing to Report. (New to the Board)

## **Board Position - Western Rep**

Name: Leslie Turcotte

### **Summary of activity**

- Attended the CODE conference, helped with registration
- Met with Lois from the Stratford Festival. We are planning a regional CODE conference in conjunction with a Teacher conference at the Stratford Festival.