



**CODE Management Board Meeting Agenda and Minutes**  
**Saturday, June 2nd, 2018 12:30 - 4:30pm**  
**Mississauga**

*Chaired by Kim Snider, President*

*Co-chaired by Jane Deluzio, Vice President*

**Present:** Jane Deluzio, Kim Snider, Rochelle Matthews, Jessie Kennedy, Kim Erin Spratt, Daniel Lalonde, Cheri-Anne Byrne, Jennifer Giancola, Matt Sheahan, Leslie Turcott, Andrea Lefebvre

**Google Hangout:** Tessa Lofthouse

**Regrets:** Kathleen Karpenchuk, Ayesatta Conteh-King, Sarah Papoff, Arthur Burrows, Lauren Van Gijn

**1. Routine Business (12:30-1:00)**

- a. Call to order at 12:35pm, adoption of the March meeting minutes

*MOTION: I, Matt Sheahan, move to adopt the minutes from the March 2018 meeting minutes. Cheri-Anne Byrne seconded. Motion carried.*

- b. Business arising from the minutes  
c. Adoption of the agenda

*MOTION: I, Cheri-Anne Byrne move to adopt agenda for this meeting, Matt Sheahan seconded. Motion carried.*

- d. Welcome to our new Northern Rep, Andrea Lefebvre!  
- We have two possible leads for board members in central-east and north-western regions. Details to come  
e. Reporting on Action Items from March Retreat

**CODE Board Retreat Goals:** *discuss and update*

**2. Conference 2018 Reports (1:00 - 1:45)**

- a. **GTA Conference (Dan) - see Dan's report for more details**
- **Action Item:** Dan and Matt to provide more hard copies for promo flyers at September meeting
- b. **PEC Conference (Matt) - see Matt's report for more details**
- c. **Registration Details and Publicity Plan for Summer/Fall (Kim)**
- First time we have attempted to run a conference on our code.on.ca website
- **ACTION ITEM:** Kim Snider to send a mailing to expired members by end of fiscal year
- Tessa suggestion- outreach to Teacher colleges (York, OISE etc) to have them promote regional conferences
- **ACTION ITEM:** Regional Reps to make connections to local universities with teacher pre-service programs to promote regional conferences in the 6ix and PEC

**4. Report Updates (1:45 - 2:30)**

- a. **Budget Update (Jessie) - see report for details**
- b. **Directing Intimacy Workshop (Kat's report; Kim)**
- **ACTION ITEM: Reps** to discuss what other one-day workshops might look like in their regions - where is the need, what are your teachers willing to attend?
- c. **Pulse (Lauren) - see report for details**
- d. **Stratford Day/Possible Western Event 2019 (Cheri-Anne, Leslie)**
- **ACTION ITEM** - Leslie and Cheri to invite Lois September meeting
- **ACTION ITEM** - Kim Snider to add Lois's invitation to September agenda
- e. **Advocacy Update (Kim) - Learning Through the Arts Video Motion**
- See Kim's report for update on People for Education

***Motion: I, Kim Erin Spratt, move that CODE establish its own YouTube Channel to house the Learning Through the Arts videos pending approval from the Ministry of Education.***

***Seconded by Jane Deluzio***

***Amended Motion: I, Kim Erin Spratt, move that CODE establish its own YouTube Channel to house the Learning Through the Arts videos and all future CODE-created video materials, pending approval from the Ministry of Education.***

***Seconded by, Tessa Lofthouse***

***Motion carried.***

- f. NRTEA (Jane/Tessa/Matt)
  - See Jane's report for notes on NRTEA
  - See Tessa's report for her notes
- g. OTF/Safety Document Update/Open Forum (Jane)
  - See Jane's report for details
  - *Timeline March 2019 or August 2019*

#### **5. Partnership Policy (Jane, Lauren, Kat) (2:30 - 3:00)**

***MOTION: I, Jane Deluzio, move to adopt the revised Partnership Policy.  
Seconded by: Matt Sheahan***

***Motion carried.***

#### **6. Summer Events (3:00 - 3:15)**

a. OTF Summer Institutes: Register is now open, please promote in regional mailings today.

**CODE, July 18-20, Western University (Tessa, Sarah, Rochelle)**

**Embedding Process Drama into Integrated Inquiry: Exploring Social Justice Perspectives (Grades 4-8)**

- Registration is OPEN

**FNMIEAO & CODE, Aug. 8-10, Western University (Carmelina, Ray John Jr.)  
"Tekatwa" (to dance) with Indigenous Knowledge (K-Grade 12)**

- b. Theatre Ontario course with Andrew Lamb
- c. AQ Visits/Outreach

#### **7. Small Group Breakouts (3:15 - 4:15)**

- a. Regional Reps: Mailings, Publicity for Conferences, Discussion of Northern Conference Event Model (Reps, Arthur, Rochelle, Jane)
- b. Conference Budget Review (Dan, Matt, Jessie)
- c. Outreach for Conference/Partnerships (Jen G., Kat, Lauren)
  - i. Project Humanity-Towards Youth Event (January 2019)
  - ii. Discussion of a CODE Dance Night Event for 2018/2019
  - iii. Equity-focused CODE Event
- d. Membership and Website Check in (Tessa, Kim Erin, Kim)

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

- a. Website Committee Update

***Motion: I, Tessa Lofthouse, move to empower the Website Committee to initiate the CODE website upgrade with FreeForm, up to a maximum of \$6000.***

***Seconded by Kim Erin Spratt***

***Motion carried.***

- b. Summer archive project
- c. Swag order/Call for those interested in re-designed CODE brochure

**2018-2019 Meeting Dates**

**2018**

Saturday, September 15th - Cheri-Anne's house

Friday, October 19th (AGM) 7pm, UTSC (University of Toronto, Scarborough Campus)

Saturday, December 8th - Location TBD

**2019**

Saturday, January 26th - Location TBD

Saturday, March 23rd (Full Day Retreat) - Location TBD

Saturday June 1st - Location TBD

**See Board Reports Below.**

# Board Reports

## Executive

### Board Position - President

Name: Kim Snider

### Summary of Activity

#### Action Items from Retreat

- Contacted Barry Freeman about holding the AGM at UTSC on Friday, October 19th in the evening; he thinks this is possible and is looking at two possible spaces for us. Will confirm more details in the months to come.
- Setup conference registration through the CODE website with the help of Stephen Wei. We have tested the registration and will set it up to launch in the next two weeks pending additional fixes/errors. I will be acting as the conference registrar for CODE in the 6ix.

#### Regular Duties

- Completed Regular duties such as member mailings, email communication, etc. I contacted ARTSECO about a Central East rep and had one inquiry, but the person decided she was too busy to take it on. Currently still looking for a rep in this region.
- I attended the Directing Intimacy workshop that Kat organized and it was a fantastic event. Though it was a small group they were thoroughly engaged, and interested in our fall conferences as well. Siobhan Richardson is a wonderful presenter and I would recommend her for future intimacy/fight workshops at CODE conferences.
- I was proud to attend the Pulse Dance Conference on CODE's behalf and welcomed the delegation at the Opening Night festivities. I also attended the Symposium and had a wonderful day of learning with Penny Couchie, followed by viewing of the impressive site-specific dance pieces created by students with artists. Pulse was, as always, a well-planned and exciting event. I have sent our thanks to Carm, Megan, Lauren and the rest of the team for a job well done! Carm did share that some re-tooling is needed for the next planning phase, and CODE will support and give input as needed.
- Andrew Kushnir from Project Humanity contacted me about his show at the Crow's Nest Theatre in Toronto in January 2019. Towards Youth is based on verbatim research done with Kathleen Gallagher and various researchers around the world. He would love to collaborate with CODE on a possible event. I will give this info to Kat to follow up on.

#### Advocacy

- People for Education contacted us about attending their gala fundraising event but unfortunately the cost was prohibitive. I did thank them and expressed hope that PFE will invite the three arts subject associations to meet with them soon.

## Ministry

- The May Ministry day was cancelled pending election and lack of updates. I have not yet heard back from the Ministry regarding our proposal for updating our resources under an equity lens
- Learning through the Arts Videos: Stephen Wei discovered that the video links on our site were dead, and that they are somewhat buried on the Curriculum Services Canada site. He suggested I contact the Ministry to see if the videos could be uploaded to YouTube or Vimeo, which would allow us to link easily to them. Upon contacting the Ministry I learned that the CSC has now gone bankrupt, and it owned the videos. I then contacted the company that has taken over the bankruptcy, and they said they will look into the issue of the videos and update me when they know more.

## GTA Conference

- I have attended meetings for the GTA conference, looked into hosting the AGM there, helped with workshop and panel suggestions, made contact with artist Bilal Baig, and attended tdsbCREATES to select showcase performances. Patty Jarvis contacted me about PAONE being a part of a networking event, such as hosting our wine reception, but we have no concrete plans as of yet. I will be taking on conference registration and spearheaded publicity; I will be sending the board regular updates and pointers for publicizing in their regions.

## Board Position - Vice President

Name: Jane Deluzio

## Summary of Activity

1. OTF: Attended on behalf of CODE on Saturday, May 5.
  - OTF will notify all accepted Summer Institutes by mid-June as to whether they have sufficient registration to go forward. The summer offerings are available now.
  - Jim Giles is retiring in August as ETFO rep. He gave us all a French play collection. Plays were written in French and translated to English. Can buy from ETFO. Marianne Perron-Gadouy spoke re: level for French Immersion students. The level of this books works for French Immersion students as well as French Language students in terms of reading/speaking.
  - Ian spoke briefly about the cancellation of the Ministry meeting.
  - Ian Pettigrew facilitated a workshop on facilitation – brilliantly.
  - We did a session on Work-Life Balance presented by Heather..... TFCF Steering Committee. OPHEA.
  - Snap to it: A Photo Walk led by Peter, Linda and Cameron.....We took photos of shapes that looked like letters and then were taught how to use a program to make a word from our letters. I almost got "VOICE" done. I needed remedial

assistance as the digital skills required were beyond my basic level abilities.

- Where possible, made connections with other subject association representatives.
- OTF hand-outs on Professional Judgment, LGBT resource; FNMI resource; Black History Month poster and the book: *Groups at Work*.

## 2. Safety Resource Proposal

- Ministry folks got back to Bob Phillips (OAEA) and me and requested a conference call during which we were given very good feedback to improve our proposal. We were strongly urged to re-submit before the election even though no decision would be made until after the election.
- We reintroduced the Ministry folks to the *CODE A Guide to Curriculum Resource Projects* because they wondered what our hiring process would be.
- We reached out to AFEAO, the French subject Association for all of the Arts, and they are in the process of examining our revised proposal to decide whether to become a supporting partner on this project.
- Bob and I have revised the proposal to include their suggestions such as having both an English and French website for the Safety Resource and a list of Endorsing Organization. Dance Ontario and the National Theatre School Drama Festival - Toronto have endorsed us. Waiting to hear officially from Theatre Ontario.
- We submitted it to the Ministry Friday, June 1, 2018.
- Submitted Proposal in Drive: CODE Board Documents→Safety Website Resource Proposal

## 3. Open Forum Committee Update

- We are in the process of writing a proposal for funding for this event very quickly although no decisions would be made until after June 7.
- If we do not receive Ministry funding we will have to decide whether or not to proceed and will bring that back to the Board for a decision
- This proposal will also be shared on Drive as soon as ready. CODE Board Documents→Committees→Open Forum Steering Committee

## 4. CODE in the County

- Supported Matt by issuing and collecting contracts, headshots and bios.

5. PULSE: I attended the teacher symposium of PULSE. This was actually my first time attending and it proved to be everything I heard it was.

6. At Pulse, I connected with a dance teacher from Desbaretts (near the Soo – Sault Ste. Marie) who desperately wants PD for elementary teachers in her board. Will follow up with her for something in the fall. Perhaps we can make some connections through a PD day for a Northern conference in 2019 in the Soo. Three of us from “the North” felt that Northern conferences could be in Thunder Bay and the Soo. Sudbury and North Bay are more resourced and connected to Southern Ontario than these two cities.

7. Short-Term Goal: Failed to attend London area dance festival because their event took place retreat weekend when we were creating these goals. I will reach out in to find out next

year's date. But there was an unexpected outcome: a connection has been given to me by Lauren with Cathy Harris and Mary Jo Mullins who are heading up a ground level Teachers' Collective in Windsor. Will consult with Lauren and Cherie-Anne and make the connection in August.

8. NRTEA: Attended this event in Ottawa on behalf of CODE with Tessa. Matt and Lauren also attended as did Judith Doan (past president). This was an inspiring event once again in spite of being smaller than in previous years.
9. Dance Workshop: On May 23, I delivered a class on *Preparing for Contemporary Movement* to three classes at Cheri-Anne's secondary (Catholic) school in Mississauga.
10. Executive Meetings and email correspondence as usual.

## **Board Position - Treasurer**

Name: Jessie Kennedy

### **Summary of Activity**

- Regular duties of providing accounting information as required
- Paying bills and checking accounts for cleared cheques
- Maintaining financial documentation
- Depositing and reconciling incoming funds
- Conducted drama PD for TLDSB, directing teachers to CODE resources
- Correspondance with Agent and payment of Insurance Coverage
- Providing required account information to Pulse Treasurer
- Sourcing comparative pricing and ordering swag posters for coming year
- Corresponding with OSSTF regarding grant
- Providing current and historical financial information to Board members for ongoing CODE business
- Have reached out to Arts Consultant contact at TLDSB to gauge interest in an elementary dance PD session in early fall as part of my short term goal
- Promoted CODE in an interview with Kawartha Now about the PM's Teaching Excellence Award; the subsequent article contains a few incorrect statements - one of which suggests that CODE was part of the nomination process, which it was not. I can inquire about a correction should that be the wish of the Board.

## **Board Position - Secretary**

Name: Rochelle Matthews

### **Summary of Activity**

- Updated google drive: Minutes and Reports, Compendium of Motions, Web Minutes
- Corresponded with member requests online
- Posted web minutes online



- Co-planned the OTF summer institutes to present with Sarah Papoff and Tessa Lofthouse on Process Drama and Inquiry
- Setup conference registration through the CODE website with the help from Kim Snider and Stephen Wei. Provided feedback on registration tests. I will be acting as the conference registrar for CODE in the County.

## **Board Position - Past President**

Name: Sarah Papoff

### **Summary of Activity**

- Continued with regular duties as past-president.
- Continued with responsibilities as CODE in the 6ix Workshop coordinator. All contracts have been sent to presenters and panelists. Waiting to confirm two secondary dance presenters and panelist contracts.
- Attended CODE conference committee meetings and supported action items for planning.
- May 11 Ministry faculty Forum was cancelled, so Ray John Jr, Jennifer Giancola and I were unable to present.
- Met with Tessa Lofthouse and Rochelle Matthews to co-plan our OTF Summer Institute and submit agenda and letter. Please join us on July 18 - 20 in London ON. We have promoted via email and social media. Please share widely. Also, Carmelina Martin and Jodie Williams are offering a CODE/FNMIEAO joint OTF SI in London in August - please promote widely.
- Continued to communicate regularly with website committee and met with committee via google hangout. Supported testing of upgraded features on the website that Rochelle, Kim and Tessa have been working on with Herb.
- Next STEPS: investigate AGM Adobe Connect meeting for October and meet with Equity committee re: FNMI resource.

## **Management**

### **Board Position - Drama Liaison**

Name: Kathleen Karpenchuk

### **Summary of Activity**

- Nothing to report

## Board Position - Dance Liaison

Name: Lauren Van Gijn

### Summary of Activity

- Continued with regular duties

## Board Position - Equity Liaison

Name: Jennifer Giancola

### Summary of Activity

- Regular duties including liaising with board members and members on issues of Equity
- May 11 Ministry faculty Forum was cancelled, so Ray John Jr, Sarah Papoff and I were unable to present.
- Represented CODE at the Stratford Teacher's Day with Cheri-Anne and Leslie
- Next STEPS: meet with Equity committee re: FNMI resource.

## Board Position - Membership

Name: Kim Erin Spratt

### Membership Overview

**Total Members: 1039** (DOWN from 1042 in January)

- Full: 415 (DOWN from 425 in January)
- First Year: 152 (DOWN from 158 in January)
- Pre-Service: 465 (UP from 452 in January)
- Other: 7 (same as 7 in January)

### Summary of Activity

- Co-created (with Kim Snider) a new welcome message for members
- Continued regular duties, responding to all new and other **member requests**.
- Corresponded with the Web Team about next steps for website and database issues
- Ongoing: modify/update the "[arts consultants](#)" and "[organizations](#)" (global, local, ministry departments, subject associations etc.)

## Board Position - Publications

Name: Arthur Burrows

## Summary of Activity

- Continued with regular duties

## Board Position - Communications

Name: Tessa Lofthouse

## Summary of Activity

### Regular duties

- Responded to concerns about the website: workshop registrations, PayPal issues, new memberships
- Added Events tab to the main menu of the website

### Workshops

- Hosted HWDSB professional development session for J/I teachers for “new to drama” teachers, promoted CODE
- Attended NRTEA on May 17-18 to represent CODE - suggested partnering with the IEC of Hamilton for the 2020 conference after hearing about the Atlantic Centre for Creativity - <http://www.atlanticcentreforcreativity.com/creative-connections-conference/>
- Attended Eduarts - CNAL - Meaningful Indigenous Education through the Arts on May 22 <https://www.eduarts.ca/civicrm/event/info?reset=1&id=20>
  - They shared this video to open the session: <http://www.arts.on.ca/news-resources/resources/indigenous-arts-protocols>
  - Jasmine Glaw presented - this consisted of reading an English version of the Haudenosaunee Thanksgiving address though Jasmine is from Pikwàkanagàn First Nation (Algonquin and Anishinaabekwe); she said that it was great that Western educators are starting to use medicine wheel teachings (but didn't share in what context)
  - There was not much discussion about appropriation and how to, but the arts activity was about telling our own stories in order to make art for a drum topper - this seemed in line with the notion that we shouldn't be looking to tell Indigenous stories or to teach about culture
- Corresponded with Jody Boston about the possibility of collaborating - co-developed workshop proposal for Art as an Agent of Social Change symposium at McGill (<https://www.mcgill.ca/mahi/channels/event/art-agent-social-change-airg-symposium-286461>) on October 12 & 13, 2018 focusing on drama as a tool for decolonizing interculturality in language education

### Website Renewal Committee

- Liaised with FreeForm regarding CiviCRM update
- Collected responses from board members regarding bugs - met with FreeForm on May 23rd to address these concerns, recommended an additional 5 hour budget
- Planning for an update from Drupal 6 (where we're at) which must happen by the end of the year

- Drupal 7 is fine for the next few years - still getting updates but most developers have moved onto Drupal 8; Drupal has shifted to bigger companies, more complex software; 2020 will be when they stop supporting Drupal 7
- Using BackDrop would prevent having to rebuild many parts of the site - less expensive to maintain; BackDrop is a replacement for Drupal that is geared to the market of nonprofits; easier to migrate from Drupal 6 to BackDrop than to Drupal 8 (minimizes the cost of the upgrade compared to Drupal 8); will be easier to maintain in the future
- 40-60 hours
- When we upgrade from Drupal 6, Civi CRM 4.6 needs to be upgraded to CiviCRM 5.0
  - Estimated at 5 hour budget

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

Name: Dan Lalonde

### **Summary of Activity**

- Met with conference committee members through meetings and Google Hangout sessions
- Developed text for the CODE in the 6ix website
- Designed CODE in the 6ix flyer
- Had conference logo design contest at school to encourage students to create the logo for CODE in the 6ix
- Continue to work with committee in solidifying the final roster of presenters and panelists
- Connected with the teachers of our chosen performers for tdsbCREATES to begin the organization of having them present in our Keynote Performance.

## **Board Position - Eastern Rep**

Name: Matthew Sheahan

### **Summary of Activity**

- Sent monthly mailings
- Updated and forwarded messages for the CODE Eastern Members Facebook Page
- Liked and shared and posts and tweets by CODE on Social Media
- Promoted CODE at events like the Canadian Improv Games
- Attended NRTEA and participated in workshops and discussion groups. Promoted CODE in the County and advocated on behalf of drama and dance
- Answered email queries from Eastern members

#### **CODE in the County Conference**

- Hosted Google Hangout update
- Created promotional poster and flyer
- Created text for the website

- Secured Keynote speaker
- Investigated and found a local caterer who will take care of all of the food and beverage for the day
- 100% secured 555 Brewing Company for after conference social event (4pm-6pm)
- Promoted the conference(s) through social media

## **Board Position - Central East Reps**

- Position is vacant: Nothing to report

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

Name: Cheri-Anne Byrne

### **Summary of Activity**

- Continue to post and share social media updates
- Did not send out mailing wondering if this can be a bi-monthly event unless promoting specific events?
- Attended stratford teacher's day on behalf of code
- More English than drama teachers but we did connect with possible workshop presenters as well as the new ypt education rep.
- Did some recon with Lois about 2019 conference model and have follow up meeting to secure what this will look like and if space will be available.
- Sent out draft email to couple consultants....with a little reply.
- Continuing format model for 2019 conference. Space and accommodations may be a factor we need to consider.

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

Name: Ayesatta Conteh-King

### **Summary of Activity**

- Attended TDSB Creates
- Attended Dance Collection Danse
- Supported Code in the 6ix planning

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

Name: Andrea Lefebvre

## Summary of Activity

- New to the board; nothing to report

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

Name: Position is vacant - nothing to report

## Board Position - Western Rep

Name: Leslie Turcotte

## Summary of Activity

- Attended the Stratford Festival Teacher day. Assisted Lois, networked with people at an info table we set up and attended workshops. Lois put a plug in about CODE in her opening statement encouraging people to check out the website and get information about the organization. We also looked at possible workshop space for a future CODE/Stratford Conference initiative.
- Communicating with Cheri-Anne and Lois at the Stratford Festival. Lois is very interested in CODE being part of a teacher conference. We will meet with Lois in the summer. Our plan is to suggest a Fall collaborative Conference.
- June Newsletter- advertised conferences
- Sharing information on the Facebook Western Region page
- Working on a proposal to offer PD to elementary school teachers in Bluewater. This will be modeled after Tessa's initiatives in Hamilton
- Hand delivering posters to local elementary schools and letting them know that I have more available.
- I will take posters to the AQ Drama course I will attend this summer
- Promoting CODE to the AQ Primary course participants at Brock
- Promoting CODE at Bluewater BARN Symposium
- Distributing posters to interested teachers in Western Region
- Reaching out to teachers in my board in hopes of forming conference committee and membership inquiries...with some response from a couple of Bluewater teachers.