



**CODE Management Board Retreat Agenda**  
**Saturday, March 24th, 2018**  
**9:00 - 4:30pm**  
**University of Toronto Scarborough Campus**

*Chaired by Kim Snider, President*  
*Co-chaired by Jane Deluzio, Vice President*

**Present:** Jane Deluzio, Kim Snider, Sarah Papoff, Rochelle Matthews, Cheri-Anne Byrne, Daniel Lalonde, Kim Erin, Tessa Lofthouse, Kathleen Karpenchuk, Matt Sheahan, Lauren Van Gijn, Arthur Burrows, Jessie Kennedy, Ayesatta Conteh-King

**Regrets:** Leslie Turcott, Andrea Lefebvre, Jennifer Giancola

**1. Routine Business (9:15 - 9:30)**

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

*MOTION: I, Matt Sheahan, move to adopt the minutes from the January 2018 meeting minutes. Dan Lalonde 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, Lauren Van Gijn seconded. Motion carried.*

**2. Report Highlights and Exec Retreat Updates (9:30 - 11:00)**

- a. Motion - Website Updates (Tessa and Sarah)

*MOTION: I, Sarah Papoff move to update the website operating system CiviCRM as per FreeForm's recommendations. Seconded by Kim Erin Spratt.*

*Motion carried.*

- b. **Succession Updates** (Kim)

- We have a new North Eastern Rep, Andrea Lefebvre

- Looking for North Western, Canada, International rep
- Need Central-East rep as well
- We will have the AGM, the Friday before at OISE/UT or UTSC; Election for Executive Board positions
- **ACTION ITEM:** Kim to talk to Barry about booking room UTSC, IC318 for the Friday AGM
- **ACTION ITEM:** Sarah to look into a live broadcast model for us to use for our AGM
  - c. **Partnership Policy Update** (Kim and Jessie)
  - d. **Equity Resource Update and Motion** re: Conf Resources (Sarah and Jane)
    - We've reviewed these resources and we believe that this a task that should be done on a regular basis
    - **MOTION:** *I, Sarah Papoff, move to update the resources by archiving CODE Conference handouts (on the CODE google drive) that are older than 2 calendar years. Seconded by Cheri-Anne Byrne.*

**Motion carried.**

**MOTION:** *I, Matthew Sheahan, move that this ongoing role be assigned to the Publications rep in partnership with Conference Committees. Seconded by, Arthur Burrows.*

**Motion carried.**

- e. **Conference Updates** (Matt, Dan) *See Reports and Conference folders for more*
  - Focus is going to be on community; fostering, building
  - Theme: CODE in the 6IX
  - November 24th conference date
  - We are hoping to have a stronger elementary presence
  - We want 3 tracks, drama, dance, and cross-curricular
- f. **Pulse Update** (Lauren) - see report for details
  - Next Pulse meeting is March 25
  - The symposium is on the Saturday, May 12th (full day)
- g. **Directing Intimacy Workshop Update:** (Kat)
  - Running on April 7th, 1-4pm at Kat's school

BREAK

### 3. Regional Visioning (11:00 - 12:30)

- a. How can we strengthen our regional outreach? (Membership, Partnership, Social Media, etc.)

- b. Small Group Discussion, Sharing, Determining Work Items for the Morning
  - i. One long-term goal, one short-term goal in your role
  - ii. Timeline for your goals; we will revisit for updates at June meeting

*Lunch (12:30 - 1:15) Lunch will be provided.*

#### **4. Afternoon Working Groups (1:15 - 3:45)**

##### **Regional Conference Planning and Work Items** (Committee Members, Reps)

- a. What needs to be done to meet early May registration deadline
- b. Decisions re: registration through website vs. other options

##### **Web Upgrade Wish List/Publications Plan** (Kim Erin, Tessa, Arthur)

- a. Website: are we following Herb's recommendations re: upgrades? Budget? (Tessa)
- b. Plan for regular blog posts to website (Arthur) and other website updates

##### **Partnership Policy, Roles of Liaisons** (Jane, Kat, Lauren)

- a. Feedback on partnership policy
- b. Reviewing current Member Benefits

##### **Equity Resources** (Jen G., Sarah/Kim)

- a. Plan for equity resources with/without Ministry support

#### **5. Reporting Back, Other Business (3:45 - 4:30)**

- PEC and 6ix conference to work on logos separately
- Stratford Friday May 4th Teacher Day

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

*June Meeting: **Saturday, June 2nd, 2018** - Kim Erin's House, Mississauga, ON*

Meeting adjourned at 3:36pm

**See Board Reports Below.**

# Board Reports

## Executive

### Board Position - President

Name: Kim Snider

#### Summary of Activity

- Have continued my regular duties on the board, which includes planning the March retreat with Barry Freeman and Rochelle, regular President's mailings, and fielding inquiries from members.
- Sent out calls for OTF Summer Institutes, as well as other conferences of note.
- Have publicized the *Directing Intimacy* workshop in April organized by Kat.
- Have continued to serve on two committees: Advocacy and the 2018 GTA Conference.

#### Advocacy

- I participated in a panel with OMEA, OAEA and Annie Kidder from People for Education at the TDSB Arts PD Day in February 2018. Annie spoke about the Global Competencies in the context of the arts.
- Answered questions on the panel about CODE's upcoming initiatives, which included Ministry advocacy, OTF summer institutes, and the fall conferences.
- Had a very productive conversation with Annie Kidder about the importance of advocacy for drama and dance as well as the other arts. Annie suggested that the arts subject associations come together to coordinate advocacy, and so that is something that I will pursue.
- People for Education also asked us to give feedback on their upcoming 'Arts Report.' I sent this draft report to the Advocacy Committee for feedback and then gave this feedback to PFE. We hope to see some of those changes in the report, and to meet with PFE in June to talk about next year's arts survey.

#### Ministry

- I spoke to Marcella Jenkins, who is new to the Arts portfolio at the Ministry, in response to the Equity Committee's letter re: funding for our Best Practices Document.
- We had a productive conversation in which I explained the 'equity audit' we did on our resources, the fact that some of them need upgrading and changes, and our desire to work with the Ministry to do this.
- Marcella says our letter has been received, they are looking at it, and will bring it up with the TRC unit at the Ministry.

### **GTA Conference**

- I met with the committee for initial planning for our October 20th conference. I will be taking on the role of registrar and helping with publicity.
- I have put out requests for a number of workshop presenters, and secured Larry Swartz and Brooke Charlebois and Jen Mavity as presenters for our 'Arts Rookies' stream.
- I will be focusing my energy on getting secondary drama presenters over the next few weeks.

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

Name: Jane Deluzio

#### **Summary of Activity**

- Read 2 short plays submitted by a member for advice and replied.
- Email communication with executive and management board members.
- Adjudicated one-act play festival at Northern S.S. (TDSB) in role as Vice-President of CODE.
- Set up meeting date in April for Drama/Dance Open Forum Steering Committee.
- Attended East Region Conference Committee meeting in Belleville March 18.
- Delivered dance workshop to grade 4's in Kingston Catholic District School Board on behalf of CODE (no remuneration/no expenses charged). March 20.

### **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

### **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 and co-applied to the OTF summer institutes to present with Sarah Papoff and Tessa Lofthouse on Process Drama and Inquiry.

## **Board Position - Past President**

Name: Sarah Papoff

### **Summary of Activity**

- Regular duties including reviewing email, minutes, agendas and ongoing timely communication.
- Liaised with teams for OTF Faculty forum presentation May 11th and registered. Ray John Jr, Jennifer Giancola and myself will be presenting on that date. We are all pleased to attend on behalf of CODE.
- Advocacy: Provided feedback to the committee on the People for Education draft of “Arts Report.” for Kim to send to the organization in her draft.
- GTA conference: Attended conference meeting and volunteered as workshop coordinator. Reached out to elementary presenters and supported the planning process. Secured Sheena Robertson and Arwyn Carpenter as part of our Elementary Drama and Dance stream.
- Co-planned and co-applied to the OTF summer institutes to present with Rochelle Matthews and Tessa Lofthouse on Process Drama and Inquiry.
- Continue to follow regular website updates from Tessa and Freeform.

## **Management**

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

Name: Kathleen Karpenchuk

### **Summary of Activity**

Directing Intimacy Workshop

- The workshop is scheduled for April 7th 1-4pm at Port Credit Secondary School
- Troubleshooted registration issues on the website.

## Board Position - Dance Liaison

Name: Lauren Van Gijn

### Summary of Activity

- Hosted a workshop for OTF on examining mental wellness through embodied movement empathy
- Have been organizing hosting this workshop for OTF again in April
- Pulse - minutes and updates to follow this Sunday's meeting, on March 25th

## Board Position - Equity Liaison

Name: Jennifer Giancola

### Summary of Activity

- Regular duties including liaising with board members and members on issues of Equity
- Attended and participated in the Brock University Symposium "The State of Our Art" as a CODE delegate and discussed/promoted CODE to the organizing committee and attendees
- Attended Inclusion Day 2018 Centre for Human Rights Equity and Inclusion at York University.
- Liaised with co-presenters Sarah Papoff and Ray John Jr for our OTF Faculty forum presentation May 11th. Registered.

## Board Position - Membership

Name: Kim Erin Spratt

### Membership Overview

**Total Members: 1042** (UP from 991 in January)

- Full: 425 (DOWN from 443 in January)
- First Year: 158 (UP from 151 in January)
- Pre-Service: 452 (UP from 411 in January)
- Other: 7 (same as 7 in January)

### Summary of Activity

- 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**

- Promoted upcoming Directing Intimacy workshop via Facebook and blog posts
- Spread the word about CODE's forthcoming best practices guide for decolonizing and indigenizing dance and drama via the National Theatre School Drama Festival
- Observed a workshop delivered by Will King at Rosedale Heights School of the Arts to determine how best to support a potential Chekhov technique workshop at the 2018 GTA Conference

## **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.

#### **Workshops**

- I created the workshop registration for the Directing Intimacy workshop. There were issues with the registration page which I communicated to our website maintenance team.
- Co-planned and co-applied to the OTF summer institutes to present with Sarah Papoff and Tessa Lofthouse on Process Drama and Inquiry.

#### **Website Renewal Committee**

- I facilitated the quick fix priorities identified by the committee with FreeForm.
- A decision needs to be made by the committee regarding an update to CiviCRM based on incompatibility between the current version of CiviCRM and PayPal.

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

Name: Dan Lalonde

### **Summary of Activity**

- Had an excellent committee meeting for the GTA CODE Conference, 'CODE in the 6ix'.
- Began deciding on conference details, particularly conference presenters and theme
- The theme for the CODE in the 6ix will revolve around community - what it means and how the arts and arts education play a role
- Connected with Barry Freeman @ UTSC about the possibility of facilitating a panel discussion to open the conference. He is excited to take part



## **Board Position - Eastern Rep**

Name: Matthew Sheahan

### **Summary of Activity**

- Wrote and distributed monthly mailings
- Read and forwarded CODE Facebook posts and Twitter posts
- Wrote posts for the CODE Eastern Region Facebook Page
- Replied to several inquiries from members in my region
- Continued to promote CODE at Canadian Improv Games Events and workshops
- Attended and participated in the Brock University Symposium "The State of Our Art" as a CODE delegate and discussed/promoted CODE to the organizing committee and attendees
- Attended OTF Curriculum Forum in Toronto as a CODE Delegate, participating in workshops and networking with other organizations
- Delivered a drama workshop at OTF Curriculum Forum called "Residential Schools - A Process Drama"
- Started the planning, booking and logistics for CODE on the Road PEC on Saturday, November 24, 2018
- Hosted and chaired a regional conference committee meeting at my house on Sunday, March 18th to facilitate the planning of CODE on the Road PEC

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

- Position is vacant: Nothing to report

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

Name: Cheri-Anne Byrne

### **Summary of Activity**

- Regular duties and correspondence
- Shared posts from facebook with members
- Reaching out to teachers in my board in hopes of forming conference committee and membership inquiries....with little to know response.
- Working with Leslie and Lois on correspondence with Stratford festival teacher day.
- Will be attending as board rep for CODE in May.
- Put together offt proposal for summer institute

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

Name: Ayesatta Conteh-King

### **Summary of Activity**

- Sent out reminders and updates as needed to members
- Reached out to two possible presenters for Toronto CODE conference-Sarah Lothead and Dr.Seika Boye for Panel Discussion
- Attend both ETT and ETFO dance committee meetings

## **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**

- Continue to meet with local drama teachers
- Promoting CODE at Bluewater BARN Symposium
- Distributing posters to interested teachers in Western Region
- Shared posts from facebook with members
- 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.
- Working with Cheri-Anne and Lois on correspondence with Stratford festival teacher day
- Attended the Stratford teacher day to promote CODE and be helpful with the conference.
- Plan to meet with Lois in the summer to plan ideas for a potential CODE/Stratford conference in the spring of 2019