



CODE Annual General Meeting

Friday, October 19th, 2018 7pm
University of Toronto Scarborough
Arts and Administration Building
Room AA160

Agenda

Chaired by Kim Snider, CODE President

Please note: Members wishing to view CODE's financial report prior to the AGM should contact CODE Treasurer Jessie Kennedy directly at treasurer@code.on.ca

1. Routine Business

- 1.1 Call to order and welcome
- 1.2 Adoption of minutes of last meeting (AGM 2017)
- 1.3 Adoption of AGM agenda

2. Summary Reports

- 2.1 Discussion regarding reports - see reports

Membership

- Current membership update

- 2.2 Highlights from Executive reports

Past President - *see reports below*

Treasurer - see report

Secretary - see report

Vice President - see report

President - see report

3. Elections

Past President

Treasurer

Secretary

Vice President

President

DRAFT - NOT YET APPROVED

CODE - Council of Ontario Drama and Dance Educators *Annual General Meeting* Board Reports

For the fiscal year July 1st, 2017 - June 30th, 2018

Executive

Board Position - President

Name: Kim Snider

Summary of Activity

I held the role of Past President from June 2017 and assumed the role of President in October 2017

Regular Duties

- I have continued regular duties as President such as regular email correspondence. I have planned agendas for upcoming meetings, revised the Communications Protocol, planning the March retreat with Barry Freeman and Rochelle, and fielded inquiries from members and partners. We are so grateful to Barry and the team at University of Toronto Scarborough for being such a great partner to us in conference planning and our March retreat, and we hope our relationship with them continues.
- We are also very excited about our partnership with Brock University, who provided us space for our meeting in September 2017 and has welcomed CODE to its events and symposiums.
- I sent out calls for OTF Summer Institutes, as well as other conferences of note to board members and, when appropriate, CODE members.
- In August 2017, 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. 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.)
- I publicized and attended the *Directing Intimacy* workshop with Siobhan Richardson in April organized by Drama Liaison Kat Karpenchuk, which 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 have continued to serve on two committees: Advocacy and the 2018 GTA Conference.
- 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. I have completed all my action items arising from this meeting.

Conferences

2017

- 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. Congratulations to the Conference Committee for a job well done!

STEAM Conference in Peel

- CODE received a call for proposals for Peel's inaugural STEAM conference, which is replacing its Arts Alive conference. It was due to take place April 19th from 3:30-8:30pm and proposals are due February 7th. Unfortunately this event was cancelled and did not take place.

Pulse

- I wrote a letter of support for Carmelina Martin and the Pulse Dance committee for their upcoming grant application for Pulse 2018.
- I participated in a teleconference call with Carmelina Martin and Megan Schroeder about funding for this year's Pulse conference. We agreed that CODE would give Pulse its portion of our HST rebate, which unfortunately is smaller than originally anticipated in our yearly budget. I also expressed that CODE is happy to support in kind through advertising and promotion.
- I accepted an invitation to speak on CODE's behalf at the opening ceremony of the Pulse Ontario Dance Conference in May 2018 and posted a link to Pulse on the CODE website.
- 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!

2018

GTA Conference

- I joined the committee for our October 20th conference CODE in the 6ix. I put out requests for a number of workshop presenters, attended meetings for the GTA conference, made the request to hold the AGM at UTS, helped with workshop and panel suggestions, made contact with artist Bilal Baig, and attended tdsbCREATES to select showcase performances. 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.

- Rochelle Matthew and I set up conference registration through the CODE website with the help of Stephen Wei. It seems to be working well and should be used for future one-day events, though future registrars will need assistance from Stephen, Rochelle, and/or myself to do it.

2020

- Brooke Charlebois and I visited two potential sites for our 2020 Conference, which is CODE's 50th anniversary. We visited Blue Mountain Resort and The Sheraton Hotel in Hamilton.
- Information about Blue Mountain was shared at the November Executive Meeting, and it was suggested that we keep looking for locations as the costs were quite high. Brooke and I then visited the Sheraton in Hamilton. This quote was presented to the board, who voted in favour of it, and a deposit was put on this site for October 23rd-25th, 2020.

Advocacy

- I have continued my role as Chair of CODE's Advocacy Committee.
- 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.
- 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.
- Debbie and Judith drafted a list of questions, with input from the CODE Executive, for People for Education's 2018 survey. Many of these questions were included.
- People for Education 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 the future to talk about issues related to the arts.
- 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. I answered questions on the panel about CODE's upcoming initiatives, which included Ministry advocacy, OTF summer institutes, and the fall conferences.
- I had a very productive conversation with Annie Kidder about the important 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 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

- In early August 2017, 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. We received the call late, which 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 wanted 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 wanted 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 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. Unfortunately, all TRC writing projects have now been halted by the new government and we do not have a timeframe of if and when they will resume.
- 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.
- As a follow up to the meeting, OMEA, OAEA and ARTSECO drafted a collective letter to the Ministry on behalf of all arts subject associations as a follow-up to the Roundtable. We requested further meetings between the Ministry and subject associations to discuss specific issues. OMEA drafted a letter and sent this on our behalf, but we have received no response since the change in government.
- After the Ministry Arts Roundtable an electronic feedback survey was given; I completed the survey on CODE's behalf and expressed a desire for further meetings and discussions as part of the curriculum refresh.
- Each May, the Ministry of Education and Faculties of Education hold a Faculty Forum with academic presentations. The focus was equity, and so I forwarded the call for proposals to Jennifer Giancola and Sarah Papoff, who are on our Equity Committee. Sarah and Jen contacted Ray John Jr. about offering a session linked to our ongoing work with FNMIEAO. This proposal was accepted but unfortunately the Faculty Forum was cancelled in anticipation of the provincial election.
- We were invited to send a rep as part of a panel for an arts-focused Ministry-Faculties of Ed Liaison Committee meeting in February. Reps from various faculties of education

would like more information and guidance in relation to integrating the arts. I asked Brooke Charlebois to attend, and she agreed and sent a report after the meeting.

- 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. Unfortunately, we have still not received a response and don't expect to now that a new government is in place and the TRC writing sessions for summer 2018 were put on hold.
- 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; I then made a formal request to the Ministry's legal department, who have now sent me back to the trust company. I am awaiting a response to our request to post the videos.

OTF

- 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. I shared details with the board at our meeting.
- In early February there was a weekend retreat for all subject associations through OTF's Curriculum Forum. This year's theme was arts-focused, and I participated in a teleconference call with OTF and the other arts SAs to discuss format and themes. David Booth and Kathy Lundy were confirmed speakers. I advocated for both a drama and dance offering as part of the retreat, and asked Matt Sheahan and Lauren van Gijn to represent CODE at the retreat. They accepted, and our request for two people was approved. Their sessions were very well received and generated a lot of praise and positive feedback.
- CODE received a request for OTF webinars for winter/spring 2018 and I sent this request to the board. Some expressed interest in holding one at a later date, but no one responded to the request for winter/spring. I have asked OTF to keep us informed of future calls.

OCT

Feedback on OCT AQ

- CODE was asked to provide feedback on the draft Grades 7 and 8 Arts Additional Qualification course. This draft was sent to the board; thank you to Jennifer Goodine and Jane Deluzio for providing excellent feedback, which I sent to OCT.
- OCT was very receptive to our suggestions and subsequently requested a phone conversation with Jane Deluzio as follow-up.

Partnerships

- I have connected with Andrew Lamb and Gretel at Roseneath Theatre about their upcoming play *Ladies and Gentleman, 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. Arthur Burrows posted information about this show on the CODE website.
- I contacted Wayne Fairhead about CODE's \$250 donation to the NTS Drama Festival (formerly Sears) and posted on the CODE website and Facebook page, urging all CODE members to donate.
- I also posted a link to Brock's January Symposium event on our website and Facebook page.
- 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, and Kat Karpenchuk will follow up on this for January 2019.

Board Position - Vice President

Name: Jane Deluzio

Summary of Activity

This was my second year as Vice President.

Code Representation at Meetings/Events

Attended:

- One day workshop related to *Voice Appropriation in Performance* at Artscape and wrote a summary report for Board Members., August 2017. Workshop delivered by Jill Carter, Anishabe artist and instructor at University of Toronto.
- Ministry of Education Round-table on the Arts with Kim Snider, October 16, 2017
See Kim's Report above.
- Ministry of Education Subject Association Meeting with Sarah Papoff, October 27, 2017. Updates about recent and future curriculum writing and Ministry initiatives were shared. Most of these have been delayed or cancelled by Doug Ford, especially those related to the 2015 Health Education and the TRC revision of elementary social studies and the secondary grade 10 history course to include Indigenous materials and perspectives.
- 2017 CODE Conference in October at the Deerhurst Inn where I worked on the CODE information table as well as attended workshops when possible. I would like to congratulate the Conference Committee for a job well done!

- Northern C.I.'s One-Act Play Festival February 9, 2018 where I adjudicated along with Autumn Smith and Andrew Lamb, well-known Toronto artist-educators.
- OTF Subject Associations in-service/meeting May 5, 2018. Shared resources and information in report to Executive/Management Board. Liaised with executive members of most Ontario subject associations, some of whom I worked with when I was vice-president of CODE in the late 1990's!
- Pulse for Teachers Day May 12 2018. Participated in the dance workshop for teachers led by Penny Couchie, a dancer, actor, teacher, choreographer and community arts practitioner of Ojibway and Mohawk ancestry from Nipissing First Nation, Ontario. I also watched the student site specific performances based on their learnings about the land from the Aboriginal teachings at this amazing conference. Congratulations to the PULSE conference team!
- NRTEA in Ottawa May 17/18 2018. This year's National Roundtable for Teacher Education in the Arts focused on advocacy. The state of Dance and Drama at faculties of education across the country is dire with insufficient time and attention to these arts (and all of the arts) for pre-service elementary teachers. There is a serious reduction in availability of I/S Dance and Drama for pre-service teachers as well as in Additional Qualification courses. Presentations from B.C. and the East Coast were well received. The site improvisational arts experience was very powerful and resulted in many creative ideas about advocating for the arts during difficult times.

Workshops on Behalf of CODE

Delivered:

- Dance - Grade 4 students - Kingston, March 2018 Worked with relatively new teacher and her students to explore themes from their novel through movement. I provided the teacher with information about how to access resources on the CODE website.
- Dance - Secondary students - Mississauga, May 2018 Worked with three dance classes at Cheri-Anne Byrne's school on "An Introduction to Contemporary Movement" with a focus on feeling comfortable enough to improvise and to create movement in partnership with others, in small groups and as a whole class.

Safety Resource Proposal

- This refers to the initiative that resulted from the Council of Directors of Education (CODE) about Student Safety in Arts disciplines in our schools/classrooms/facilities. I was asked by CODE in 2016 to represent us on this provincial committee.
- Bob Phillips, the AEOA (Visual Arts) subject association rep on this committee and I now are co-chairing an initiative to make this resource happen (as approved at an earlier meeting.)
- Bob and I engaged in a Skype call with two Ministry people in November (while I was in Salzburg) to understand how to write/submit such a proposal.
- He and I have been in communication and will be meeting evening of January 18th and on an on-going basis to craft the proposal.

- We are creating the proposal in collaboration with subject associations: OAEA (Visual Arts), OMEA (Music) and AFEAO (French language Board - all four arts).
- We presented our proposal to our various subject associations for approval.
- We submitted our proposal to the Ministry of Education, June 1st, 2018, for the creation of a website to support Ontario schools in safety practices in the Arts.
- We are still awaiting approval but have not yet been turned down.
- AFEAO has expressed a willingness to work with CODE on all possible future initiatives related to Dance and Drama.

Resource Equity Review/Revision

- Continued organizational/management work begun by Sarah Papoff and other CODE members.
- 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.
- Analyzed dance and drama reviewers' work and summarized it.
- Created list of resources that need to be revised with an Equity perspective.
- Removed some resources from our website with technical assistance. Revisions have been initiated to allow as many resources as possible to be returned to our website in a timely manner. Brooke and Sarah have begun this work.
- Will continue this work with Sarah Papoff in September.

Open Forum Steering Committee

- Approached the Executive about the protocol for creating a Dance Sub-Committee during the October conference as I am concerned about various philosophical and pragmatic issues (e.g. philosophical: decolonizing the dance curriculum and pragmatic: dance secondary course codes) that should be minimally discussed and perhaps resolved with the Ministry before our Curriculum Refresh in a couple of years.
- Approached and met with Lauren Van Gijn, Dance Liaison, to discuss whether she also saw the need/purpose of creating such a group. She did and we agreed to co-chair this group should enough CODE folks feel it should be formed.
- We reached out to every Management Board/Executive/Member, Committee Chairs and recent Past Presidents with dance qualifications to find out who would have the time to meet before Christmas to discuss this possible initiative.
- Carmelina Martin, Christine Jackson and Brooke Charlebois offered to meet with Lauren and me in my home. The outcome was a proposal that was presented to the Executive and Management Board to establish a Dance and Drama Open Forum Steering Committee, expanding the work to include both of our Arts Disciplines.
- We subsequently asked Kat Karpenchuk, Drama Liaison, to join the sub-committee.
- Now chairing this CODE sub-committee consisting of: 6 management board/past president members: 4 Dance/Drama, 1 Dance, 1 Drama; 3 elementary and 3

secondary. We expect to branch out and involve more CODE members once the work begins.

- With Board approval, we developed a proposal to host a provincial-wide Forum about key dance and drama issues which was submitted to the Ministry June 2018 for funding.
- All proposals are currently on hold. The Steering Committee will be meeting to discuss next steps in late September, the key issue being whether or not we move forward without funding to ensure that the event would be provincial in scope.

CODE in the County Conference Committee

- Supporting Chair Matt Sheahan on an ongoing basis.
- Attended initial organizational meeting in Belleville.
- Ensured that contracts were signed and received from all Workshop Leaders and Keynote Speaker.
- Other duties as assigned by Matt.

Partners:

- Met with Wayne Fairhead, NTS Drama Festival (formerly Sears) to establish groundwork for a partnership. Will continue with Erin Brubacher and Wayne in this upcoming year to seek a continued mutually positive relationship.
- Met with Jill Carter, U. of T. Indigenous Studies and Drama Departments;
- Liaised with Brandon from Theatre Ontario in terms of a partnership connected to the Proposed Safety Document and now liaising with Ron Dodson to establish a stronger relationship.
- Personal Note: Worked in Salzburg and Nuremberg for three months, November 2017 and June and July 2018, on an opera project with a former student who is a professional opera singer and her husband, an actor. Donated my work but all expenses were paid. Used every opportunity to advocate for teachers to become international members of CODE including with a Faculty of Education, at many schools and at various arts meetings that I attended with *Bridging Arts* who would like to become a CODE partner. Set up a Toronto meeting between Doreen, professor at the Salzburg Faculty of Education (Elementary Pre-Service) and Kim Snider to tour Rosedale Heights and discuss drama in education, and the opportunity for her to observe Brooke Charlebois teaching drama/dance and music at her school in Peel.

Partnership Policy

- Revised the policy in collaboration with Dance and Drama Liaisons
- Revised policy was accepted by Management Board at June 2018 meeting.
- Drafted procedures with Lauren Van Gjin which will be presented at September 2018 meeting to Board for editing and approval.

Regular Duties:

- Worked with Cheri-Anne Byrne, Regional Rep, 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, Membership Rep, on Action Item to create a DOC with acronyms, organizations etc.
- Worked with Kim Snider to plan and chair Regional Rep meeting in August.
- 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 materials from Wendie and Ian. Would like to follow up on location for our archives. Brooke has most of it stored with her in anticipation of the 2020 conference that she will be co-chairing with Kim Snider.
- Accepted delivery of some of swag for conference also stored in my garage for now. Ensured people received posters as requested.
- 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. Lauren Van Gjin, Dance Liaison, had already "test driven" these resources and gives them her vote of approval for classroom use. We can definitely recommend this resource for our teachers.
- Engaged in an advocacy response to Toronto Star article Arts Education.
- CODE was asked to provide feedback on the draft Grades 7 and 8 Arts Additional Qualification course. I submitted feedback via Kim Snider. OCT was very receptive to our suggestions and subsequently requested a phone conversation with me as follow-up. I spent an hour on the phone with the lead on this AQ course. It was a fruitful discussion both philosophically and pragmatically.
- I hosted the January 2018 Executive and Management Board meetings in my home.

Mentorship:

- Provided mentorship as requested by individual management board members
- Worked by request with classroom teachers who have asked me to look at materials and provide feedback or for information/advice.
- Gratefully received mentorship in this second year as Vice President from Executive and Management Board members in a variety of wonderful ways, especially related to technology: Facebook, our website and Google drive.

Board Position - Treasurer

Name: Jessie Kennedy

Summary of Activity

- Reconciled the Operating, Conference, and Ministry accounts for the 2017-2018 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.
- 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.
- 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
- Organized and processed travel claims from Board members
- 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
- Regular duties of providing accounting information as required
- Paying bills and checking accounts for cleared cheques
- Maintaining financial documentation
- Depositing and reconciling incoming funds
- Correspondence with Agent and payment of Insurance Coverage, investigation of alternative Insurance policies and coverage
- Providing required account information to Pulse Treasurer
- Sourced comparative pricing and purchased posters for coming year
- Corresponding with OSSTF regarding Conference 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.
<https://www.mykawartha.com/community-story/8637260-prime-ministers-award-honours-lindsay-teacher/>

Board Position - Secretary

Name: Rochelle Matthews

Summary of Activity

- Updated CODE Google drive: Minutes and Reports, Compendium of Motions, Web Minutes
- Corresponded with member requests online
- Posted web minutes of CODE Board meetings online to CODE website
- Co-planned the OTF Summer Institute with Sarah Papoff and Tessa Lofthouse on Process Drama and Inquiry. Location will be at Western University, London, Ontario (July 2018)
- 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.
- Presented a drama/dance workshop for York U preservice teacher candidates on January 31, 2018 (location: Catholic Education Centre, TCDSB)
- Co-planned CODE Board retreat at University of Toronto, Scarborough Campus with Kim Snider (March 2018)
- Attended CODE conference at the Deerhurst Resort; managed CODE table and recorded minutes at the AGM and posted those minutes on the CODE website
- Updated CODE board contacts list (2017-2018 edition)

Board Position - Past President

Name: Sarah Papoff

I was filling the role of President from June 2017 to October 2017 when I stepped into the role of Past President.

Summary of Activity

Regular Duties

- Regular duties including reviewing email, minutes, agendas and ongoing timely communication.
- Provided feedback on letters and emails and documents for review as requested. For example in 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. Pulse: Co-created letters of support for the Pulse conference grant applications for the Ontario Arts Council with Jane Deluzio.
- **Subject Association Meetings:** Jane Deluzio and I represented CODE at the Ministry of Education's Subject Associations Meeting on October 27th. Updates about recent and future curriculum writing and Ministry initiatives were shared. Most of these have been delayed or cancelled by the current government, especially those related to Health Education and the revision of elementary social studies and the secondary grade 10 history course to include Indigenous materials and perspectives.
- Coordinated and planned operating budget 2017-2018 with Jessie Kennedy
- Organized CODE hard copy files with VP Jane Deluzio.

Committees

- **Equity Committee:** In the fall, 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.
- Supported Jennifer Giancola with the writing of the letter to the Ministry regarding our funding request. Offered suggestions and feedback. Jennifer sent a letter to the Ministry regarding funding of our FNMI and TRC related work. Thank you Jennifer. Due to the recent government change, no response has yet been confirmed other than there is a freeze on new spending.
- Collaborated with Jennifer Giancola and Ray John Jr on a proposal to present at the Ministry Faculty Forum in May 11, 2018 as per the information provided by Kim Snider in her report. This event was cancelled due to the upcoming election after much advocacy to arrange and be accepted.

Website Committee:

- Supported Tessa and the committee in negotiating a contract for the work to be carried out by Freeform on some of our immediate fixes - as per the action items.
- Communicated with Aidan about the work with Freeform. Continue to communicate with the committee and support Tessa and her ongoing work with the website updates.

Workshops and Promotion

- In August 2017, I co-planned and co-facilitated the **OTF Summer Institute** with FNMIEAO with Jennifer Giancola, Kim Snider, and Ray John Jr. It was quite successful and many great connections were made. 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.)
- **OISE WORKSHOP:** Christine Jackson asked me to present a workshop at OISE in a series of Environmental Ed and Arts workshops in Fall 2017 that she was unable to attend. I presented the Drama and Sustainability workshop co-created with Brooke Charlebois for York AQ's and it was very successful. Promoted CODE to 30 Masters of Teaching students and some TDSB teachers. I recommend pre-service and Masters of teaching workshop outreach as we are able to manage in our regions.
- **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 through to June 2018. 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.

- Co-planned the OTF Summer Institutes with Rochelle Matthews and Tessa Lofthouse on Process Drama and Inquiry. Location will be at Western University, London, Ontario (July 2018)

September 2017 resource updates:

- Ongoing communication and organizing of Aga Khan Museum resource project. Revisions on final resource posted. Landing page information received. Final report written and submitted to Ministry. This project is now complete and online on our website. Resources were promoted in two successful workshops at CODE 2017 Claiming our Voices conferences and the Aga Khan provided some promotional materials for delegates (resource USB Key and brochures).
- Webmaster Stephen Wei posted our current French translations after final changes from Brooke Charlebois - thank you to both of you. This project is complete.

Conferences:

- Attended and supported **2017 CODE conference** at Deerhurst resort with writing of program notes, reviewing programme. set-up, take down, welcoming presenters, meals and completing duties at CODE table and throughout the conference. Co-chaired AGM. Supported conference follow up with Brooke Charlebois and Liz Burnip. Followed up with Deerhurst Sales dept with feedback and recommendations.
- **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.
- Participating as Workshop Coordinator for **2018 CODE in the 6ix** and attended planning meetings. Liaising with presenters, preparing contracts, communicating with committee with presenter information for registration and website. Actively promoting this upcoming conference.

Management

Board Position - Drama Liaison

Name: Kathleen Karpenchuk

Summary of Activity

- Planned Directing Intimacy Workshop with Siobhan Richardson in March 2018. 11 members attended the 3 hour workshop hosted at Port Credit Secondary School. During the workshop Siobhan gave instructional strategies for how to approach intimacy scenes with highschool actors. She emphasized asking for and receiving clear consent

throughout the process and the importance of set choreography during a scene which does not grow and change throughout a performance run.

- Working on updating current partnerships and contacting new groups for partnerships.

Board Position - Dance Liaison

Name: Lauren Van Gijn

Summary of Activity

- Taught for OTF Curriculum Form in February 2018, using CODE resource 'Finding Balance'
- Offered workshops at the Durham Board for dance inquiry, both elementary and senior levels, using CODE resources
- Served on the Pulse head committee to plan and execute the conference
- Worked on partnership agreement 'clean up'
- Discussed new partnership agreement
- Attended NRTEA

Board Position - Equity Liaison

Name: Jennifer Giancola

Summary of Activity

- **Regular Duties:**
- Responded to emails and continued regular communication with board and other requests-- liaising with board members and members on issues of Equity
- 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.

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.
- Read the TCDSB script that was up for review (for the Conference) along with Jane. I too think the script is well done but still have concerns about the casting. If we showcase work in this area, my opinion is it should be done with more of an Indigenous cast.

Best Practices Document:

- Began the creation of a Best Practices Resource for embedding Indigenous Knowledge in the Drama and Dance Classroom with Matt and Cheri-Anne.
- Spoke at 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, but we have not connected yet. Goal was to launch this at the Conference.
- Communicated with Rose Stella of the Centre for Indigenous Theatre, Erika Iserhoff formerly Director of Native Women in the Arts for feedback on approach to Best Practices Document
- Drafted and submitted a document with support of Sarah Papoff and Kim Snider to the Ministry to advocate for funding for our project with Indigenous partners. Awaiting a reply to meet with ministry committee to discuss the project in detail
- **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 was 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

Workshops:

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

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.

- Attended the Inuit Conference on Nov 30th at the AEC (Aboriginal Education Centre

- Collaborated with Sarah Papoff and Ray John Jr on a proposal to present at the Ministry Faculty Forum in May 11, 2018 as per the information provided by Kim Snider in her report. Sarah has completed and submitted the application.
- May 11 Ministry faculty Forum was cancelled, so Ray John Jr, Sarah Papoff and I were unable to present.
- 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.
- Represented CODE at the Stratford Teacher’s Day with Cheri-Anne and Leslie

Board Position - Membership

Name: Kim Erin Spratt

Membership Overview - JUNE 2018

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

- Continued regular duties, responding to all new and other **member requests**.
- Continued correspondence troubleshooting problems with membership payments and passwords.
- Manually activated all full memberships - still troubleshooting this issue
- Corresponded with the Web Team about next steps for website and database issues: collected, summarized and documented problems and challenges with memberships system and database to share with vendors and to begin discussions and quotes for upgrades.
- Ongoing: modifying/updating lists of arts consultants and organizations for CODE (global, local, Ministry departments, subject associations etc.)
- Attended the **regional rep meeting** to brainstorm (Aug 21, 2017)
- Created a main vendor file for conferences
- **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

- 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”
- 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’ promotional videos to play on the big screen throughout the Marketplace all day.
- Oversaw the technology throughout the day in the Marketplace.
- Co-created a new welcome message for members with Kim S
- Co-created a draught advertising rate-card with Jane

Board Position - Publications

Name: Arthur Burrows

Summary of activity

Regular Duties:

- Attended CODE management board meetings: kept abreast of developments in other regions/on other committees through their minutes, submitted summaries of activities
- Attended annual retreat: engaged in planning for the upcoming year
- Published blog posts to Facebook and the CODE website to promote CODE events such as the Directing Intimacy Workshop and promotion of Roseneath’s staged reading of *Ladies and Gentlemen, Boys and Girls*
- Promoted CODE through personal Facebook posts
- Reviewed requests to post to the CODE website

Conferences:

- Attended and helped to support the 2017 CODE Conference, posted workshop outlines following the conference
- Participated in planning for 2018 annual conference and 2019, 2020 conferences
- Networked on behalf of CODE at the Canadian Centre for Gender and Sexual Diversity’s Ontario Educators’ Conference, FESI at York University, White Privilege Conference
- Pulse: Attended morning of Day 1 to better describe and promote the conference to interested teachers in the future

Networking:

- Promoted CODE to teacher candidates at York University, teachers in Toronto communities
- Engaged in professional development related to capacity building re: decolonizing and indigenizing drama and dance through connection with Indspire
- Spoke to participating teachers about CODE while adjudicating for the National Theatre School Ontario Drama Festival

Board Position - Communications

Name: Tessa Lofthouse

Summary of Activity

Regular Duties

- Updated Board Member profiles based on changes to the board, created new email addresses and changed aliases, and uploaded conference workshop notes
- Responded to concerns about the website: workshop registrations, PayPal issues, new memberships
- Added Events tab to the main menu of the website
- Clarified workflow for website support requests
- Made recommendations related to budget for the website to the Executive
- Promoted the conferences on social media

Website Resources

- Unpublished or edited resources based on the recommendations of the Equity Committees audit
- Provided translations to French for several resources

Workshops

- Created the workshop registration for the Directing Intimacy workshop. There were issues with the registration page which I communicated to our website maintenance team.
- Created a how-to document for creating workshops, participated in registration testing and made any fixes necessary for the CODE in the 6ix and CODE in the County conferences
- 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>
- Submitted a proposal 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
- Co-planned and presented OTF summer institute (July 18-20th) with Sarah Papoff and Rochelle Matthews on Process Drama and Inquiry

Website Renewal Committee

- In February 2018, facilitated website fixes identified as priorities by the Website Renewal

Committee with FreeForm.

- After seeking quotes, liaised with FreeForm in February 2018 regarding CiviCRM update necessary to alleviate PayPal problems. There have been no issues with PayPal since then, but other bugs came about because of the CiviCRM update which needed to be addressed (formatting, communication between PayPal and the website, for example).
- Collected responses from board members regarding bugs - met with FreeForm on May 23rd to address these concerns, requested additional budget for fixes.
- Planned for an update from Drupal 6 (where we're at) to BackDrop which must happen by the end of 2018:
 - 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 non-profits; 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
 - When this upgrade happens, Civi CRM 4.6 needs to be upgraded to CiviCRM 5.0
- Gave FreeForm permission on behalf of the committee to begin updates in the fall of 2018.

Board Position - 2017 Conference Chair

Summary of Activity

- Thank you to the Chair Liz Burnip, the conference committee team, and the board for all their help in making this a great conference
- Financials - Due to a smaller than anticipated delegation, the conference was down \$2000 out of operating budget.
 - Recommendations to set conference price accordingly in future - adjust fee for future delegates
 - Recommendation - set aside money towards 2020 Conference
- % Ken registrar - 85 delegates
 - Mostly secondary teachers 47%
 - Positive review of workshops, keynotes
 - Cons - far venue, expensive
 - Recommendations - If we close conference website, capture everything on it for future use, have keynotes in daytime, more down time, repeating popular sessions
 - Recommendations

Better our communication strategies. It is vitally important to have the Conference Chair at the September meeting attended by Conference Chair and all board members to review to-do list for the conference

- Create a detailed job list
- Hold a board meeting the Friday night of the conference
- Having Tech and Swag as a duty on the duty roster
- Have a Presenter's Rate (more than the board rate, less than delegate rate)
- Be very clear about how many free rooms we have and who they are given to

- Create pre-registrations for other conference events, like family event
- Sourcing money for FNMI relationships at the conference
- 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

Board Feedback and Recommendations:

- Work on communication protocols, competitive conference package rates, and take into consideration the venue amenities that we don't often have time to use
- Hotel costs are going up for food, need to revisit conference rates.
- There needs to be a clear conference meeting schedule. Dividing responsibilities need to be clearer. The conference roles should have more than one person on key jobs (marketplace, promotions etc.). It's hard to pay for conference for some as is, so look at bringing costs down
- Brock volunteers really enjoyed the experience. We should revisit how we treat our volunteers (money for travel, food). Rates are high for retired teachers.
- Washrooms at the venue 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.
- Most conferences don't pay presenters, we still do and this is partly why costs are high.
- We should consider bringing back the one-day option.

Board Position - 2018 Regional Conference Chair

Name: Dan Lalonde

Summary of Activity

- 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 UTS to discuss their interest in being potential hosts for the 2018 conference.
- After review, finding proper breakout spaces at a Mirvish space seemed challenging so we moved ahead with solidifying UTS as the home of the 2018 Regional GTA Conference
- Date of 2018 Conference - Saturday October 20, 2018 @ UTS
- Promoted CODE and the Regional Conferences at Peel's Ontario Drama Festival Annual Workshops and Meeting.
- Had stellar meetings with Barry Freeman and Julie Witt at UTSC to discuss the GTA Code Conference throughout the year
- Had meetings with the conference committee to over the year to discuss and plan the elements of the conference

- 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
- 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.
- At the end of the summer, I met again with Julie Witt (our UTS rep) and Caroline Watling (UTS student volunteer Rep) to discuss room allocations for the workshop streams, lunch space, logistics of how the student volunteers can help at the conference
- I have communicated with our tdsbCREATES presenters in confirming their performances for the keynote closing. Confirmed we have two dance pieces by William Lyon Mackenzie and Scarborough Village and a spoken word piece - Shahaddah Jack is confirmed. Melanie Bennett is confirmed
- Continuing to connect with various companies re: Trade Fair booths
- I have continued discussing the Panel Talk with Barry Freeman in determining the direction of questions for the panel to deconstruct:
 - Guiding questions - What are the strengths and shortcomings of the arts (and especially theatre/performance/dance) community/communities in the GTA today?
 - What should educators, primary, secondary or post-secondary, professional or 'liberal arts', be doing better to support the health and success of those communities?

Board Position - Eastern Rep

Name: Matthew Sheahan

Summary of Activity

- Composed and sent monthly mailings
- Attended CODE Management Board Meetings
- Liked and forwarded/shared Facebook messages, invites and Tweets
- Read and responded to emails needing attention by the Management Board
- Read and responded to emails and inquiries from eastern members and businesses

- Attended Brock University drama symposium, participated in workshops and spoke on behalf of CODE
- Helped coordinate 2017 CODE Conference volunteers at Deerhurst Resort
- Facilitated a workshop on a Residential Schools Process Drama at the 2017 CODE Conference
- Attended the OTF Curriculum Forum on behalf of CODE
- Facilitated a drama workshop on a Residential Schools Process Drama at the 2018 OTF Curriculum Forum
- Attended NRTEA and functioned as a discussion facilitator, as well as promoted and discussed CODE with other delegates

CODE in the County

- Organized CODE in the County November conference
- Facilitated Conference Committee meetings and duty roster
- Marketed and advertised through social media, email, text and in person networking to get people to attend CODE in the County
- Arranged for the space, posters, brochures and catering for the conference

Board Position - Central East Reps

Name: Bill Walker

Summary of Activity

- Nothing to report; new to the board June 2018

Board Position - Central West Rep

Name: Cheri-Anne Byrne

Summary of Activity

- Continued regional duties including mailings and meetings
- Ran family events at CODE conference and helped with other conference items
- Attended ARTSECO meetings on behalf of CODE
- Met with Shaw and Stratford educational departments to build relationships for future events and conferences.
- Volunteered and attended FNMIEAO conference.
- Set up PA day with district school board of Niagara but unfortunately it did not run due to low enrollment.
- Working on plans for fall 2019 conference in the West

- Attended Stratford teacher day in May as CODE Representative
- Proposed summer institute for OTF with Equity Liaison

Board Position - Metro Toronto Rep

Name: Ayesatta Conteh-King

Summary of Activity

- Communicated with Metro Toronto CODE members through mailings and email responses
- Promoted CODE events via social media (twitter, Instagram, Facebook)
- Networked with TDSB teachers at TDSB and ETT/ETFO events to become CODE members
- Chair of ETFO Arts Standing Committee
- Attended and supported attendees at CODE Conference (Deerhurst)-supported/thanked presenters
- Attended TDSB CREATES arts leadership planning group-used this opportunity to promote and share our ongoing arts advocacy work and endeavors

Board Position - North Eastern Rep

Name: Andrea Lefebvre

Summary of Activity

- Nothing to report; new to the board June 2018

Board Position - North Western, Canadian & International Rep

Name: Tina Vieira

Summary of Activity

- Nothing to report; new to the board June 2018

Board Position - Western Rep

Name: Leslie Turcotte

Summary of Activity

- Attended and supported CODE conference 2017
- Attended the OTF CODE workshops in the summer 2018
- Verbal and email communication with local members about the upcoming conferences
- Updated Facebook Western Forum page with conference information
- Met with Lois Adamonson from the Stratford Festival about a possible conference for Fall 2019
- Collaborated with Cheri-Anne to put together a schedule and budget for a possible Stratford conference 2019
- Sent a newsletter to Western members in the winter, spring of 2018
- Organized an upcoming workshop for Bluewater Elementary school teachers. I will advertise the upcoming conferences with them.