



**Management Board Meeting Minutes - Published to Web
Saturday, November 22, 2014 12:30 – 4:00 pm
Gordon Graydon SS, Mississauga, Ontario**

1. Routine Business

Call to order: 12:55pm

Brooke Charlebois moves to adopt the minutes from the September meeting. Andrea Santangelo, seconded. Motion carried.

Business from last meeting: None

Action items from last meeting: None

Liz Burnip moves to adopt the agenda for the November meeting. Rochelle Matthews, seconded. Motion carried.

- Sarah Papoff welcomed new Board members: John Thomas as Central West Rep, Jessie Kennedy as Northeaster Rep and new executive Clyre Lyndley, and Daniel Lalonde. Moves include Julia Gutsik as Dance Liaison, Gisele Paquette as Eastern Rep and Jeff Newberry as Conference Chair. Northern Rep and Communications Board members are still open.

2. Board Reports

Management Board shared highlights from their reports.

2.1 Exec Reports

Executive shared highlights from their reports.

3. Conference Report

- Gisele Paquette shared highlights and thank yous from her reports.
- Brooke Charlebois summarized the conference report.

4. Discussion Items

4.1 Advocacy Brochures and Video

Request for a working group at the March Board retreat.

4.2 Writing Projects

French Resources

MOTION: I, Sarah Papoff, move for CODE to embark on two Drama and Dance Inquiry writing projects; First for Elementary in early part of 2015 (in current fiscal year), and for Secondary in later part of 2015 (in next fiscal year). Budget to be set in January 2015. Seconded, Shawn Rocheleau. Carried, all in favour.

4.3 Sears Festival

Shawn Rocheleau – suggests CODE offering workshops at regional Sears Festivals.

Meeting adjourned 4:00 p.m. after working groups.

Board Reports

Executive Reports

Board Position - President

Name: Sarah Papoff

Summary of Activity:

- Continued with my regular duties (corresponding via email with members and board members), attending meetings etc.
- Attended the **2014 CODE conference** and performed my duties as vice-president: thanking presenters, supporting events, introducing and thanking the keynote Lynn Fels, performing duties as assigned, networking and presenting my research in a panel discussion. Thanks again to all who attended. Thank you to Gisele and the committee for a wonderful weekend!
- Attended **OTF Ministry Updates** and presented on behalf of CODE in the Learning Carousel about Drama, Dance and Inquiry. Gave subject association updates. Participated in meeting on Inquiry with Ministry updates. Please see this link for collaborative notes: <http://goo.gl/EIto0q>
- Attended **OTF Forum meeting** with a focus on the Everyone is Able resource and a tour of the new ETFO building. Please see this link for collaborative notes: <http://goo.gl/0YjrPX>
- Liased with board members (Publications and Vice President) as they transitioned into new roles to discussed roles and strategies.
- Updated email list and contacts with Shawn Rocheleau via the website and gmail.
- Attended **CNAL Networking Hub** with Metro Toronto rep Rochelle Matthews, where we promoted CODE and gathered information about their new project.

- Continued to update Facebook page and website with current information such as the NRTEA annual report.
- Communicated with membership via first official monthly mailing to membership with updates about current executive and management board changes.

Board Position - Vice President

Name: Daniel Lalonde

Summary of Activity:

- Assumed role October 2015

Board Position - Past President

Name: Brooke Charlebois

Summary of Activity:

- continued with my regular duties (corresponding via email with members, attending meetings etc)
- served as the workshop coordinator for the 2014 conference at the Delta Ottawa
- followed up with the Delta Ottawa and Delta Meadowvale regarding CODE's concerns from the 2014 conference (See summary of recommendations from the registrar's report)
- Presented at York University faculty of education pre-service program. This continues to be an important relationship to maintain as this is often the ONLY dance training (2-3 hours) that these teacher candidates receive.
- NOTE: this is the final year of the 1 year BEd program. York University is phasing out the concurrent education program. Going forward there will only be the 2 year BEd program at York.
- I am currently working with the Burlington Performing Arts Centre to do the educational programming for their children's shows. I will be actively promoting CODE at those sessions

Board Position - Secretary

Name: Clyre Lyndley

Summary of Activity:

- Learning duties of new role
- Continued to monitor 2014 Conference; working towards closing budget by January 2015
- represented CODE at ETFO Membership meetings

Board Position - Treasurer

Name: Jenn Mavity

Summary of Activity:

- continued to manage and update finances
- organized and ordered new swag (bags, banners, posters, brochures)
- calculated current and past HST (as per AGM discussion) to be claimed on operating account

-worked with accountant, and conference and Pulse treasurers to calculate previous HST spent and prep for current year tracking
-represented CODE at Arts Conference Brock Faculty of Ed students with a drama workshop presentations

Board Reports

Board Position - Western Representative

Name: Sarah Hodgkinson

Summary of Activity:

- spent a day in late October calling all the non-Catholic boards in my region (Bluewater, Avon-Maitland, Greater Essex County, Lambton Kent) and was not able to establish contact with any Arts coordinators. Left messages for someone to call me back or email me ASAP. Haven't heard from any board yet.
- Thursday, December 11th - Inspiring Writing Through Drama workshop at TVDSB for 30 teachers. The workshop filled in less than two days once the portal was open. Patrice Baldwin has offered to Skype with us during that "Parking Lot" section at the end of the day with any questions!
- Distributed *NEW* posters and pamphlets to all high school dance teachers in TVDSB through Helen Coker. All dance teachers were also informed of Pulse.
- Joined a Math Through the Arts task force for Thames Valley D.S.B.. Our first meeting is Thursday, November 20. Each task force member will receive CODE posters and pamphlets that day.
- I will need more posters and pamphlets at this Saturday's meeting. Please bring them!

Board Position -PAST Eastern Rep/ CURRENT Dance Liaison

Name: Julia Gutsiik

Summary of Activity:

- Sent out mass email to Eastern Members regarding 2014 CODE CONFERENCE
- Was contact person for Luca Lazy Legz and Propeller Dance Company for the CODE conference
- Purchased conference supplies and picked up flyers from Propeller Dance for CODE swag bags
- Volunteered a full day on Oct.17th and all weekend for the CODE conference setting up the venue, running errands, DJing the Gala and helping Gisele with any tasks
- As Dance Liaison, I have responded to emails
- Brainstorming ideas on how to connect Universities and the National Arts Centre with CODE
- Met with Carmelina for a meeting about Pulse

- I will be taking the position as head of steering committee for Pulse 2016 (taking place in Ottawa)
- Meeting with Carmelina and her team on Jan.31st, 2015 in Kingston to start the planning of Pulse 2016
- Interested in organizing a mini workshop/conference with educators in Ottawa (where they take workshops/share dance resources etc). Planned for Jan. 2015 or Oct. 2015

Board Position -Drama Liason

Name:Liz Burnip

Summary of Activity:

- Attended and promoted the fall CODE Conference
- Purchased materials for mask making station at conference
- Created Signage as requested for all rooms at conference
- Brought a stash of supplies that could be used by all at the conference
- Performed my duties as required and assisted Trade Fair participants with their “pack up and departure”
- Promoted CODE at OISE through my student teacher this month.
- Volunteered at the ETT Creativity Conference at Ryerson to promote CODE
- Working with TIFF to create a CODE/ Educator session in Feb... more details to follow
- Promoted CODE at the TDSB afternoon board Arts ACL/ CL meeting. Distributed conference bookmarks.
- Gained a free table for CODE at the ETT conference on Dec. 5 and trying to find someone to be at the promo table that could see up to 4000 educators...
- Linking all Sears Ontario Drama Festival educators with CODE and promoting the fall conference.
- Continuing to post, share and tweet CODE activities, literature, articles and pictures on Facebook, twitter and Instagram

Board Position - Publications Chair

Name: Shawn Rocheleau

Summary of Activity:

- Updated CODE Website pages - Board, Constitution (cleaned up the page - no changes), cleaned up home page
- Met with President to discuss future Publications strategies and needs
- Updated and standardized Board Member email signatures
- Uploaded 2014 Conference documents to site
- Created a permalink to our Facebook page
- Communicated with (former) Communications Chair to begin process of standardizing all of our social media platforms
- Discussed some preliminary ideas about the 2016 Conference location

Board Position - Central Eastern Rep

Name: Cameron Ferguson

Summary of Activity: Connected with several theatres including Markham Theatre and Nineteen on the Park- will let me know of any upcoming PD for teachers
Will be doing a drama workshop at several elementary schools and promoting CODE in the coming months

Board Position - Metro Toronto Rep

Name: Rochelle Matthews

Summary of Activity:

- Attended and promoted the CODE Conference in Ottawa
- Attended the networking hub for the Canadian Network of Arts and Learning (CNAL) in Kingston, Ontario as well as the networking hub in Toronto at the Conservatory of Music. I attended the Toronto event with President of Code, Sarah Papoff. We promoted CODE and gathered information about their upcoming research project pertaining to the evaluation of the arts
- Attended book launch for Kathleen Gallagher's new book, "Why Theatre Matters" at OISE
- Continue to correspond with various arts institutions, program coordinators promoting CODE and sharing information to Toronto Members
- Began preliminary talks to generate ideas for 2016 CODE Conference
- Continue to share all things drama and dance via CODE's twitter, facebook and website

Board Position - Central Western Rep

Name: John Thomas

Summary of Activity: Nothing to report

Board Position - Eastern Rep

Name: Gisele Paquette

Summary of Activity: See Conference report.

Board Position - Conference Chair

Name: Jeff Newberry (and Daniel Lalonde)

Summary of Activity:

- First meeting will be in January 2015