



**Management Meeting**  
Saturday, January 17, 2015  
1:00 pm – 4:00 pm  
Location: Gordon Graydon

Co-chaired by Daniel Lalonde, Vice-President and Sarah Papoff, President

Board Members present: Sarah, Dan, Brooke, Jenn, Clyre, Rochelle, Jeff, Jessie, John, Shawn, Andrea, Sarah H. (via Skype)

**1. Routine Business (1:00 – 1:30)**

1.1 Call to order, adoption of minutes of the last meeting - called to order at 1:10pm

1.2 Business arising from the minutes

1.3 Adoption of Agenda

- Motion: I Brooke Charlebois move to adopt the agenda. I Rochelle Matthews, Second the motion. Motion Carried.

**2. Reports (1:30 – 2:00)**

2.1 Board Reports: only key highlights.

2.2 Conference report

MOTION: I, Sarah Papoff, move that CODE adopt a working artist membership at a cost of \$25 per member beginning March 1st, 2015. I, Brooke Charlebois, second the motion.

AMEND MOTION: I, Sarah Papoff, move that CODE adopt a working artist membership at a cost of \$25 per member beginning March 1st, 2015. This artist membership will be reviewed at the November 2015 meeting. I, Brooke Charlebois, second the motion. Motion carried - all in favour.

2.3 Exec Reports

**3. Inquiry PD activity** – based on monographs and handout. (2:00- 2:45)

#### **4. Discussion items: (2:45 – 3:30)**

4.1 Website –Launch and Next steps

4.2 March Retreat

MOTION: I, Brooke Charlebois, move that the Board will empower the Executive to make the decision regarding the location of the 2015 March Retreat. Seconded by Jeff. Motion carried - all in favour.

4.3 Writing project

#### **5. Working Groups (3:30 – 4:00)**

5.1 Communication and mailings: Regional Reps

5.2 Advocacy: Dance and Drama Liaisons

5.3 Past President and Secretary

5.4 Membership and Vice President

5.5 Publications: Update photos and website

Meeting adjourned after Working Groups - 4 p.m.

## **CODE - Council of Ontario Drama and Dance Educators Board Reports**

### **Executive**

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

Name: Sarah Papoff

#### **Summary of Activity:**

- ongoing communication with members and CODE stakeholders and board members via email and telephone.
- planned upcoming meeting and organized agendas, minutes with Clyre and exec.
- attended first conference committee 2015 meeting (see minutes and conference report)
- prepared and submitted workshop proposal on inquiry to Ministry Faculty Forum in May (With Brooke Charlebois, Jane Deluzio and Kim Snider)
- Attended ETT PD day with Clyre Lyndley and Shawn Rocheleau to promote CODE

- Booked and begun organizing CODE website celebration in the Nexus Lounge at OISE on February 19th. Details to follow in invitation and Rochelle's report. There will be a book signing with Larry Swartz, David Booth and Kathleen Gallagher
- Composed response to CNAL after research hub regarding the research project into an Canadian arts assessment and evaluation handbook and CODE's position.
- Connected with Shawn and Aidan regarding benefits page to website and ongoing maintenance. Connected with new benefits partners and sent information to membership.
- Supported and connected with Brooke regarding the call for writers for the Inquiry writing project.
- Communicated with members regarding ongoing events and the call for proposals.
- Emailed the call for proposals to many stakeholders. Supported and connected with Daniel and Jeff regarding this process.
- Shared CODE Panel on pre-service education notes with the members: an important read for board members.
- Co-planned upcoming TCDSB workshops with Rochelle and Brooke for January 26th and January 29th.
- Liased with leads of OMEA and OAEA regarding joint initiatives - still need to meet and complete.
- Reviewing OCT's framework on behalf of CODE. (with Brooke)
- Continued to updated Facebook page and website with ongoing CODE initiatives and information.
- Upcoming: attending ARTSECO with Daniel to report on CODE initiatives and speak with members regarding CNAL handbook issue, attending CNAL research hub February 18

## **Board Position - Vice President**

Name: Daniel Lalonde

### **Summary of Activity**

- Visited the Delta Meadowvale with Jeff and reviewed the logistics of the conference with the site coordinator
- Completed the Call for Workshops proposal which is now live (link at code.on.ca or [http://dramafocus.formstack.com/forms/code\\_proposals](http://dramafocus.formstack.com/forms/code_proposals) ).
- Attended first Conference Committee meeting
- Continued updating the CODE Twitter page

- Ongoing development of the conference website
- Connected with arts coordinators from Ontario re: the CODE Conference
- Connected with all theatre companies in Toronto re: CODE Conference
- Connected with potential Trade Fair Vendors to discuss the changes for this year's Fair
- Promoted CODE at Brock University's Arts Education Fair
- Accepted to present at the SDEA Drama Conference in Singapore (June 26-28)

## **Board Position - Treasurer**

Name: Jennifer Mavity

### **Summary of Activity**

- continued to update records and manage funds for operating account while communicating to president regularly
- worked with accountant and CRA to ensure HST application was filed properly and completely (communications with CRA continue)
- liased with 2014 Conference Treasurer to ensure smooth transition of files and record keeping for 2015 Conference
- met with 2015 Conference Committee and took on role as 2015 Conference Treasurer
- ordered new, updated swag including banners, posters and brochures to be distributed throughout the province

## **Board Position - Secretary**

Name: Clyre Lyndley

### **Summary of Activity**

- Continued to learn and fulfill my new duties as Secretary
- Represented CODE at ETFO and ETT Arts Committee meetings
- Promoted CODE at ETT Federation Conference
- Promoted CODE at York U Con-Ed department
- Closed 2014 Conference Budget
- Transferred 2015 Conference Responsibilities to Jenn Mavity

## **Board Position - Past President**

Name: Brooke Charlebois

### **Summary of Activity**

- continued my regular duties
- promoted CODE at BPAC teacher PD - a large number of teachers have still not heard about CODE!
- Presented an ETFO workshop with Amanda and promoted CODE
- Assisting with getting the conference committee up and running
- collaborated with Sarah on CODE's proposal to present at the Ministry/Faculty Forum in May
- collaborated with Sarah on CODE's response to CNAL Assessment document
- reviewed OCT's professional learning framework on behalf of CODE
- begun preliminary planning for our 2015 retreat/elementary inquiry writing project to be held at the Meadowvale Delta

## **Management**

## **Board Position - Drama Liaison**

Name: Liz Burnip

### **Summary of Activity**

Nothing to report.

## **Board Position - Dance Liaison**

Name: Julia Gutsik

### **Summary of Activity**

Fulfilled regular duties.

## **Board Position - Membership**

Name: Andrea Santangelo

### **Summary of Activity**

- continue to respond to and update CODE memberships

- joined CODE Conference 2015 committee
- promoted CODE at board FDK inservice

Membership Summary										
Members by Type	December – (Last Month)			January (MTD)			2015 (YTD)			Current #
	New	Renew	Total	New	Renew	Total	New	Renew	Total	
<b>CODE Full Member</b>	9	3	12 [ 12 ]	15	2	17 [ 17 ]	15	2	17 [ 17 ]	421 [ 421 ]
<b>First Year Teacher</b>	5	0	5 [ 5 ]	11	0	11 [ 11 ]	11	0	11 [ 11 ]	137 [ 137 ]
<b>Free Pre-Service Student</b>	0	0	0 [ 0 ]	0	0	0 [ 0 ]	0	0	0 [ 0 ]	133 [ 133 ]
<b>Honorary Member</b>	0	0	0 [ 0 ]	0	0	0 [ 0 ]	0	0	0 [ 0 ]	7 [ 7 ]
<b>Totals (all types)</b>	<b>14</b>	<b>3</b>	<b>17 [ 17 ]</b>	<b>26</b>	<b>2</b>	<b>28 [ 28 ]</b>	<b>26</b>	<b>2</b>	<b>28 [ 28 ]</b>	<b>698 [ 698 ]</b>

Primary member counts (those who "own" the membership rather than receiving via relationship) are in [brackets].

## Board Position - Publications

Name: Shawn Rocheleau

### Summary of Activity

- continuing to update information on website to make it more functional on the new platform
- working on reinstating the Membership Benefits page and making all membership benefits available to members
- ongoing uploading of resources to the website
- updated the Facebook and Twitter feeds
- learning back end of the website
- Met with Rochelle to discuss venues for 2016 Conference

## Board Position - Communications

Name: (VACANT)

### Summary of Activity

## **Board Position - 2015 Conference Chairs**

Name: Daniel Lalonde & Jeff Newberry

- Toured the Delta Meadowvale with our conference site rep and discussed our vision for the conference.
- Selected all of the rooms for workshops (ensuring we had ample space for dance workshops).
- Wrote and posted the Call for Workshops site.
- Connected with Arts Reps in Ontario and with GTA theatre companies to spread the word about the Call for Workshops
- Had our first Conference Committee Meeting
- Connected with local theatre companies and other organizations about this year's revamped Trade Fair concept
- Ongoing development and writing of the Conference website

## **Board Position - Eastern Rep**

Name: Gisele Paquette

### **Summary of Activity**

Nothing to report.

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

Name: Cameron Ferguson

### **Summary of Activity:**

- In contact with theatre 19 on the Park to look for possible teacher PD
- Have scheduled to go into two schools to do workshops and speak with staff

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

Name: Rochelle Matthews

### **Summary of Activity**

- started invite list for CODE website re-launch.

- Corresponded with Sarah Papoff and David Booth to coordinate a book signing featuring David, Kathleen Gallagher and Larry Swartz that will happen at the launch party at OISE's Nexus Lounge on February 19th
- sent out update mailing to members
- met with 2015 Conference Committee. Agreed to be Workshop Liaison
- met with Shawn Rocheleau to discuss other possible venue sites for the 2016 conference; made short list.
- made contact with Pat Quigley (Interim Director of Education) at Stratford Festival to inquire about the possibility of co-hosting 2016 Conference.

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

Name: John Thomas

### **Summary of Activity**

Nothing to report at this time.

## **Board Position - Western Rep**

Name: Sarah Hodgkinson

### **Summary of Activity**

- December 11, 2014 - presented "Inspiring Writing Through Drama" workshop at TVDSB office to 30 participants. Gave most of them the new CODE "Creative Process" posters, pamphlets and bookmarks.
- January 30, 2015 - completing "Arts/Math Task Force Team" project with Music, Visual Arts, Drama and Dance teachers. This task force is preparing resources which use The Arts as a means to deliver Math curriculum. CODE website resources will be highlighted.
- Will require more posters (Creative Process) when I attend the March meeting so they can be distributed amongst elementary drama teachers at the Drama Festival. Drama Festival booked for TVDSB schools for Monday, May 11 with details being sent to principals in the last week of January.

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

Name: Emily Caruso-Parnell (returning)

### **Summary of Activity**

Nothing to report at this time.



## **Board Position - North Western Rep**

Name: Jessie Kennedy (new)

### **Summary of Activity**

- Assumed role effective January 17th, 2015 (meeting date)