

C.O.D.E. MANAGEMENT BOARD MEETING

JANUARY 29, 2005

THEATRE DIRECT 720 BATHURST ST., TORONTO

Present: Donna Marie Baratta, Wendie Gibbons, Bruce Fox, Christine Jackson, Peter Mansell, Laurel Brown, Pat McCarthy, Kimberly Snider, Dre' Gravelijn, Mary Holmes, Andrea Goldfarb, Heather Downey (tele)

Regrets: Carmelina Martin, Amanda Conrad, Kristie Mcleod, Shannon Creedon, Lorraine Sutherns

Absent: (tele) Carolle Mageau, Shelley Smith-Dale

Donna Marie called the meeting to order at 1:17. There was a roundtable of introductions. Christine gave Donna Marie flowers and wished her good luck as the new President. The group gave D-M a round of applause. Donna Marie welcomed Mary Holmes as the new Western Regional Rep., Kimberley Snider as one of the new Toronto Reps, Andre' (Dre') Gravelijn as the Drama /Dance Advocacy Chair, Peter Mansell as the new Secretary and Laurel Brown as the new Drama Liaison joining Pat McCarthy in that role.

1. Routine Business

1-1 Peter passed around a sheet to update names, addresses, emails

1-2 Minutes were adopted from the previous meeting, remembering that AGM minutes carry over from AGM to AGM.

1-3 Business arising from the minutes was actually dealt with at the AGM. See minutes for AGM for details of this

1-4 Christine moved adoption of the Agenda later in the meeting, after quorum was achieved. Information items were covered until latecomers arrived. When the Agenda was adopted, a Drama Report 3-8 was added. Later, when the Membership Chair connected by phone, the Membership Report 3-9 was included.

2. Discussion / Decision Items

2-1 Dates and locations of future meetings decided at the Executive Meeting:

APRIL 30 – Special WORK DAY at OISE – a.m. & p.m.

JUNE 25 – at Theatre Direct 1:00 p.m. – 4:00 p.m.

SEPTEMBER 24 – at Theatre Direct 1:00 p.m. – 4:00 p.m.

NOVEMBER 26 – at Theatre Direct 1:00 p.m. – 4:00 p.m.

2-2 Conference Report – (see attached report)

Dre' emphasized the co-operation and teamwork of this year's conference committee and thanked the Management



and Executive for support throughout the project which all present agreed was a success.

Dre' pointed to various aspects of the report, including the feedback from the delegates, which appear as percentages. He suggested that we can see our strengths and areas for improvement in these statistics.

2-3 Dre', Andrea and Wendie and all members of the Conference Committee were thanked and applauded for their efforts in creating the Deerhurst Conference, 2004.

Christine mentioned that we are looking for a Conference Chair to represent CODE in the joint CODE / OSEA Conference in 2005. At the same time we are looking for a Northeastern Rep..

3. Reports

3-1 DANCE FEST – (no written report) Laurel reported that Dance Fest will run May 6-8 in Barrie under the supervision of Deb Grant. It will retain a competitive element. It is connected financially to WORAC (Western Ontario Regional Arts Council) who is supporting it. Dance Fest hopes to pay back the seed money it owes to CODE in increments as it realizes profits each year.

Laurel also mentioned that a different group called Kinetic Cohesion, organized by Janis Price from Eastwood Collegiate, Kitchener, is happening April 21-23. (This is mentioned in the Dance Report) Laurel said that Kinetic Cohesion is an independent group of dance teachers who will NOT feature competitive elements.

Wendie asked if Kinetic Cohesion also intends to use the CODE logo. She stated that if CODE has money invested in Dance Fest, and our logo is on the advertising, we need to be part of the decision making process somehow and at least part of the communication loop.

Wendie asked: what is the protocol for advertising non-profit organizations?

Peter was asked to draft a protocol: *"Where appropriate, CODE will promote and encourage non-profit Drama & Dance initiatives in Ontario."*

Bruce suggested that this protocol may open the door into supporting not-for-profit theatre companies and many other groups. We may not be able to meet the intention of this protocol.

ACTION - Christine suggested that we defer this to the Work Day, April 30. **Agreed.**

ACTION – Laurel will confirm for the Board the details of our status with Dance Fest, WORAC, and Kinetic Cohesion.



3-2 PULSE – Carmelina was absent, but met earlier with Donna Marie who spoke to the report (see attached report)

D-M identified the transportation costs as a concern, but suggested that the “buddy” system for travel and accommodation would save dollars.

Bruce looked at the overall cost of \$57,500 and identified fundraising as a large issue. He questioned the 250 students X \$230 in the budget. Will students pay that much for an entrance fee?

Christine was excited by the scope and breadth of the conference, but somewhat nervous as CODE has never before sponsored such a high-budget event. She hopes that the fee for students can be brought down considerably, to make the conference accessible to all students.

Christine thinks a reliance on fundraising is risky, and she applaud the extensive efforts Carmelina and her committee have made to date to acquire funding support.

She would like to see CODE support PULSE in continuing to seek non-corporate sponsors for the conference. She identifies her opposition to corporate sponsorship of educational initiatives as a personal political view, that may not be shared by other board members.

Bruce speculated that if the planners were hoping to bring the costs down to \$150 or even free the event may not work financially. The line items are too high.

Dre’ and Andrea both looked at items in the budget, such as bags, and suggested, from their experiences with the conference, that many of the budget items could be secured at a much cheaper price.

Laurel suggested that having to choose a fixed number of dancers from the dance team at any school is a hard decision for any dance teacher.

Dre’ suggested that using links on the CODE website may save money in some areas.

Christine is concerned that if Pulse has no major funding or grants so far, this is a critical situation. She underlined her previous concern that the alternative is corporate sponsorship, which she opposes.

Bruce reflected many of the thoughts on the board that Pulse is an exciting event, which should succeed. He suggested that CODE really wants to support this event, but pointed out that there are problems with the numbers.

ACTION – PULSE planners are requested to rework the budget and come back to the Management Board with the costs brought down.



3-3 REGIONAL REPORTS (no written reports from any of the 8 regions)

Toronto – Kim has kept in touch with the list of people in her zone. She has begun to introduce herself in her area. She reports excellent partnership happening between the Public and Catholic boards. She is aware of Ka’ja Dance in the area. She asked if Heather could re-package the membership lists for her region.

ACTION – Heather Downey to send all Regional Reps the appropriate updated lists for their areas.

Western - Mary Holmes suggested that as Language & Arts Co-ordinator for the London Catholic Board, she is able to access many of the networks and lists. She needs to know names beyond her network.

Laurel reminded her that the previous Regional rep for CODE was Luanna Alexander.

Peter reminded the Board that as Secretary he has overview of the Regional Reps. He plans to examine the Regions and hopefully help to rebuild a network of CODE communications links to each city and town which will be useful for Drama /Dance Liaisons and Advocacy work as well.

ACTION – Peter to begin working with Regional Reps on building network. Drama / Dance Liaisons and Advocacy Chair to co-ordinate with this effort.

3-4 OTF / MINISTRY MEETING (written report attached)

Christine reported on: Sustaining Quality Curriculum (SQC), “Think Literacy” and the Exemplars initiatives in the Ministry. She commented that in her view, the Review Process is critical, and she hopes the Government will improve the breadth of the consulting process.


Christine is concerned that the government will want to lump the Arts subjects together under one Education Officer.

Peter asked if it would be a strategic move to draft a letter to the Ministry asking for separate Education Officers for Drama, Dance, Visual Art and Music. He volunteered to work with Christine, if she would draft such a letter.

ACTION: Christine to consider drafting a strategic letter to the Ministry to indicate our preferences vis-à-vis separate education officers for arts subjects. Peter to help edit it. (This action was amended at the June 25 meeting. The President is now responsible for this action)

Christine expressed the wish to see the “Think Literacy” work extend to Grades 8-12 in all subject areas.

Christine would like to see CODE more involved in the Exemplar work since we have, within Dance and Drama most of the resources to teach literacy.



Mary Holmes and others echoed the frustration we all feel when educators use drama and dance techniques to teach Literacy, but exclude us from the process of planning and deciding its directions.

3-5 JOINT CONFERENCE: CODE and OSEA – (no written report)

The planning meeting was cancelled Jan 22, due to bad weather. The CODE representatives on the joint committee are: Andrea Goldfarb, Dre' Gravelijn, Wendie Gibbons, Ian Armstrong, Glenys McQueen-Fuentes, Donna Marie Baratta, Christine Jackson and Pat McCarthy.

3-6 PUBLICATIONS: (written report attached)

Peter emphasized that the Advocacy Issue is already in process. He would be happy to continue as Publications Chair and Editor of Touchstone until the Advocacy Issue comes out in the spring, and continue to overlap positions, to help the new Publications Chair when this position is filled. As the new Drama/Dance Advocacy Chair, Dre' Gravelijn is the lead hand in the Advocacy Issue, taking over from Donna Marie Baratta. Peter will communicate with all concerned.

ACTION: Dre' and Peter to work on the Advocacy Issue

ACTION: Peter reported that the Archive projects regarding Norah Morgan and Helen Dunlop continue this winter/spring.

3-7 BUSINESS ARISING FROM OFFICER REPORTS:

Wendie challenged the teleconferencing process. Why is it not working? Wendie expressed her concern and frustration that these resources are set up, paid for, and not used, even after reminders went out to those affected.

Bruce reminded the Board that this is the third time (for various reasons) that a connection has been set up and paid for, a special location for the meeting found, but no connection was attempted or no effective connection was made. He wondered, since only one person took advantage of the option today, and since it is so expensive, if we should re-evaluate this option.

Dre' asked if we are paying a fee if people call in or not. Bruce said we pay a hosting fee regardless.

Christine suggested that if we do not hear a request for teleconferencing, it should not happen each time.

ACTION: Those who want to join a specific meeting by teleconferencing are asked to make a special request for it, and make every effort to connect to that meeting.

3-8 DRAMA LIAISONS REPORT: (added to the agenda) (no written report)



Both Pat and Laurel want to strive for stronger, more proactive communication in the province. To this end, they intend to work with the Regional Reps, the Dance Liaisons and the Membership Chair to identify the names of current teachers of Drama.

They intend to get a CODE poster into each school and a letter to each drama teacher in each board. They hope to connect those teachers with their regional rep. They will coordinate with Peter's regional project in this regard.

ACTION: Laurel & Pat to produce a poster and a Letter to be distributed to schools.

D-M wondered if all these drama teachers will receive the same information as our Members who have access to the MOZ. Laurel said: No.

Christine suggested that connecting with the electronic bulletin board of each school board might be a realistic goal, since teachers constantly change schools.

Andrea suggested that CODE consider a more stable, 2 year membership, since an annual conference is not always in budget for some teachers.

3-9 MEMBERSHIP REPORT: (added to the agenda) (written report given at AGM)

Updating continues. 30 new people want to go to the MOZ. People are trying to get there using the old password, which means we are effectively filtering out the right people and getting them their correct membership numbers and passwords. I.E. the system WORKS!!

Christine thanked Heather for her efforts at the Conference and in the weeks since.

D-M asked if isolated lists were possible. Heather said: yes.

Heather suggested a change: Do NOT let Regional Reps into the system. This was agreed around the table.

ACTION: Regional Reps can make changes and updates through the Membership Chair only.

The server, NextPage, bills us for every change. Several people wanted to know if a group of changes cost the same as one change?

But, more that one person has to do business with NextPage. So, we cannot funnel all our business through one CODE person as was suggested.

ACTION: Bruce will ask Annette about a flat rate per year, which allows different people to make changes and let Heather know when he has an answer.

Pat and Laurel asked Heather for special lists to do their work.

ACTION: Heather will provide membership lists by Region to Pat, Laurel, Peter

Heather wants to know why all the fields (address, phone) are not filled in if we paid for this service.

ACTION: Heather will ask Annette about this.

4. PRELIMINARY BUDGET FOR THE YEAR

Bruce went over the budget, noting that the figures are normal for this time of year.

Christine asked if the Conference profits were high? Bruce said they are not.

Wendie asked for attendance comparisons between the Deerhurst conference and the Mini conferences. Bruce suggested that the total for the Mini-Conferences was about 250 – the same as a large conference.

Bruce indicated that we had \$6,000 in Initiatives money. This led to RANDOM DISCUSSIONS about spending the money and brainstorming of NEW IDEAS

At this time, the Executive announced that a Work Day would replace the annual Visioning Retreat. This will take place April 30th, hopefully at OISE.

Bruce outlined the Executives intention to pay travel expenses for the northern board members to attend the Work Day.

The Executive announced a spending priority on Elementary Resources for our MOZ, whether we create or purchase them. Andrea expressed an interest in this work.

Laurel wondered if the CODE brochure still existed. It needs to be updated, perhaps re-printed.

Dre' wants to upgrade our profile at other conferences in some way.

Several people talked of creating an Elementary PD resource team – perhaps in the form of a mini conference.

Mary stated that Drama/Dance is under-represented. She thinks CODE should have a Workshop Leaders List available for boards to access.

Peter reminded the Board that Mac Dodge and Bev Haskins created an Elementary Road Show a few years ago, touring schools with resources for the classroom. At the same time, Gail Fricker has created a K-8 document addressing the same needs. We do not need to invent the wheel, he said, when we can use existing materials.

Laurel suggested that she was willing to get involved with Literacy through Dance workshops.

Dre' suggested a Guest Speaker series, to keep us visible



between conferences.

Andrea pointed out that “PD” often means School Board-organized. She wondered how to make this effort seem Ontario-based.

Christine introduced the idea that the 3 Brits: (Neelands & Co.) are coming to Toronto this spring (April) hoping to make money.

Bruce reminded the Board how expensive the Brits are. He does not want to spend our money on them at this time.

Laurel & Pat agreed. If we are focusing on Elementary Resources, and trying to build our contacts and our network, spending on the Brits is a split-focus at this time.

ACTION: We will not spend on the Brits this round. They will come again...

D-M reminded the Board that Steve Russell had sent us an American **Resource Directory of the Arts**. Do we want to pay to be listed with them?

Peter said: As Publications Chair, he has turned these down in the past. We pay, but get little value back.

ACTION: Dre’ will discuss this item with the Treasurer and decide.

Dre’ suggests that the Website needs updating. He wants us to spend money there.

D-M reminded the Board that the Executive has deemed the Elementary Resources is our first spending priority.

5. DISCUSSION FORUM – is it being used?

Christine reported that the Forum is not being used. It does not have the features of CODEnet, where everyone can readily participate in the discussion. The layout is not right.

Dre’ says it’s not user-friendly. The terminal shuts down and you have to log in again.

Peter says there is no menu of topics up front to link to discussions.

ACTION: Dre’, Peter, Christine to work on this and report to Work Day.

D-M adjourned the Meeting at 4:10 p.m.

Note: These Minutes are submitted in order listed on the agenda. Because of teleconferencing problems, 3-9 was the actual last item discussed before the meeting ended – approx. 4:10 p.m.

Respectfully submitted,
Peter Mansell