

**CODE Annual General Meeting**  
Sunday November 3<sup>rd</sup>, 2006  
Blue Mountain Resort, Collingwood  
08:30 am – 10:00 am

**1. Routine Business (Donna Marie Baratta)**

Call to order, welcome to members  
Adoption of AGM agenda:

*I, Matt Kerr, move to adopt the agenda; seconded by Laurel Brown. Motion passed unanimously.*

Minutes from last year's AGM will soon be posted to website.

**2. Officer's Summary Reports**

**Executive Reports**

President's Report (Donna Marie Baratta) : see attached report.

Past-President's Report (Christine Jackson): see attached report.  
Christine makes a special mention of the last Pulse Conference and the creation a DVD of teachers commenting on their experiences at Pulse.

Vice-President's Report (Wendie Gibbons): see attached report; thanks to the Conference Committee for an excellent conference.

Treasurer's Report (Dre Gravelijn): see attached report. Ron Dodson raised point that auditor's financial report should be distributed and voted on by membership; Peter Moore suggests getting copies made; Steve Russell suggests that the Treasurer's Report may be sufficient as it states that CODE is in good financial standing. Ron raises the point that in order to pass the by-laws and close the books on CODE's past financial year, it is important to look at the report; Wendie Gibbons clarifies that it is not the auditor's report needed but the financial records for 2005; it is recommended by Mary Lawlis that the membership gather around to look at Dre's financial report on his computer; Andre goes to get copies made of the report.

**Standing committee reports:**

Membership (Heather Downey): see report.

Publications (Matt Kerr): see report; thanks to Peter Mansell for his hard work in his past position as Publications Chair.

Conference (Peter Moore): see attached report; detailed report of numbers and finances of Conference will come to the board Nov. 25, 2006. Thanks to all, especially Steve Russell for emceeing the event. Jill Lloyd-Jones raises question about conference surveys; Peters informs us that all delegates will receive an e-mail that will direct them to fill out a survey online with Survey Monkey.

Drama liaison (Laurel Brown presenting on behalf of herself and Pat McCarthy): see report. Laurel raises issue of problems promoting CODE within boards, as many teachers and pre-service students are not aware of CODE; a member raises point that we would should look at going through unions in boards to promote CODE through union reps to find contact names.

Dance liaison (Aisha Hadaway presenting on behalf of herself and Tara Lee Blight): see report. Carmelina comments on documentary being made about Pulse; discusses the importance of documenting the history of Dance and the ongoing DVD project; we tried to get a DVD player to show you some of those clips but were unable to; Pulse will go on in 2008 so please spread the word to secondary Dance teachers and students; Jill Lloyd-Jones raises question about posting clips on the website; Wendie is looking into how to do this.

Advocacy (Kim Snider): No report at this time

#### Regional Representatives' reports

Toronto (Bev Bonk): see report

Central East (no rep at this time): no report

Central West (Jen Santangelo): see report; response from members in Jen's region who thank her for her work and think she's a great rep.

Western (Mary ): see report.

Eastern (Shelley Smith-Dale): not present

Midnorthern (Heather Downey): presented earlier

Northeast

Northwest

*I, Ian, move to adopt the reports; Jane Deluzio seconds; two opposed; no abstentions.*

Ron Dodson raises point that most reports are focused on this year as opposed to the past year; Wendie clarifies that in the by-laws it does not say this and that in previous AGMs it has been reported in this fashion; Wendie also clarifies that in the by-laws it says that the Treasurer reports on the current financial situation of CODE, which has been done.

### **3. Amendments**

*I, Ron Dodson, propose an amendment to 14.3 to include "the previous fiscal year"; Peter Mansell seconds amendment. Motion passed.*

Jane Deluzio raises point that the confusion isn't surprising and that the amendment will help clarify the problem.

*The Executive moved that the revised By-Laws as distributed on Oct 5, 2006 be adopted in full subject to any legal or governmental (310) requirements be met. By-laws moved by Wendie Gibbons, seconded by Andre; motion passed.*

4. **Elections:** Steve Russell spoke on behalf of the Nomination Committee that nominations were received and all nominees accepted nominations. An election is not required.

**Executive Positions acclaimed:**

Past President - Donna Marie Baratta

President – Wendie Gibbons

Vice President - Andre Gravelijn

Secretary – Kim Snider

The position of Treasurer remains vacant at this time.

(Steven) For many years CODE has struggled to find willing nominees for the position of Treasurer. Although members have stepped forward to assume the responsibilities of this role and fulfilled them admirably, it has been with reluctance and trepidation. It may be that this role is not a comfortable fit with the strengths of drama and dance leaders. It is therefore the recommendation of the Nominations Committee that the new Management Board consider hiring a bookkeeper to assist an appointed Treasurer with his/her responsibilities.

Several positions on the Management Board will need to be filled by appointment until the elections at next year's AGM.

**5. Other Business**

Curriculum Review Report from Christine Jackson (this report was submitted earlier, after Membership Report, as Christine had to leave early. Christine spoke about the 5-day technical analysis that has been done over the past week with educators across the province; this information will be put in a recommendation report that will go forth to writing teams; writing teams will be done through the boards, look for postings in spring; elementary documented will be in done in 2 years, secondary in 3 years after consultations and review; David Geene and Christine are open to feedback from any organizations that would like to ask questions or give feedback.

Donna Marie thanks Christine for all her work as Past President and wishes her continued success with her new position; Wendie, DM, and Andre present Christine with flowers and a gift.

Steve Russell added:

The LKTYP raffled a free class trip and the winner is Susan Steven at Anne Hathaway School. The theatre will contact you soon to book the show of your choice.

**6. Questions and comments from the membership: no further comments were made.**

**7. Meeting was adjourned at 9:55am**



## **Appendix: Reports**

### **Past President Report**

It has been a pleasure to serve the CODE membership as Publications Chair, Drama Liaison, President and Past President. The commitment, professionalism and integrity of the Management Boards I have worked with over the years will stay with me always.

In my role as Past President, I have functioned primarily as a resource and support mechanism for the Executive and Management Board. It has been very rewarding to see the Board persevere with directions set out by previous leadership, in their own way, with fresh vision and clear intention.

I wish to thank Donna Marie Barrata for stepping into the position of President and agreeing to take on what can seem like an overwhelming load of responsibility at times. I also wish to thank Wendie Gibbons for her support and hard work over the last few years.

There are many others to thank as well: to all the Management Board members I have worked with- much love, appreciation and good wishes.

Here is a brief summary report of my work as Past President in the 2005-06 year:

#### **Support Role:**

- ◆ Provided ongoing support to Executive and Management Board

#### **PULSE:**

- ◆ Committee member-provided general support
- ◆ Planned and facilitated the teacher symposium on dance in education (see Pulse report)

#### **Constitution and By-laws:**

- ◆ initiated and led the review of CODE's Constitution and By-laws process, to ensure that they are current and clearly communicate the fundamental roles, responsibilities and actions of the organization
- ◆ proposed the formulation of policies to support the implementation of the Constitution and By-laws (drafted Communication policy as a model)
- ◆ assembled a committee of past and present leadership to ensure a balance of reflecting back and looking forward:
  - drew upon the experience and expertise of past presidents and vice-presidents, to ensure that the past knowledge and understanding was embedded in our deliberations

- invited current executive board to vet the draft document and offer input to ensure that the document is current, relevant and reflective of current practices and concerns
  - ◆ Ron Dodson deserves special acknowledgement for the integral role he served on this committee. His experience with drafting the original constitution was tremendously helpful. In addition to all the thoughtful input, Ron helped with the formatting of the drafts for input and consultation. Thanks Ron!
  - ◆ Acknowledgements and thanks to the entire work group:
    - Ron Dodson
    - Steve Russell
    - Jane Deluzio
    - Kim Snider
    - Donna Marie Barrata
    - Wendie Gibbons
    - Dre Gravelijn
- Thanks also to the Management Board for reviewing the draft

### **Resource Binder for Management Board:**

Through the OISE internship program, I was able to recruit help to assemble a binder of materials to support the work of future management boards. Keith Anderson, a student in my Drama class in the pre-service program at OISE, did an amazing job of pulling together some valuable information and collating it in a very organized fashion. His work resulted in digital and hard-copy collations of:

- ◆ The minutes to all board meetings for the past five years
- ◆ A summary of all board motions and key decisions in the past five years
- ◆ A listing of honorary members
- ◆ A listing of all past presidents
- ◆ The communications policy
- ◆ Samples of letters and communications
- ◆ An index of all resources available on the CODE web-site with clear instructions on how to navigate the site to locate resources
- ◆ Additional materials

### **Resignation:**

When I accepted the position of Arts Education Officer at the Ministry of Education I could no longer serve on the executive of any Board and therefore had to resign. (please see attached letter of resignation) Steve Russell and Jane Deluzio agreed to assume my duties as nomination chair for the election. Thanks Steve and Jane!

### **Ongoing Commitment to the Mission of CODE:**

I look forward to staying connected with the CODE community and the mission of CODE for many years to come.

BEST WISHES TO THE NEW BOARD!

## CONGRATULATIONS!!!!

Christine Jackson  
06/09/06

Dear Executive Officers of CODE,

The responsibilities of my position as Arts Education Officer at the Ministry of Education require that I resign from my position as Past President of CODE. I regret that I will not be able to see my term through these last couple of months.

It has been a pleasure to work with such committed teams over the years. I wish CODE all the best and look forward to working with the organization through the Arts curriculum review process.

Please do not hesitate to contact me if you have questions that I may be able to help with, particularly as you prepare for the Annual General Meeting and the elections. If you would like to meet to ensure a smooth transition and work through some details, I would be happy to do so. I will submit a written report to be shared at the Annual General Meeting.

Best wishes and thank you for your dedication and support. It has been a professional and professional pleasure.

Sincerely,

Christine Jackson



## Vice President's Report

I would like to thank Donna Marie, President; Helen, Secretary; Andre, Treasurer, and Christine Jackson, Past President, for their continued dedication and commitment to CODE. It has been a pleasure working with this team.

In my role as VP, I have continued to support the President and CODE to the best of my abilities:

- I achieved my goal in heading up a committee to draft guidelines regarding the criteria and selection of a writing team, should the need ever arise;
- I weighed in on the revision of the By-Laws and Constitution and am very proud of the work that was accomplished with this document;
- I saw the need for recognizable email addresses and worked with Annette to create C.O.D.E. email addresses for the Executive;
- I have continued to supervise Publications and Touchstone, a job made easy with Matt Kerr as Publications Chair. He has done a fantastic job putting together the Conference issue of Touchstone;
- And the last thing I would like to comment on is regarding the website and logo designs:

### *Website and logo designs:*

The management board has been receiving feedback from the membership regarding the CODE website and our current logo. After careful consideration, the board agreed that we would pursue a new logo and website design; Andre Gravelijn and I volunteered to oversee this project.

We began by seeking web design proposals, which - with the help of Matt Kerr – we brought forth to the management board in May. With the board, we reviewed all tenders for the website design, and for various reasons, decided to continue our relationship with our current website provider, Annette Kalapaca.

We discussed with the board what we were looking for in our website – something clean, sleek, fresh, timeless, dynamic, and most important, easy access to all that our website offers. Annette has also put together a new discussion forum that is easier to use and it is ready to go. Touchstone will also undergo changes as we move towards an e-zine format. Our plan is to have fewer articles with a more frequent turn-a-round so that members will have more of a reason to visit the site. Some of the other changes to the website may be introduced gradually as they take longer to develop.

The website will be ready to go in a week. Expect our current website to be down for one day while Annette uploads and tests the new site.

The process we undertook for the logo design was similar to that of web design- except that it was a competition rather than a “call” for proposals. As a result, we received designs from artists, students, colleagues, and professional designers.

We brought all of them to the board for a vote and Annette Kalapaca's design was chosen. We have sent thank you letters to all that submitted designs and have notified Annette of our decision.

Our plan is to launch the new logo at the same time as our website.

It is our hope that you will find the new website useful, stimulating, dynamic, and worthy of such a fine organization as CODE.

This brings me to the end of my report. It is with some sadness that I leave my role as VP. I have thoroughly enjoyed the past 3 years in this role and am continually impressed with the energy, time, and commitment shown by the Management Board and Executive, both past and present.

Respectfully submitted,  
Wendie Gibbons, Vice President, CODE  
AGM November 2006

## Treasurer's Report

It has been my pleasure to hold the position of Treasurer over the past quarter term. I was newly elected to this position mid term, which has lasted just over nine months, followed by a steep learning curve from Canadian Revenue Association (CRA). This position presented challenge and frustration, both of which inspired me to meet these obstacles with passion. Some of those tasks are expanded upon below.

- Formal audit of CODE's financial records from 2004-2006. This included a complete reorganization of how the finances are managed and organized, as well as the submission of tax returns and government required forms for those years. Thank you to Gail Clapp of GC Tax Services.
- Reintroduction of Expense Claim Forms, which support the management and organization of finances and ensure transparency of fund use.
- Benchmarking operational costs using financial history and information from the past 6 years.
- Working in collaboration with Heather Downey to streamline the Membership process. Also, the introduction of PayPal and downloadable membership forms to expedite member access.
- Supporting the logo redevelopment and online professional presence of CODE. The redevelopment and reorganization of the site was performed in collaboration with Wendie Gibbons to reflect our changing subject association and diversity of our members. Move to a flat fee billing service for ISP support.
- Changing financial lending institutions to TD Canada Trust for personalized and supportive banking services. Thank you to Robert Groszko for your ongoing support.
- Sweater funds for projects set in the new fiscal year.

I am proud that the Treasury has a formalized structure and process. I look forward to moving ahead with CODE, while supporting our incoming Treasurer.

Thank you.  
André Gravelijn

## **Report for the Central West Region:**

Since receiving the contact list of CODE member in my region, I have tried to make email contact with all members on a regular basis. During this time, I have sent out emails to notify my members about events and activities that were happening for Drama and Dance in our region. I have also sent out some activities that drama/dance teachers could use in their classrooms.

When making connections with my region's members, I have tried to initiate dialogue by encouraging members to contact me with happenings in the region, questions, or ideas that they would like to share. This attempt has not been very successful as I have not received a lot of feedback from my members. My most prominent connection has been with CODE members who work in the Peel Board as this is the board in which I work. I have promoted CODE at various Peel workshops that I have attended.

I had the opportunity, in September to represent CODE at the Ministry of Education as an elementary rep in the initial stages of the Drama/Dance curriculum review. This work day allowed for reflection and input on the curriculum as well as the presentation of the process for forming the technical analysis review team.

During the past few months, I have also been working to advertise the CODE conference in my region by sending out emails, delivering flyers and making connection with arts consultants for each board in my region. Because my region is so vast, it has been difficult to make some of these connections and find 'lead teachers' from each of the 14 boards that I represent.

I look forward to making further connections and promoting upcoming events and activities to celebrate Drama and Dance in the Central West Region.

Jenn Santangelo  
Central West Regional Rep  
CODE

## **Membership Report: Heather Downey**

Our ongoing commitment to refining and simplifying the membership and database duties has continued this year. With the assistance of the CODE executive, specifically the Treasurer Andre Gravelijn we have continued to modify the membership process according to the members' best interests.

### **Duties of the membership officer:**

- prepare and organize the database, administration area of the website for subscriber and email forums;
- contact all new members with their annual registration logins;
- deposit all cheques for membership and membership renewal that occurs throughout the year;
- reply to all members with questions or difficulties pertaining to membership;
- maintain contact with the Treasurer, Webmaster and Executive committee

### **Some of the many changes that have occurred in this and recent years:**

- Last membership year, each member was given a new login and password, in an attempt to overhaul the database and be sure only current members have access to the members only zone. During this process we eliminated over 200 non-current members that were continuing to receive membership benefits and members only access. Note: it was decided that due to the joint conference last year with OSEA that membership login and passwords would all be the same. Since this conference has returned to CODE delegates only it has yet to be decided whether members would all receive the same passwords, or we will return to individual passwords.
- In years past membership applications were sent to the Treasurer and after the money was deposited the application was then sent to the membership officer for processing. The new system recently implemented will allow the member to forward payment and the adjoining application (or renewal) directly to the Membership officer in order to expedite the process. Upon receipt of the application and payment, the Membership officer will:
  - enter the information on the database
  - enter the information on the administration site (Code website)
  - email the member with their password and login, asking for a response and pertinent details (i.e. whether they are a dance and/or drama teacher)
  - upon confirmation email receipt and member access form the member deposit the cheque into the CODE bank account
- The Treasurer is currently working on an online receipt, so that for records and income tax purposes, the member can have an immediate receipt. Further to this we are hoping to have the membership process fully electronic in the near future.
- In recent years the membership cycle has began January 1<sup>st</sup> and expires December 31<sup>st</sup> - of the year following the conference. This has allowed the Membership officer to enter all of the data and contact the members after the November conference.

- electronic and paper copies of the membership lists (2 years) –Regional Rep.

### **Forthcoming Initiatives:**

- Making the membership registration process more electronic, and therefore much more efficient;
- Increasing the delegates at each conference, thus eliminating the members who join in mid year. New or renewal members that join late in the year put us in a strange predicament, since there is no way to have “floating” membership dates (i.e. one year from the date membership began). Furthermore, the new memberships that have begun since late summer could only be given temporary passwords, and inconveniently these members will have to be re-contacted in December and new login and passwords issued.
- Creating a database of memberships from years past.
- Clarifying **group** and **honorary** memberships - there is no previous mandate for either of these situations.
- Drama and or Dance should be added to the registration form, and separated in the email server, this way the Regional Representatives can send members **ONLY** pertinent information.

### **Registration Summary:**

Membership year 2006 (2005 Conference)

- we have 397 members
- 116 Art Only (OSEA)
- that leaves *approximately* **279** members
- 30 Dance

Only

- 110 Drama Only
- 24 Drama and Art
- 5 Dance and Art
- 46 Dance and Drama
- 43 Dance, Drama & Art
- 16 of them unknown,
- the conference attendees that listed Art and another discipline as their teachable (therefore, we do not know if they would have come to a regular code conference or not)

Membership year 2005 (2004 Conference)

- Total Membership **222**
- 110 Drama
- 65 Dance and Drama
- 16 Dance
- 31 Unknown

Membership year 2004 (2003 Conferences)

- 2004 we had **371** members on the database, however this was the second year of cleaning out the membership database. Before we revamped the database

dozens of members remained membership whether they attended any conferences or not, this was why we needed an overhaul - too many members had not paid.

### **Toronto Regional Report**

Following the spring CODE workday, I set out to meet the goals established by the Regional Reps to improve the communication between the reps and the members of our areas. Response to my correspondence has been slow, but is steadily becoming more active. I am hoping that members will be able to put a face to a name at the conference - making it easier to stay connected throughout the year.

Once an up-to-date membership email list was secured emails, that included drama ideas for building community, were sent in the spring and this fall. Unfortunately, the response was minimal. My face to face contacts through workshops have been far more successful at promoting CODE and the Conference.

I represented CODE at the Hamilton ETFO Conference for beginning teachers. This was a wonderful opportunity to meet teachers and learn about their needs in drama and dance. CODE's role in assisting their professional development was clearly presented. Many of the visitors to the CODE Display requested resources and contact names to help them with programming. The CODE Conference was also promoted.

Most of the feedback I received from members followed emails sent to encourage attendance at the 2006 CODE Conference.

I attended performances at all the high schools in my Family of Schools and continue to attend teacher previews, information sessions, fundraisers and workshops offered by the TDSB, private dance, and theatre companies. This has allowed me to provide members with first hand information about the wealth of resources available to them. Several requests for an invitation to attend an event a member wishes to share with Code continue to be made. Thus far, Ryerson and dance companies have informed me of programs available to members.

I look forward to an active new year as Toronto's Regional Representative.

By Beverly Bonk

### **Drama Liaison Report**

Most of our activities for this year were responses to emails from members or potential members, who contacted us through the website.

There were three kinds of requests:

- Information on how to join CODE without attending the Conference
- Lesson plans and other drama resources
- Additional information on the Conference

Most of the enquiries we could answer ourselves, and the rest we passed onto the appropriate member of the Executive or Board of Management.

Pat is on the Programming Committee of Prologue to the Performing Arts and Laurel attends meetings of the Education Advisory Board of LKYPT, to help them in programming artistic and relevant performances. In addition, Laurel is currently meeting with the Artistic Director and General Manager of Theatre Athena, a new theatre company in Waterloo, to provide thoughts on programming and to give the theatre an education arm until an Education Advisory Board can be put into place. There is additional discussion surrounding the need for study guides and finding the appropriate people to assist with the writing. They have only become aware of CODE and are unable to attend the conference this year; however, they plan to put it on their calendar for next year.

Pat attended the CODE Workday at OISE, looking at the roles and responsibilities of the Drama and Dance Liaisons, where she worked with the Dance Liaisons to clarify the roles of these positions on the Board of Management.

On November 1st, Laurel attended the curriculum review in Stoney Creek and was shocked that the educators attending who represented secondary Dance did not know about their provincial subject association. To make matters worse, a representative from the Ministry discussing the focus groups that would, in future, review the comments generated from the day, thought CODE stood for Council of Directors in Education! How disappointing - which brings us to our next point.

Although we are passionate about the importance of our organization's efforts to increase visibility and provide Drama and Dance educators with support, we are unclear how Drama and Dance Liaisons can increase their effectiveness to create links between CODE and ALL Drama and Dance educators, Ontario school boards, Faculties of Education and community artists. We hope that the future executive and Board of Management can assist in finding a solution to remedy the current situation.

Respectfully,  
Laurel Brown  
Pat McCarthy