

## CODE Management Board Meeting Minutes

Saturday, November 25<sup>th</sup>, 2006  
Theatrebooks

Co-chaired by Wendie Gibbons, President, and Andre Gravelijn, Vice-President.

**Present:** Donna Marie Baratta, Tara Lee Blight, Bev Bonk, Heather Downey, Aisha Hadaway, Wendie Gibbons, Andre Gravelijn, Pat McCarthy, Peter Moore, Kim Snider

**Regrets:** Laurel Brown, Mary Holmes, Matt Kerr, Katharine Bourgon, Shelley Smith-Dale, Jen Santangelo

### **Routine business**

#### **Call to order**

**Business arising from minutes:** there were none.

**Motion:** *I, Donna Marie Baratta, move that the Sept. minutes be adopted; seconded by Heather Downey.* Motion carried unanimously.

#### **Adoption of Agenda:**

**Motion:** *I, Dre Gravelijn, motion to approve the agenda for today's meeting; seconded by Pat McCarthy.* Carried unanimously.

## **2. Discussion/Decision Items**

**Conference Report:** Peter Moore gave a Conference Report for the November 2006 Conference.

### **Questions**

**Action:** Peter and Ron will work together to get an exact number of conference attendees and members.

**Discussion for next year's:** Board discussed possible dates for next year's Conference and Blue Mountain's availability on these dates.

**Action:** Bev will follow up on those dates and rates for the weekends in October November and will inquire about Fridays. She will on Monday and get back to us to decide.

**Review Protocol (Wendie):** Brief summary of updated Communication Protocol.  
**Meetings**

**Motion:** *I, Wendie Gibbons, move that the newly revised communications protocol of November 25<sup>th</sup> 2006 be followed by the Management board.* Seconded by Bev Bonk. Motion carried unanimously.

#### **Vacant Positions**

**Scholarship (Tara Blight):** Drafts of application form for the proposed scholarships were circulated; discussion followed.

**Motion:** *I, Wendie Gibbons, move that discussion of the CODE Arts Education Bursary be deferred to next meeting with a larger chunk of time.* Seconded by Aisha Hadaway; motion carried unanimously.

**Northern Workshops (DM):** CODE has been awarded some OSSTF funding to be used for Northern Workshops.

**Motion:** *I, Donna Marie Baratta, move that CODE presents Drama/Dance professional development in the north, in particular in Thunder Bay, through OSSTF funding and subsidized by CODE.* Seconded by Dre Gravelijn. Carried unanimously.

**Action:** Pat will investigate this Partnership money and give information to Wendie.

#### **Work Day Visioning (Wendie)**

The executive discussed the need for a full work day to work on projects to benefit our membership.

**Motion:** *I, Wendie Gibbons, move that our January 20<sup>th</sup>, 2007 meeting is a retreat for our CODE Management Board.* Seconded by Heather Downey. Carried unanimously after discussion.

**Action:** Dre will consult the leadership roster in the TDSB and put to the Board to submit names of potential people to come in as speakers.

**Motion:** *I, Wendie Gibbons, motion that CODE cover the most cost-effective travel expenditures to bring Board members the January retreat.* Seconded by Dre Gravelijn. Carried unanimously.

#### **Update (Dre)**

**Website:** New website design is up and running; still a few revisions to be made.

**Logo:** Comments on various logos were discussed by CODE Board electronically; one has been chosen.

**Fiscal Year and Treasury:** Treasury report presented.

**Motion:** *I, Andre Gravelijn, motion to retain the services of Gail Clapp of GC Tax Services as our financial reviewer for the next two years, and that this be reviewed and/or amended by the Executive.* Seconded by Wendie Gibbons. Carried unanimously.

## **Bylaws**

### **Informal discussion for committees**

**Action:** Wendie would like all Board members to review the Bylaws and job descriptions for the next meeting.

### **Dates of Future Meetings (Kim)**

Sat. January 20<sup>th</sup>, 2007

Sat. March 3<sup>rd</sup>, 2007

Sat. May 5<sup>th</sup>, 2007

Sat. June 9<sup>th</sup>, 2007

**Action:** Dre will forward all of these dates except January to Theatrebooks.

## **Other Business**

### **3.1 Travel (Wendie)**

**OAETA Meeting on Nov. 17<sup>th</sup>**

**Technical Analysis Team (Heather)**

**Membership (Heather)**

**Arts Focus**

**Meeting adjourned by Wendie Gibbons at 3:43pm.**