

# **CODE Management Board Meeting**

**Saturday January 20<sup>th</sup> 2007**

9 am – 4 pm

Hidden Valley Resort, Huntsville, ON

**Co-chaired Wendie Gibbons, President, and Andre Gravelijn,  
Vice President**

Present: Donna Marie Baratta, Tara Lee Blight, Bev Bonk, Katharine Bourgon, Heather Downey, Wendie Gibbons, Andrea Goldfarb, Andre Gravelijn, Lorena Haley-Twiss, Matt Kerr, Pat McCarthy, Debra Reynolds, Jen Santangelo, Kim Snider

Regrets: Laurel Brown, Mary Holmes, Shelley Smith-Dale

## **Routine Business**

Call to order by Wendie Gibbons at 9:30am.

Business arising from minutes: none.

**Motion: I, Bev Bonk, move that the November 25<sup>th</sup> minutes be adopted; seconded by Lorena Haley-Twiss. Motion is unanimously carried.**

Adoption of agenda

**Motion: I, Andrea Goldfarb, move to approve the agenda for today's meeting; seconded by Bev Bonk. Motion is unanimously carried.**

## **Discussion/Decision Items**

**2.1 Introductions:** All members introduced themselves; Aisha has resigned and we thank her for all her hard work; Tara will continue on as Dance Liaison; Mary Holmes will soon be giving her formal resignation; Laurel is ill and cannot make the meeting.

### **2.2 Reports (see Appendices for all Reports)**

**Treasurer's Report (Andre):** hard copies are passed around; we are in a healthy financial position. We have not yet received the cheque for the 2006 Conference and are waiting for it to come in, so the Conference money is not factored in to the report.

#### **President's Report (Wendie):**

1) Website: feedback was very positive, though there is still some work to do; reminder to please use the discussion forum, moderated by Andrea. Matt is the moderator for the Touchstone part of the website.

2) We were contacted by Toronto teacher Jan Kish, who wants to submit new course codes for Drama. Wendie suggests contacting Christine Jackson and David Geene at the Ministry to see about timelines for pursuing this issue; in the past, CODE has been involved in created new course codes.

**Action:** The issue of new course codes will be posted as a discussion item on the Discussion Forum, and a message will be sent out by Wendie to all members asking them to check out the item on the website.

**Action:** Kim will draft a response to Jan Kish and Wendie will approve this response to

be sent to her.

3) February 10<sup>th</sup>, 2007 is the **ETFO (Elementary Teachers' Federation of Ontario) Conference.**

**Press Release:** on January 18<sup>th</sup>, Christine Jackson and David Geene contacted the subject associations to let them know about Arts Education funding in the form of \$775,000 being given to arts associations, including CODE. It will focus on professional development, resource development. At this time we have no info as to how the money will be divided.

**Management actions**

Review job descriptions: people with similar positions meet to review job descriptions and to outline what, how and when they can create action items and put a timeline together that is achievable for all of us but takes into consideration that there will be money coming in from the new Arts funding.

Members break into groups to brainstorm and outline action items.

**Summary of Reports**

**Regional Reps** (Jen)

**Action:** Dre will send the membership brochure to Board members to give to members.

**Dance/Drama Liaisons** (Tara, Pat)  
**Communications/Publications** (Matt, Andrea)

**Action:** Andre will look into legalities in advertising on our website.

**Action:** After Kim has sent email to Jan Kish, Wendie will let Andrea know to post the item to the forum.

**Executive** (Wendie): Brainstormed ideas for Regional conferences and speakers.

**Action:** Regional Reps should begin brainstorming ideas for workshops and speakers for Regional mini-conferences to be brought to the next meeting (dates, people's names).

**Conference** (Bev, Jen)

Bev passes out handouts on the topic of character education. Name for Conference "Stepping into Character".

**Action:** Jen will send sample logo designs to the Board with a date to respond with an electronic vote; results should be sent to Kim as secretary and then the Conference Committee makes the final decision.

Break for Lunch.

**Continuation of Conference Report:**

3) **Ministry Funding and Keynote:** List is circulated with possible speakers to rate choices.

**Motion:** I, Bev Bonk, motion that we secure the Blue Mountain Resort site for the 2008 CODE Conference. Seconded by Lorena Haley-Twiss. 6 in favour; 4 opposed; 3 abstentions. Motion was not carried as majority did not vote in favour.

Bev states that the date by which Blue Mountain needs to know about booking 2008

Conference with lower rates is January 31<sup>st</sup>, 2007.

**Action:** All board members will investigate possible sites in different areas in order to compare prices and to revisit the issue at our March meeting, with Bev keeping us posted by e-mail.

**Discussion:** Dates were discussed, the idea of searching out other sites and comparing prices; Wendie discussed her belief in the importance of CODE as a provincial association, and so rotation of conferences may be more equitable.

## **Publications** (Matt)

**Brainstorm of Topics** for possible articles.

Heather Downey commends Matt Kerr for the hard work he has put into the newsletter and the great strides it has made. All agree and commend Matt for his work on Touchstone.

Matt passes around survey for members to fill out.

**Action Item:** All members will type up their “favourite” surveys and email to Matt Kerr by Jan. 31<sup>st</sup>.

Membership Policy Writing : Board members meet in teams to work on issues.

Heather, Kim, Wendie

Logo Launch

Andre, Liaisons, Reg Reps, Matt

Conference Committee

Bev, Jenn, Pat, DM, Andrea

Northern Workshops (?)

DM, Katharine, Heather

## **Wrap up discussion**

### **Membership Policy Writing:**

Recommendations put forth by the committee: 30 days prior to the 2007 AGM that “Group Memberships” be eradicated from the by-laws. We will continue to investigate what “in good standing” entails and bring findings to a future meeting.

**Motion:** I, Heather Downey, motion that membership fees be fully waived for all pre-service teacher candidates during their final year at the faculty of education. Seconded by Wendie Gibbons. Motion carried unanimously.

**Motion:** I, Heather Downey, motion that educators in their first year of teaching immediately following graduation from the faculty of education receive a 50% discount on their membership fees during that year. Seconded by Donna Marie Barrata. Motion carried unanimously.

**Motion:** I, Kim Snider, motion that all CODE Board and Executive members have their CODE membership fees waived for the years following their first year of service on the Board. Seconded by Wendie Gibbons. Motion carried unanimously.

**Motion:** I, Kim Snider, motion that all Conference Committee members as well as members of any additional standing committees put forward by the Executive have their membership fees waived for the year subsequent to their involvement in those committees. Seconded by Jen Santangelo. Motion carried unanimously.

**Action:** Wendie will send the criteria for honorary members by e-mail to all Board members to review.

**Logo Launch (Andre)**

Summary of ideas: visibility at PD days and other events to promote CODE, with a script, postcards with CODE information; idea of offering a discount membership rate for teachers wanting to sign up for a membership right away on that date.

**Motion:** I, Andre Gravelijn, motion that Management Board members attending system-wide Professional Development or Logo Launch events be empowered to register new members for a 25% discount on membership on that day only. Seconded by Debra Reynolds.

Discussion of the difficulties of collecting money and issuing receipts, etc.

**Motion:** Wendie defers motion to the next meeting. Seconded by Andre, carried by Board.

**Action:** Andre will send detailed information to Board members through a kit with a script, receipts, etc and will investigate and bring to the next meeting.

January launch of logo: banner, t-shirts, postcards, cards, President's letter. Dre passed around samples of posters to look at. Created a blurb for the postcard to join CODE.

Official launch of logo: A Toronto theatre event with a subsidized ticket to launch the new CODE logo. Andre will bring a motion electronically. Wendie brings forth idea of different shirt for Board members so that they can easily be identified at CODE events.

**Conference Committee:**

Carried on with business. "Stepping into Character: Developing the Whole Child Through Drama and Dance." Will seek out Avis Glaze as a speaker and Peggy Baker as someone who can contribute. Wendie asked committee question about timing of the AGM in September. It will not be at the Conference.

**Motion:** I, Bev Bonk, motion that I receive \$1000 seed money for the CODE Conference 2007. Seconded by Debra Reynolds. Motion carried unanimously.

Bev has signed contract with DramaFocus; it should be signed by the CODE President.

**Action:** Bev will forward contract to Wendie.

**Northern Workshops (Donna Marie)**

OSSTF money for the spring to have "CODE on the Road" workshops in Dryden, Thunder Bay, and Sudbury.

**Action:** Logo has to be revised for the Northern Workshops.

Possible Themes: Focus will be on Drama/Dance curriculum issues since it is only for one day.

Wendie suggested waiting on issues of how much participants will pay until we have more information on how much money is coming from the

Ministry. Since there are a lot of native schools so it would be nice to have someone with that focus to do a workshop, so if you have names of people let Donna Marie know.

Final Thoughts. A very productive Work Day.

Meeting adjourned by Wendie at 4:06pm.

## **Appendix I: Reports**

### **Treasurer and Vice President – Report CODE Management Retreat Hidden Valley – Jan. 20<sup>th</sup>, 2007**

#### ***Treasurer's Report***

As of January 19, 2007, the CODE account currently holds \$8965.97. There has been a wide variety of activity since the AGM report including: deposits to Hidden Valley Resort, Blue Mountain, payment to NextPage Publishing for the new CODE website, occasional teacher coverage for President activity etc resulting in approximately \$10,000.00 in spending.

CODE anticipates income generated from the CODE Conference 2007 committee to be received prior to the end of the fiscal year of approximately \$18,000.00. CODE also expects to receive the PULSE Youth Dance Conference account of approximately \$8,000.00. These funds will be sweated and held in trust for the 2008 conference.

Upcoming anticipated expenditures will include the 2006 fiscal year end tax return, Blue Mountain 2<sup>nd</sup> deposit, CODE Conference seed money, Hidden Valley retreat costs etc.

#### **Vice-President Report**

Plans are well underway for the co-ordination and promotion of the new CODE logo launch to the public, school boards, educational institutions as well as arts organizations. Consideration will be giving to a comprehensive branding and marketing strategy that will touch all areas of the province utilizing existing structures and opportunities in place. Considerable planning will take place during the retreat and implementation to take place in February.

Progress with the Canadian Revenue Agency regarding CODE's official name change continues to be ongoing. An update will be given once information has been received from CRA.

Submitted by André Gravelijn

### **Membership Report January 2007**

I have continued my duties a regional rep and have been representing both Midnorthern Ontario as well as out of Province Members (this recent conference had quite a few non Ontario residents). Since the conference I have accomplished the following

- I was granted the opportunity to report on the code conference as well as wearing my regional representative hat to recruit members at our regional Arts Dance and Drama Council Meeting this December. There were about 45 educators there, and three of us were present Code members. I handed out leftover copies of touchstone (from the AGM) and pushed for membership. Since that time I have received payment from one of the delegates, yet a few more have told e that they are considering membership at this point.
- I have emailed all of the Drama and Dance teachers from my board, my Midnorthern Region and the Out - of - Province members information on the upcoming fall conference ("save this date")

- I have contacted each of the members in my area in an effort to introduce myself as the regional representative, and clarify any data from the spreadsheet.

Submitted by Heather Downey

### **CODE Publications Report – January 15, 2006**

I am excited to be involved with CODE as changes are made to the way we communicate with members and provide them with material that is of interest and importance to them.

#### **Past Work has included:**

Conference Issue of Touchstone Newsletter  
Improved format and image content for the newsletter  
Providing feedback on new CODE logo and website format and content  
Collecting and editing content for the new website  
Soliciting new content for Touchstone

#### **The Current Picture:**

All of the Conference newsletter content will be available on the new site.  
A number of articles and lesson materials are ready to go for the website. More needed!!

Two of our key articles:

“Oh Brave Everyone” by David Earle – An inspirational address to arts educators from dancer, choreographer and founder of Toronto Dance Theatre David Earle.

“SEQ CHAPTER 1 What are They Going to Do? Fire Me? Some Musings on the Nature of Change” by Ron Dodson – A witty and thought-provoking article that addresses the oncoming curriculum review by teacher, arts consultant and a past president of CODE, Ron Dodson. (Will appear in two parts.)

#### **For the Retreat:**

During our Publications session we will have an opportunity to brainstorm collectively on potential articles, on-going features and writer/contacts for site content.  
We will also offer our personal reflections on the 2006 Conference to be included in a Conference retrospective to appear on the site.  
We will look at developing the CODE Management page to give members some fun facts about their management board.  
Establish guidelines for generating image content for the site.

Submitted by Matt Kerr

### **Drama Liaison Report**

Pat is working on the Conference Committee, where she will be working on programming and be the liaison with the dance and drama community.  
She will also consult on showcase presentations for the conference

Laurel will help with the poster initiative, to help publicize CODE in schools across the province.  
We are planning on outlining our tasks for this year at the retreat on January 20.

We will continue to respond to requests received from drama teachers, by email or the website, and work with the Regional Reps in their work to keep in contact with Drama teachers across the province.

We will work specific tasks for this year at the January 20th retreat.

Submitted by Laurel Brown and Pat McCarthy

### **Dance Liaison Report**

There have been several TDSB dance workshops and I have contacted teachers that have been attendance and have asked them to write a reflection or summary about their experience, etc. These dance write-ups would be something that we can add to the newsletter.

I have signed on for a second year as the Education Resource Writer for the CanAsian Dance Festival. This Education package will be going out to Elementary teachers - Grades 4, 5, 6. Lessons on dance and drama will be on the countries, Azerbaijan, India and Japan. I have asked for the rights to have last year's resources posted on our website. Still waiting for their response.

Submitted by Tara Lee Blight

### **Central West Regional Report**

As Central West Regional Rep I have contacted my region on one occasion as I sent out another intro. letter to all new members. I've sent out a 2007 conference "save the date" flyer to all members also. I have been emailed a few times by members to ask questions about last year and this year's upcoming conference, but have yet to be sent any new information about events that are happening in my region.

As Co-Chair for the 2007 CODE Conference, Bev and I have met on a number of occasions to begin the initial stages of planning for the conference. Bev negotiated and signed a contract with Blue Mountain Resort and has set the conference date for the weekend of October 26th, 2007. We have been discussing the structure, keynote speakers, themes and name for the conference as well as sources for funding throughout Ontario. We have also signed on with Drama Focus to carry-out registration etc. for this year's conference again. The conference committee will be meeting during our Getaway weekend to discuss and work out further plans for areas such as: Logo, Theme, Exact Title, Call for Presenters and a Key Note Survey.

Submitted by Jen Santangelo

### **Northwestern Region Report**

January 12, 2007

NWR members will have been contacted by the end of this weekend and informed of next year's conference date and location. There was a delay in receiving the membership list due to computer incompatibilities and I was surprised, and concerned, to see there are only six members in the whole of the northwest. Recruitment will be my main focus and to that end I am working on an address list of all the region's boards and schools and hope to get direction at our retreat on the best way of publicizing CODE. I will also be working on the proposed spring Northern Workshops under Donna Marie's direction.

As mentioned recently to Wendie, I think the look of the new website is very crisp and navigation seems to be easier. However, the lesson plan zone is very minimal and I would like to see this area addressed. If this is one of the perks of a \$40 membership, it needs to be much stronger especially if it is a selling feature to prospective members who are unlikely to attend the annual conference due to the prohibitive cost of travel from the northwest. I would be quite willing to work on this aspect of the website if the board feels it is a need.

I'm looking forward to contributing to this management board and to attending the Work Day retreat.

January 17, 2007

Addendum to report:

On Wendie's advice, I have held off contacting the NWR members until after the Work Day. I have been compiling an updated list of the school boards and schools that belong to the NWR. However, according to the 2005/06 CODE map, two of the school boards are physically in the Midnorthern region and I hope to have this discrepancy resolved at the retreat. I have also been investigating the First Nation schools as they do not appear on my NWR region list. There are 131 First Nations in Ontario who may have been overlooked in the past. I would like direction on this matter and look forward to the discussion on Northern Workshops that may address those that belong to the NWR region.

Submitted by Katharine Bourgon