

CODE Management Board Meeting

Saturday, Sept. 15th 2007

1:00 pm - 4:00 pm

Theatrebooks, 11 St Thomas St, Toronto, ON

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

Present: Donna Marie Baratta, Kim Snider, Bev Bonk, Deb Reynolds, Pat McCarthy, Ceris Thomas, Lorena Haley-Twiss, Matt Kerr.

Regrets : Tara Lee Blight, Jen Santangelo, Heather Downey, Andrea Goldfarb.

Absent: Shelley Smith-Dale

1. Routine Business (1 - 1:05)

1. Call to order at 1:15 by Wendie Gibbons.

I, Bev Bonk, move to adopt the minutes of the meeting on June 9th, 2007. Seconded by Donna Marie Baratta. Motion passed unanimously.

2. Business arising from minutes: Debra will follow up with Lorraine Kimsa about a possible Fall workshop event. Debra will discuss PAONE group during her report.
3. Adoption of agenda: Wendie added "business arising from reports" to the agenda.

I, Pat McCarthy, move to adopt the agenda for the meeting on Saturday, September 15th, 2007 with the addition of "business arising from reports." Seconded by Matt Kerr. Motion passed unanimously.

2. Discussion/Decision Items

.1 Treasurer's Report (-1:15)

Our most current tax return has gone to GC Tax Services from the period of Feb. 1st to June 30th and we expect a quick turnaround before it is sent to CRA.

.2 BMR Conference Report (-2:00)

Budget: The fiscal situation seems healthy and Bev will send the exact numbers to Wendie and Dre before the AGM. Bev wanted to clarify that the Friday meal is complimentary for delegates, Friday presenters, symposium attendants, and poster fair people.

Thank Yous: Wendie wants to recognize the amazing work Bev and Jen and the committee have been doing; registrations are coming in at a very rapid pace. Wendie will be putting out an email to urge members to register quickly before workshops fill up. Thank you Bev for the thorough report. See attached report for details.

Subsidy update" Recommendation to push back the deadline and will send a separate email to members urging them to apply. New deadline will be October 17th. Reps can tell applicants to bring their Mapquest proof to the Conference to show Dre so they can be reimbursed. If we do not use all the money we can decide to give

applicants more money, and/or subsidize out of province applicants.

Out of province issues: If we do not use all the money we could give applicants more travel subsidy, and/or subsidize out of province applicants. We are currently waiting to hear back from the Ministry to see if MOE funds can be used for out of province delegates. Discussion: If CODE's mandate is to service Ontario teachers, shouldn't the funding be used to support Ontario teachers first? Where do out of province members fit? CODE will wait for further direction from the Ministry, and will discuss out of province members at the next CODE meeting.

Membership Registration: Discussion of how those who attended regional conferences will pay their membership through vouchers and/or direct reimbursement.

Duties at conference: We would like a Board member in each area/ at each table of the symposium to take minutes from the discussions that will be given to Glenys for a report. 2:15-4:45 is the time of the symposium. We need people to sign up to take tickets and people to man the CODE display table on Friday and Saturday. There is a sign-up sheet for Board that was circulated by Bev.

- Honourary criteria: Wendie circulated the criteria and will be sending it out to the membership in an email tomorrow.
- AGM & elections: Election forms will be put on the website soon; please fill them out in advance; Donna Marie and Steve Russell will be on the committee; we need a Board member to be on the committee; Ceris Thomas volunteered.
- Business arising from the reports: CODE needs to purchase PDF writer for letters, publications, etc.

Publications: Matt circulated a new article for Touchstone; Matt asked if the one-page blurb for the folder should be titled as "Touchstone"; it was agreed that it was a "CODE Conference Bulletin."

Regional Reps: When you contact members please mention that the TDSB documents are now on CODE's website.

.3 CODE events update (-2:10)

- Thunder Bay: DM circulated her report; she is working at getting registrations for the Thunder Bay conference; registration is at 18 at the moment, but we are hoping for more in the next week. Venue, flights, workshops, hotel are set and confirmed. DM would like to leave it open for delegates to sign up on the spot. See attached report for more details.
- Sudbury: Wendie attended on the Sudbury conference on August 29th; there were approx. 17 people and it went very well.
- Peterborough: Lorena thanked Matt for the article about the conference; there were 33 people at the conference but about 10 that were registered did not come; it went very smoothly. Kim,

Dre and Matt congratulated Lorena for the amazing work she did on the conference; Wendie will again thank Steve for helping out with the conference.

- .4 Conference Manual Update (-2:15): We now have the manual and Wendie and Kim will review it.
- .5 Resource Development (-3:00): We have received over 300 documents in all. Though the documents were reviewed, we need to look them over before they are put on the website. We even have a DVD as part of the document. Carmelina Martin created a project for her Dance AQ students to create additional documents. Suggestion to contact writers to urge them to create workshops in their boards and perhaps "launch" the document at the Conference, perhaps have materials at the CODE display table during the Conference.

After breaking into groups, concerns were raised that some documents need extensive revision; Wendie and Dre will look into hiring someone to look over documents.

- .6 CODE Conference 2009 (-3:30)
 - Proposal: Deerhurst has sent us materials and a video for its facilities; it is willing to offer us prices from over 3 years ago. Deerhurst is undergoing renovations that will make the space even nicer than in years past. Board viewed the slideshow and prices. Prices for rooms are higher in October than November but earlier seems to be a better date timing and weather-wise.

I, Wendie Gibbons, move to have the CODE Conference on October 23rd-October 25th, 2009 at Deerhurst Resort. Seconded by Dre Gravelijn. Motion carried unanimously.

3.0 Other Business

- Letter for Faculties of Education: Wendie has sent the letters drafted by Pat and Tara Lee to Trent, Western, Brock and Nipissing . If you do have contacts at other faculties please tell them to contact Wendie for letter and voucher.
- Webcasts: Bev reported having looked at the webcast; there were technical difficulties in watching it. The Ministry gives an overview of the webcast; it is clear and concise, in French and English. Wendie decided to put the link on the CODE website only.
- Pat: Helen Porter, a Prologue artist and storyteller, passed away this week. Dre suggested that perhaps we put something on the CODE website. Dre volunteered to write something for the website once Pat gets more information.

Meeting adjourned at 3:51pm.