



Management Board Meeting

Saturday January 19th 2008

9 am – 5 pm

White Oaks Resort, Niagara-on-the-Lake, ON

Co-chaired Wendie Gibbons, President, & Andre Gravelijn, Vice President

Present: Louanna Alexander-Hudgel, Bev Bonk, Heather Downey, Marilyn Duffield, Wendie Gibbons, Dre Gravelijn, Eamonn Nolan, Deb Reynolds, Jen Santangelo, Kim Snider, Ceris Thomas, John Thomas

Regrets: Lesley Bazinet, Andrea Goldfarb, Lorena Haley-Twiss

1. Professional Development

Shaw Festival Theatre

9:30 – 10:30 am TOUR

10:30 – 11:30 am Valerie Taylor, Director Marketing

Lunch 12 – 1 pm

2. Routine Business

2.1 Call to order – by Wendie Gibbons at 1:15pm

2.2 Business arising from minutes: minor clarifications to the minutes.

I, Heather Downey, move to adopt the minutes from the December 1st, 2007 meeting. Seconded by Ceris Thomas. Motion carried.

.3 Adoption of agenda

I, John Thomas, move to adopt the agenda for today's meeting on January 19th 2008. Seconded by Louanna Alexander-Hudgel. Motion carried.

2 Discussion/Decision Items

3.1 Review of meeting protocol (Dre).

3.2 Management Board Issues

Each board member liaisons with an Exec member and you should copy them on email correspondence. Please send any membership issues you have to Lesley Bazinet and copy Dre. If you are copied on an email, you do not have to reply or respond to the email – we just want you to be aware of that information. Update: Donna Marie has resigned, and we truly appreciate all her hard work and dedication to the organization over the years. Drama and Dance Liaisons will now report to Kim Snider.

Serving on committees: In the by-laws it is stated that all board members will serve on committees; there will be time for committee sign-ups tomorrow.

Creating committees: CODE encourages board members to start their own committees in their regions to initiate projects.

.3 Stratford Camp Proposal – John

John summarized his proposal for a CODE-affiliated PD “camp” for teachers.

I, John Thomas, move that CODE support the initiative for a two-week Stratford Drama Camp in the summer of 2009 and supply the committee with seed money in the amount of \$500. Seconded by Ceris Thomas. Unanimously carried.

Discussion: Discussion of costs, timing and workshop leaders.

Kudos to John for all his hard work and planning on this venture. John and the board will explore funding options, such as applying for TLLP or OSSTF funding.

.4 Theatre Ontario Proposal: Wendie circulated proposal from John Goddard at Theatre Ontario (attached); TO wants to begin offering workshops around Ontario in partnership with CODE.

I, Wendie Gibbons, move that CODE enter a partnership with Theatre Ontario to present Drama and Dance workshops to elementary teachers in Ontario at not-for-profit. Seconded by Marilyn Duffield. Motion carried unanimously.

Discussion: Discussion of timing and scope of the workshops.

.5 CODE Participation in Events: Wendie is contacted regularly for a CODE presence at various events through boards and associations. We would like to create a rotating schedule so that board members could regularly attend these events. Perhaps there should be a PR committee who could solicit and find people to attend various events. This committee will be discussed and formed tomorrow.

Break 3 – 3:15

.6 Publications – Eamonn has posted his first article to the website and is eager to write articles for the website; if you have ideas for articles or names of people who could be interview subjects please forward them to Eamonn. He is also thinking about writing an article on the importance of Drama and Dance in education and why we have CODE and how it benefits teachers. He has also thought of the idea of a Kids Zone on the website that parents could access to be informed about CODE and publicize it to their kids’ teachers. Also, there could be testimonials from students about drama and dance and its impact on their lives; these would be compiled by Eamonn and collected and posted on website; the winner could get a CODE t-shirt, etc. Board loves the ideas presented and brainstormed some potential ideas for interview subjects.

.7 Conference – Ceris & Wendie

Registration system: The two part login system that Deb suggested at the last meeting would allow members and non-members to register separately for the conference; Annette is looking into it. Discussion and explanation of the old system of registration/membership and the new one.

Robert Corbeil has sent a letter to IDEA inviting them to hold their executive meeting at our upcoming London Conference. At some point, Wendie may have to go to Ottawa to work on this project.

Ceris: The conference committee has not been formed yet but there is some interest from various parties; Ceris has drafted a letter of invitation for committee members that would include a list of committee position descriptions; the board looked over the draft letter and wrote suggestions on the letter to forward to Ceris.

New Business: Bev is pleased to announce that the conference was a great success. Applause and congratulations to Bev and Jen for a conference well done!

- .8 Work Teams: members split into work teams.
- Regional Reps: Regional Communication & letter of introduction
 - Heather, Jenn, Debra, Gisele, Louanna, Marilyn
- Discussion Forum
 - Andre, Eamonn, Wendie
- Conference
 - Ceris, Bev, Kim, John

Recessed until next day's meeting.

Sunday January 20th 2008

9 am - 12 pm

Absent: Eamonn Nolan

3. Reports

Treasurer (Andre): CODE is currently in a healthy financial position and our Ministry money has been spent.

Curriculum Review (Kim): Kim discussed the response to the proposed Curriculum.

Resources Update (Wendie): The resource documents are now edited and once titles on the website are organized they will be posted; Wendie would like to print out some lessons to have at the display for CODE events.

Website (Website): Annette has asked if we want to update our Flash to include inspirational words to come up and some other additions.

Tarragon & LKTYP (Debra) Workshops: The Tarragon Day was a great success; once the message was sent out to the membership many people joined up; Wendie encourages you to think about similar events in your region. Deb is planning an April 12th workshop, one elementary and one

secondary focused; the play *Roughhouse* will be showcased and is appropriate for kids ages 5+.

Prologue Bowlathan: Prologue and Mariposa are creating a fundraiser for schools to get shows at little/no cost.

I, Wendie Gibbons, move that CODE sponsor the CODE-Prologue-Mariposa bowling team for the fundraising event in the amount of \$1000. Seconded by Jen Santangelo. Motion carried unanimously.

Future Meeting Dates: March 1st, May 3rd and June 14th at Theatrebooks from 1-4pm. Kim will make sure these dates are on website.

Next year's meeting dates: Sept. 20th, AGM at Conference; Dec. 6th, Jan. 17th, March 7th, May 2nd and June 13th. Please book your events around these dates.

Eastern Region (Gisele): Her proposed Dance Festival in the Eastern Region is May 7th -8th, 2008. Gisele is looking for fundraising and other financial ideas. CODE will continue to informally support the Dance Festival; Gisele should use the distribution list to solicit more ideas/suggestions from the board.

Claims (Dre): Dre gave out the claim expense form and encouraged board members to use these forms when claiming expenses.

Committees: Members signed up for committees.

Stratford: John, Louanna, Gisele (Dance/Voice assistance), Ceris, Debra John will keep committee informed of meeting dates, etc.

Theatre Ontario: Heather, Kim, Louanna, Jen, Bev, Marilyn, Gisele, John Wendie will continue to communicate with John Goddard, but it will be up to the committee to create the workshop.

PR/Exhibits: Dre, Heather

Discussion about how signup will work; the rotating schedule will ensure it is not always the same person attending events on behalf of CODE. People would generally be tapped to go to functions in their regions. All agreed that this would be a good idea to make connections with others and build committees.

Conference: Louanna, Wendie, Debra

Updates from yesterday's work-time:

Discussion Forum (Wendie): The Discussion Forum is it is not currently working as is and it should be disbanded until we have a better idea of what would work. There was discussion of a Facebook group, blogs, etc. which are free. Further discussion will be put over to the next meeting.

I, Wendie Gibbons, move that we cancel the contract with Annette for the Discussion Forum only. Seconded by Andre Gravelijn. Motion carried unanimously.

Regional Reps (Heather): A lot of time was spent going through the database fixing the membership lists; today we would like to set action items and begin writing letters. Heather will resend all reps their new membership

lists. Wendie would like to thank Heather for continuing to help out with membership after her term has expired.

Conference (Ceris): Ceris read over two favourite theme names.

I, Ceris Thomas, move that the CODE Board grant the CODE Conference Committee seed money in the amount of \$1000. Seconded by Bev Bonk. Motion carried unanimously.

5. Action

5.1 Go over list of action items and update

5.2 Action Teams

John & Bev: Drafted a letter to send to pre-service instructors and theatre and dance organizations.

Regional Reps: A letter was drafted and will be submitted to request that all the current Ontario School Board drama and dance consultant names and contact information be shared with CODE.

Kim & Eamonn

Letter writing to MOE: Kim will begin drafting a letter regarding our concerns about the curriculum review. The final draft of the letter will be sent to the Ministry by Wendie.

Ceris: Drafted a "save this date" PDF Flyer to send to reps to give to their members about the conference.

Andre/Wendie

They will meet to go over privacy and treasury policies together.

6. Wrap Up Discussion

Potential CODE description for PR events. We will continue to work on this "soundbite" at future meetings.

Adjourned by Wendie Gibbons at 11:51am.