

CODE Management Board Meeting

Saturday, Dec. 6th, 2008

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

Present: Bev Bonk, Heather Downey, Eamonn Nolan, Debra Reynolds, Steve Russell, Megan Schroeder, Kim Snider, Ceris Thomas, John Thomas, Stephen Wei, Amanda Williams-Yeagar, Wendie Gibbons, Andre Gravelijn

Regrets: Leanna Neal, Louanna Alexander-Hudgel, Brooke Charlebois, Marilyn Duffield, Giselle Pacquette, Jenn Santangelo

1. Routine Business

- 1.1. Call to order by Wendie Gibbons at 12:43pm.
- 1.2. Business arising from minutes: none.

I, John Thomas, move to adopt the minutes from the September 20th, 2008 Board meeting. Seconded by Heather Downey. Motion carried.

- 1.3. Adoption of agenda

I, John Thomas, move to approve the agenda for today's meeting. Seconded by Bev Bonk. Motion carried.

2. Orientation for new board members (45 min)

- Meeting dates and protocol: Introduction of board members and positions. Welcome to everyone. Upcoming meeting dates: January 17, March 7th, May 7th - Exec only, June 13th.

Action: Kim will send out the Board report template to the new Board.

- Communications: Overview of the communications protocol. New E-mails: John Thomas is dramaliaison@code.on.ca, Steve is pastpresident@code.on.ca, Stephen is webmaster@code.on.ca, and Ceris will be membership@code.on.ca.

Action: Brooke will update the email addresses in the directory and on the CODE website.

- Duties: Liaisons, Regional Reps, Membership, Communications met with new board members to discuss duties, etc.
- Photos of Board members will be done in January.

3. Discussion/Decision Items

- 3.1. Conference Report 2008 (Ceris): Wendie draws names of people who filled out the survey. Winners are Suzanne Burchell and Keith Falconer. Discussion: Thank you and card to Ceris for all her hard work. There were many positive comments about the conference and workshops. Reminder from Wendie that board members cannot be paid for workshops at CODE Conferences.

Action: Stephen will post congratulations and winner names with prizes to the website.

3.2. Treasurer's Update (Dre)

- Transportation issue: Dre sent reminder to people travelling far outlining the procedure for claiming travel expenses.
- Retreat: Because of pre-paying for conference facilities for the next few years we are looking at a one-day retreat with lunch on January 17th. Exec is looking into options in and around Toronto.
- Executive has made a decision to raise the membership fee from \$40 to \$50.

3.3. Conference 2009 (Bev)

- Bev and Jenn have met, visited Deerhurst, and started preliminary talks about the conference. Conference committee members are Jenn, Bev, Kim, Brooke, Pat McCarthy, Eamonn, Ron, John, Ceris and Jenn's cousin. They are looking at possible themes of change, integration (in elementary), working with exceptionalities.

Action: Bev will send out an email with ideas and questions to the board for more discussion/brainstorming.

3.4. Drama Liaison update (10 min)

- Stratford camp: John gave an overview of the week-long camp with a schedule; teachers will create unit plans that will be posted on the CODE website.

Action: John will send a flyer to the board we can circulate and Stephen will post it on the CODE website.

Action: Dre will send the CODE logo to John and Stephen.

- Buffalo trip: John is still trying to make connections with Buffalo faculties of education.

3.5. President's Update (30 min)

- Drama Focus proposal: distribution and overview of proposal.

I, Steve Russell, move to authorize Wendie Gibbons to negotiate a contract with Drama.Focus for the production of their curriculum implementation handbook and that contract should not exceed a \$2000 cost to CODE. Seconded by Dre Gravelijn. Motion carried.

Discussion: Questions raised about needing to see a sample of the proposed document.

- Theatre Ontario workshops: There will be a workshop on January 10th, 2009 with Jenn and Bev. Louanna will plan to do a Theatre Ontario workshop in the future. Kim will lead the planning for the 5-8 workshop for the spring.

- ARTSECO meeting: Wendie attended Arts Consultants groups on November 6th. She promoted CODE and offered to do workshops at their boards. Toronto Catholic board would like a dance in-service for activities for DPA. Megan has agreed to do this. Wendie went over highlights from the meeting minutes.
- OATEA meeting: The group is considering changing their name to TEA Ontario. Wendie promoted CODE to the association.

Action: Wendie will put Bev on the agenda for the next meeting to discuss training sessions further.

- Future conference: deferred to next meeting.
- Promotional materials: Posters and brochures are here for pickup. The brochure is also on our website and can be easily printed from there.
- OSSTF grant: Was sent and we hope to get money towards the conference.

3.6.Goals for 2009

- Tagline: We will look at this at the Work Day in January and we will invite Andrew who did the presentation on taglines to help us with this. Also consider goals for the new year for the next meeting.

3 Other Business

- Kim will be creating a rotational display schedule for Board members to attend PD Events: one upcoming is the Power of Literacy Through the Arts; Amanda would be willing to go.

Action: Kim will send out info to see who can attend which events.

Action: Ceris will send Stephen photos from the conference to post on the website.

Action: Ceris will take info from conference survey on “why people joined” CODE and send it out to board members.

Meeting adjourned at 3:18pm.

