

DRAFT - Not Yet Approved

CODE Annual General Meeting

Sunday, October 31st 2010

Niagara-on-the-Lake

Agenda

Chaired by W. Gibbons, CODE President

1. Routine Business

1.1 Call to order and welcome by Wendie Gibbons at 9:33 am

1.2 Adoption of minutes of last meeting and business arising from minutes

I, Ian Armstrong move to adopt the minutes from the AGM at the Deerhurst Conference Centre 2009. Seconded by Jan Buley. Motion carried unanimously.

1.3 Adoption of AGM agenda

I, Andrea Santangelo, move to adopt the agenda for today's AGM. Seconded by Sarah Papoff. Motion carried unanimously.

2. Summary Reports

.1 Discussion regarding reports

Membership: Currently there are 512 active members. With our new website we have the capacity to hold infinite numbers of members. It is much more efficient to track membership and payments. Membership is separate from conference registration. Membership brings you more things than just the conference and CODE hopes to highlight discounts for CODE members through the website. Membership money can be used to develop workshops and resources.

Website: see report

.2 Highlights from Executive reports

Steve Russell: It has been a wonderful opportunity to serve in the most exciting year of CODE. Steve has met and networked online with past presidents of CODE to organize a Past President's dinner at the 2010 conference. He has also been working on the archival material through Brock University.

Treasurer: See report. There is currently money put away for regional initiatives (such as regional workshops) this money would cover OT and travel expenses.

CODE's return is public and will be uploaded online soon.

Andre worked closely with Wendie this year to budget the Ministry money and ensure that the money was handled properly.

Andre continued his work with Pulse, as the guest artist liaison. The Pulse conference had a large number of students in 2010.

Andre is retiring this year and although his term officially ends this weekend; he is willing to stay on to mentor our new incoming treasurer.

Brooke: See report

Kim: See report.

We are actively continuing to seek partnerships, particularly those outside of the region.

3. Elections

This year, the Executive positions are up for election. The new CODE Executive is as follows:

President: Kim Snider

Vice President: Brooke Charlebois

Past President: Wendie Gibbons

Secretary: Amanda Williams-Yeagers

Treasurer: Laura Bonfilgli

Meeting adjourned 10:29



Executive Reports
AGM 2010
DRAFT

André Gravelijn
Executive Treasurer
Reporting for Fiscal Period July 1, 2009 - June 30, 2010

Summary of Activity

I have continued to carry out my primary duties as Treasurer, including supporting the President and Executive team by; responding to Ministry initiatives, and attending stakeholder and school board meetings as a CODE spokesperson to further promote the mission of CODE.

0. CODE has continued to retain the services of GC Tax Services 2009-2010 (and upcoming) fiscal year.
1. CODE's 2009-2010 fiscal year return has been filed with the Canadian Revenue Agency. The return can be viewed online at <http://www.cra-arc.gc.ca/charities/> once uploaded.
2. Ministry funding of half a million dollars was given to CODE in August 2009 for curriculum development with the deadline of August 31st, 2010 to complete projects. The Ministry had very specific guidelines to be followed in terms of how the money was to be spent and reported on. I worked closely with the President to ensure that payments and reporting back to the Ministry was timely, clear and efficient. I also worked closely with the President to create budgets and support project development. (See President's report.)
3. As part of the CODE Publicity Strategy, I continued to support the Vice President by ensuring adequate promotional items were available to support Regional Representatives during their regional workshops and promotion of CODE. As indicated in the plan, Regional Representatives are charged with the task of bringing visibility of CODE to their regions and putting a face to CODE. The overall expectation is to continually increase the awareness of CODE and what a membership benefits are. The 'handshake' approach has increased CODE's visibility to more new members. I still continue to reconnect with with members whom I met during the publicity tour in 2008-2009.
4. Also, as part of my ongoing support of the CODE Publicity Strategy, I worked together with the board to create the CODE 40th Anniversary tagline. All CODE board members have this as part of their email signature serving as a publicity piece and invitation of the 40th Anniversary conference. This also included the development of four new drama and dance posters both in English and French.
5. CODE was invited to participate in Sudbury's Northern Ontario Regional Arts Conference in October 2009. This is part of CODE's professional development outreach being offered to northern regions within Ontario. I offered workshops in dance and provided a number of promotional items to all attending teachers. Lesson maps and instructional strategies were shared with teachers in an active hands-on format. A large

portion of teachers who attended NORAC were encouraged to become CODE members.

6. I continued my role as the official PULSE Ontario Youth Dance Conference Artist Liaison. The conference for students was held at York University during the May 13-16th weekend in 2010. There will be approximately 36 dance workshops offered by exceptional and diverse Ontario artists. These artists bring a range and wealth of skills in contemporary and international dance forms. The Conference Chair and PULSE Executive Committee have continued their efforts to secure funding for archival projects. I continued to act as an Executive liaison to CODE throughout the process, reporting progress at CODE meetings.
7. I actively participated as the Executive Liaison for the 40th Anniversary CODE conference. My responsibilities included supporting the creation of a budget, providing guidance around the conference structure, supporting the documentary and Media Release form creation, workshop contract support, attending committee meetings and conference activity and event feasibility. I continued communication with CODE throughout the process, reporting conference progress at Executive meetings and supporting the Conference Chair's reports at Management meetings.
8. The Treasury policy continues to be a work in progress, and will incorporate the addition of a financial statement glossary coming from a suggestion from Steve Russell, Past President. A deadline for completion had been set for June 30, 2010. However, this will be an ongoing goal item for the incoming Executive and Treasurer. I would be pleased to be invited back to support the creation and completion of this policy.
9. The implementation of 'child' accounts under the 'parent' CODE bank account at TD Bank that was introduced during the last fiscal year continues to be in place for this current fiscal year and has been met with success. Having the ability to monitor financial information for the PULSE and CODE Conference accounts without disrupting regular business for those committees has been particularly useful. Also, having the option of supporting various committee treasurers, meetings and being able to monitor and oversee the finances without being present at individual meetings has also been most useful.
10. Travel per kilometer reimbursement formula for CODE board members was reviewed this fiscal period. With the support of the President, and under advisement of our Accountant along with mindful consideration of the financial position of CODE, it was decided that kilometers would again be reimbursed at a reduced per kilometer rate. Gas receipts are not deemed eligible according to our Accountant as there is no way to verify that the amount paid in gas was used for travel to and from meetings. As the financial health of CODE changes from year to year as well as board members, this will be a goal item for the incoming Executive and Treasurer to revisit this policy.
11. With the support of President and Executive team, the newly revised \$50 membership fee and conference registration was also reviewed this fiscal period. Consideration was given to financial position of CODE as well as the amount of time needed by the Conference Treasurer to finalize outstanding payments. It was recommended that the membership be separated from the conference fee. This meant that the process for becoming a member would also need to change online. This was met with great success as revenue could be received in advance of the final conference reimbursement to meet the operating costs of CODE.

My Personal goals for 2011 include: supporting the new incoming Executive Treasurer, supporting the completion of the Treasury policy, promoting and increasing the visibility and awareness of CODE.

Secretary's Report

CODE Annual General Meeting

Sunday, October 25th, 2009

Reporting for the fiscal period July 1, 2008 – June 30th, 2009

Prepared by: Brooke Charlebois

Summary of Activity:

- I have continued to carry out my primary duties as Secretary, including collecting reports, attending meetings and taking minutes during all CODE and Executive Board meetings and ensuring Board minutes are posted on the CODE website and copied onto the CODE CD archive.
- I have continued to represent CODE at the GAINS Literacy Network meetings.
- In July 2009, I was the Lead Writer on a Ministry of Education resource writing project for grades 7 and 8 focusing on how to integrate differentiated instruction in Drama and Dance. These resources are available on the EduGains website www.edugains.ca
- In August 2009, I was the Lead Writer on a Ministry of Education resource writing project for Grade 8 Dance. The unit focused on the integration of literacy and Dance and is a continuation of the work I did in the summer of 2008. This resource will also be available on the EduGains website. www.edugains.ca
- I participated in a number of resources writing projects in partnership with the MOE to support the revised Arts curriculum for both elementary and secondary dance.

**CODE Annual General Meeting
Vice President Report
October 31st, 2010
Prepared by Kim Snider**

Regular Duties

I have continued my regular duties as Vice President of CODE and maintained professional communication with those inside and outside of the CODE Board. I have attended regular meeting and corresponded electronically with the CODE Board and Executive on all CODE related matters.

Publicity: I have continued to promote CODE in my role as VP, and have sent regular emails to ARTSECO (arts consultants groups), through my York AQ courses, and at summer OTF camps promoting CODE events such as workshops and conferences.

Membership: I have continued to work with membership officer Sarah Papoff in her management of the membership, and am copied on all membership issues. Sarah has done an excellent job in her role and I wish to thank her for her professional dealings with members.

Other: I have represented CODE at the Ministry level, attending the GAINS writing session in Barrie in July 2009 and at a Literacy Frameworks meeting in May 2009. I oversaw the organization and registration of a workshop with visiting Professor Jonothan Neelands in February 2009, which was co-sponsored with the Toronto District School Board. This was a very successful event, and CODE has continued to develop its relationship with Jonothan and has invited him to be a part of our 2010 conference.

Partnerships

I, along with the CODE board, have continued to seek out partnerships between CODE and various arts organizations. We have secured a number of partnerships with organizations that now offer discounts to CODE members, which is listed in the Members Only Zone of the website. We continue to seek out memberships with organizations, and are particularly interested in partnering with organizations outside of the GTA.

OTF Camp

In July 2009, I was a workshop leader at OTF's first integrated arts Camp at Bark Lake Leadership Centre. I worked alongside my co-presenters Jane Dewar of OSEA and Jane Wamsley of OMEA, and have continued to develop a professional relationship with them that has contributed to positive connections between the arts subject associations. The camp was very successful and reached 60 teachers. There are plans to do a second version of the camp in the summer of 2010.

Jane Dewar, Jane Wamsley and myself created a short version of our integrated arts workshop and presented it at the OMEA, OSEA, and CODE conferences in the fall of 2009. All workshops were well received and well attended. I am very grateful to OTF

for giving us this platform to promote arts education in Ontario, and feel very proud that Jane, Jane and myself have brought our subject associations together to promote integration in the arts to teachers across Ontario.

Revised Arts Curriculum

I have participated in a number of curriculum writing initiatives to support the revised arts curriculum, such as the GAINS writing in Barrie in July 2010. I also acted as lead writer of the 9 and 10 drama units for the CODE-Ministry writing project.

CODE Conference 2011 Location

Over the past year I, along with other members of the CODE Board, have scouted locations for the 2011 CODE Conference. Initially, our wish was to hold the conference in the Toronto area, as it has been a long time since we had a conference in that location. I, along with members of the Board, visited the Hyatt Regency, the Delta Chelsea, and George Brown College. I also spoke with contacts at Randolph Academy and looked into school-based locations. After these visits it became increasingly clear that finding suitable space at a reasonable price that could accommodate dance workshops specifically was very difficult in Toronto. After receiving a quote from Blue Mountain Resort, the CODE Board voted to hold the 2011 in that location, due to the history of success we have had holding conferences at that location. It is my hope that CODE will hold a smaller regional conference in the Toronto area in the spring of 2012, and I will be looking into that possibility in the future.

OAC Grant Application

In the spring of 2009, Pat McCarthy of Prologue to the Performing Arts and myself met with the Ontario Arts Council to research a possible grant to subsidize artists to attend CODE conferences. It was decided that CODE would apply for this grant in October 2010 to be used for the 2011 conference.

Final Thoughts

As I finish my term as Vice President of CODE, I am very grateful for the support and hard work of the entire CODE Board, who volunteer their time all in the name of promoting drama and dance throughout the province. The last year has been a very busy and exciting time for CODE, and no one has worked harder than our board, particularly our webmaster Stephen Wei, our secretary Brooke Charlebois, our treasurer Dre Gravelijn, and our president Wendie Gibbons. I would like to thank them especially for their tireless dedication to the cause of promoting drama and dance education in Ontario.

President's Report
CODE Annual General Meeting
Sunday, October 31st 2010
Reporting for the fiscal period July 1, 2009 – June 30th, 2010
Prepared by Wendie Gibbons

Summary of Activity

- **I have continued to carry out my primary duties as President, including the planning and chairing of both Executive and Management Board meetings, ensuring that all Board minutes are posted on the website, communicating on a regular basis with all CODE members, responding to Ministry initiatives, and attending non-CODE meetings as the official CODE spokesperson.**
- **As official spokesperson for CODE, I attended OTF/MOE meetings and OnTEA meetings. At all events, I was professional and promoted dance and drama to the best of my abilities. I reported on CODE events at OTF meetings and wrote reports to the Ontario Arts Education Consultants group.**
- **CODE supported educators by presenting workshops at NORAC's Arts Alive conference in Sudbury and in North Bay in October 2009. In the summer of 2009, CODE presented an integrated arts workshop with OMEA and OSEA at an OTF Camp and again at all three ARTS conferences (see VP's Report). There will be OTF Camps offered this summer: integrated arts at Bark Lake and dance and drama in the Niagara region.**
- **CODE continued to work with John Goddard Executive Director of Theatre Ontario on developing professional learning opportunities for Ontario teachers and two workshops were presented Sept. 19th 2009, one in Toronto and another in London. We tried a new format and feedback was positive; however, we continue to struggle with regional workshops because of a lack of interest by teachers.**
- **In February, CODE worked with TDSB to offer a workshop to its members presented by J. Neelands (see VP's report). This proved very successful and we asked Neelands to return in October to attend our conference to present workshops. He has accepted.**
- **It is important to note that no CODE Board Member receives any money for presenting workshops for the CODE conference, NORAC, or Theatre Ontario/CODE workshops. Board members can register for the conference at a reduced fee because they help out and can only attend some, if any, workshops.**

- **Steve Russell (Drama), Past President, and Ceris Thomas (Dance), Publications Officer, attended the Ministry Training Sessions on the revised Secondary Arts Curriculum in December and did a presentation at our CODE workday in January.**
- **CODE continued to actively seek partnerships with various companies and theatres to see if they would be willing to offer CODE Members discounts (see VP's report). We are aware that we need to pursue more companies outside of the GTA and will continue to do so.**
- **As Executive liaison for communications, I met with our Communications Officer Stephen Wei to develop a more user friendly and dynamic website. As a result, we continue to work towards creating a site that will meet the needs of our members. A launch of the new site is planned for July.**
- **All Executive and Board members with code emails moved to gmail, a free service. This will clearly save us money.**
- **Posters focusing on the elements of Dance and Drama have been developed in both English and French. More promotional material has been ordered.**
- **The CODE Drama Camp in Stratford initiated by our Drama Liaison Officer John Thomas was offered again in the spring. Unfortunately it had to be cancelled due to a lack of registrants and at this time, will not be offered again.**
- ***Arts At The Heart: A Practical Guide to Dance and Drama in Elementary Schools* was launched at last year's conference and feedback has been positive. A few school boards have ordered the book through CODE which will allow us to make back the money we invested in the product.**
- **Next year's conference will be held at Blue Mountain Resort Oct. 28th to 30th 2011 (see VP's report).**
- **Meetings – CODE held regular meetings at Meadowvale S.S. in Mississauga where we had internet access. This enabled us to use Skype which allows CODE board members from afar to participate in meetings. Unfortunately, there isn't always a permit to piggyback and in those instances; we use Theatrebooks where internet access is unavailable. This makes it difficult for members from afar to participate in meetings.**
- **Ministry funding of half a million dollars was give to us in August 2009 for curriculum development with the deadline of August 31st to complete the project. There were very specific guidelines to be followed – the money had to be used to create dance and drama elementary and secondary resources**

supporting the revised Arts curriculum. None of the money could be spent on professional learning opportunities as other monies had been directed to PL.

With the Ministry money, CODE created the following resources:

Curriculum Writing

- Elementary/Secondary Units and Course Profiles

Grades 1 to 10

Two units per grade: one in dance and one in drama.

3M, 3O, 4M, 4E

Two units per grade: one per course, drama and dance each.

All units have course overviews, 5 lessons, and support materials (BLMs, appendices, charts, etc.). All units follow the Three Part Lesson Template set by the Ministry.

➤ **TOTAL: 29 units**

Drama Focus Courses

ADD, ADC, ADV, ADG (Acting), ADB

Course overview, scope and sequence, list of resources, list of glossary terms, and 2 - 3 lessons each

ADF, ADP (Theatre Development), ADT, ADG (Improvisation), ADP (Playwriting)

Course overview, scope and sequence, list of resources, list of glossary terms, and 1-4 lessons each

➤ **TOTAL: 10 profiles**

Dance Focus Courses

ATB, ATJ, ATM, ATS, ATT, ATR, ATI, ATF, ATG, ATO, ATW, ATZ

Course overview, scope and sequence, list of resources, list of glossary terms, and 1 –3 lessons each

ATD, ATH, ATP, ATU

Course overview, scope and sequence, list of resources, list of glossary terms, and 4 lessons each

All course profiles have support materials (anchor charts, BLMs, appendices). All lessons use the Three Part Lesson Template.

➤ **TOTAL: 16 profiles**

TOTAL: 55 resources

Curriculum Writing

- Elementary/Secondary Drama, Dance, Critical Literacy Units

Grades 1 to 8

One integrated dance, drama, and critical literacy unit per grade. Each unit has course overviews, 5 to 7 lessons, and support materials (BLMS, appendices, charts, etc.). All units follow the Three Part Lesson Template.

➤ **TOTAL: 8 units**

Grade 7 Cross-curricular Unit

One integrated drama, dance, history and critical literacy unit using the Three Part Lesson Template.

➤ **TOTAL: 1 unit**

TOTAL: 9 resources

Curriculum Writing

- Elementary/Secondary Supplementary Resources

Drama and dance lessons that include a definition of the convention explored, instructional strategies, variations for different levels of readiness, and extension and cross-curricular activities

Also created were checklists, lists of resources and assessment tools

TOTAL: 21 resources

Curriculum Writing

- Revised 1999 Course Profiles

Several units from the 1999 course profiles were revised to support the current Arts Curriculum

7 units Dance

1 complete course Dance

10 units Drama

TOTAL: 18 resources

Curriculum Writing

- Online Activity

Technical support was provided for the formatting and graphic design of the materials for the website. The documents were then uploaded to the site and organized in a user friendly manner. Content is published for both print and web. Users can browse through the resources before downloading, allowing for greater ease of use; as well, resources posted on the website in-line, as opposed to just downloadable PDFs, will allow for better Google and other Internet searches. This allows Ontario teachers unfamiliar with our organization, to better search for these resources.

An in-line popup glossary system was added and popup definitions will be added to the resources. This project is ongoing as the secondary glossary was required in order to complete this project.

- **Today we say goodbye to two Executive members. Steve Russell, Past President and Andre Gravelijn, Treasurer. Steve was President of CODE when I first came onboard about 8 years ago and following that, served as Past President from 2002 to 2004. Two years ago, when we were without a Past President, Steve offered to fulfill that position for us. He has proven to be an important voice at the table, offering new perspectives and informed opinions. He has brought a great deal of experience and wisdom to our meetings, and has personally provided me with support and encouragement more than once. Thank you Steve for all your contributions to CODE.**
- **Andre joined CODE originally as a conference chair and has proven to be a jack of all trades. He has chaired two conferences, served on several conference committees and has been the artist liaison for PULSE, the youth dance conference. When Andre was my Vice President two years ago, he was also my Treasurer and the Membership Officer – I don't know how he did it. Membership alone was a huge job and then to add the budget and his duties as VP, it was crazy. But he came to every single meeting – never missing a single one. He got the budget sorted out and fulfilled all his roles tirelessly and with enthusiasm. The last two years, he thought his job would be easier because he only had to serve one position, as Treasurer but of course, with half a million dollars to look after, it proved a huge job. Andre has gone above and beyond, dedicating countless hours to CODE over the years – and CODE will certainly have to figure out how to manage without him. Thank you so much Andre for all your contributions to CODE.**
- **As always, I acknowledge the hard work of the CODE Board and Executive. Every member of our board is a volunteer serving to support Ontario drama and dance educators and I thank you for your energy and dedication. It has been to an honour to chair this Board.**

CODE - Council of Ontario Drama and Dance Educators
AGM Board Reports
DRAFT

Board Position Title: Mid-Northern Representative

Emily Caruso Parnell

Fiscal Period for Report: July 1, 2009-June 30, 2010

Summary of Activity

During this, my first year serving on the CODE board, I have participated in CODE activities in a number of ways.

- Communicating with the members in my region via e-mail

- Offering many workshops (Dance Methods, The Arts in the Grade 2, 5, and 7/8 Classroom, Introduction to Dance Education at Laurentian University's Faculty of Education) both to CODE members and non-members.

- Presenting a workshop proposal to the PHE-Canada conference (in collaboration with Brooke).

- Forwarding information about CODE events and projects to the Rainbow District School Board's FYI message board and to other interested parties in the community.

- Communicating (or attempting to communicate) with dance and drama educators in Northern New York State in order to liaise around the 40th annual CODE Conference in Niagara on the Lake. I have yet to receive a reply to any of my e-mails, alas!

- Participating on CODE writing teams.

- Attending planning meetings for arts education in Northern Ontario, including sitting on the organizing committee of the Northern Ontario Regional Arts Conference (NORAC).

- Sitting as an arts education representative on our local Early Learning steering committee and attending Ministry Training and events related to the new ELP.

My recommendation is that the number of Northern Regions be reduced to better reflect both the small number of members in the area and the existing lines of communication between boards.

**CODE - Council of Ontario Drama and Dance Educators
AGM Report**

Board Position Title: Central West Representative

Amanda Williams-Yeagers

Fiscal Period for Report: July 1, 2009 – June 30th, 2010

Summary of Activity

- Ongoing communication with members, organized arts presentation within school PD day, communication with surrounding Teacher's Colleges regarding CODE, and CODE AQ visits, communicated with ARTSECO members regarding possible sub-committee, communicated with members regarding possible elementary CODE camp, part of the Ministry of Education funded CODE writing project for units to support the new curriculum documents
- Represented CODE at the HDSB Student Engagement Conference, HDSB Workshop in Drama and Dance for occasional teachers, HDSB "Arts Smarts" workshop; ** will be representing CODE at OTF workshop and HDSB LNS workshop this summer.

**CODE - Council of Ontario Drama and Dance Educators
AGM Report**

Central East Regional Rep.

Andrea Santangelo

Fiscal Period for Report: November 2009– June 30th, 2010

Summary of Activity

- I emailed my region and regional Arts Consultants on a monthly basis in regards to CODE news, and regional updates.
- I also created and regularly updated the CODE Central East Regional Blog.
- I was on the Junior Drama Unit writing team for CODE this year. I worked on the Grade 4 Drama Unit.
- I represented CODE at York Region District School Board's The Power of Literacy Through The Arts Conference, on January 27th, 2010, to represent CODE.
- I attended and promoted CODE at various regional workshops and conferences including:

1. The Hannah Beach “I Can Dance” Workshop with YCDSB and YRSDB on Monday, May 10th, 2010.
 2. Artspark workshop with YRDSB and YCDSB on Wednesday, May 19th, 2010.
 3. The OAJE (Ontario Association of Junior Educators) on Thursday, May 27th, 2010.
- I am part of the CODE Conference planning committee for 2010. I am currently working on the program for the event, as well as program advertising and board sponsorship.

**CODE - Council of Ontario Drama and Dance Educators
AGM Report**

Western Regional Representative

Deanna Thompson

Fiscal Period for Report: July 1, 2009 – June 30th, 2010

Summary of Activity

- As a new member on the Board, I have created and sent out an introductory email to the members of the Western Region, and have maintained regular contact with the membership in this region: communicating about events such as the Jonathan Needlands workshop, looking for links to make ties to community partners, and making them aware of opportunities, such as our upcoming Conference, as well as the OTF subsidy.
- I have met with a representative from the University of Windsor, School of Dramatic Art, Drama and Community Program. We discussed promoting Dramatic Arts Professional Development in the Windsor area, as well as other potential involvement we could have with one another in promotion of Dance and Dramatic Arts.
- I have compiled a list of the Boards that make up the Western Region and the contact information for Consultants in these Boards. I have drafted a letter to send to each Board, detailing my position and outlining that CODE is available for various functions within their Board. This letter will be sent to each Board in August of 2010.
- I have been pursuing partnerships in the Western Region, without any partners signing on as of yet.
- Finally, I have been promoting CODE within the W.E.C.D.S.B., both to educators who have a background in the Dramatic Arts, and those who do not.

**CODE - Council of Ontario Drama and Dance Educators
AGM Report**

North Western Regional Rep

Julie Wilson

Fiscal Period for Report: July 1, 2009 – June 30, 2010.

Summary of Activity

- I sent e-mails to the members in my region throughout the year with information regarding membership benefits, spreading the word of CODE, developing a sub-committee within the region and a request for assistance in seeking drama and dance partnerships. In addition to this, I promoted CODE at several school-based PD sessions. I also made efforts to access dance resources through Dance Ontario (e.g., exploring Teacher PD opportunities with retired teachers who have dance and drama expertise).
- Attended and contributed to the March 2010 CODE Resource Writing Day and meeting. I assisted in developing drama and dance resources for CODE.
- In March 2010, I attended a networking meeting with a Drama in Education and Community professor at the University of Windsor. Deanna Thompson (CODE Rep) and I met with Tina Pugliese, in an effort to develop a partnership with the Drama in Education students. We discussed the CODE Conference and possible workshop opportunities for and by the students at the University.
- I have truly enjoyed my first year on the CODE Management Board. I look forward to developing more contacts within my region. My goals for the next year are to seek partnerships within the North Western region, to increase membership within the region and to continue to promote CODE in as many areas as possible.

**CODE - Council of Ontario Drama and Dance Educators
AGM Report**

Toronto Representative

Eamonn Nolan

September, 2009 through September 2010

Summary of Activity:

- Throughout the year there have been a variety of CODE meetings, events, and related activities (e.g., AQ courses in drama and dance, Theatre Ontario Meetings, etc...). I have attended these whenever possible, and continued to inform people as well as promote CODE opportunities.
- This spring and summer I visited AQ's at York and the University of Toronto (OISE) and spoke to attendees about our upcoming CODE conference. I also

attended all but one of our CODE meetings and participated in planning discussions in and around CODE activities.

- E-mail communication has been a part of my responsibilities – sharing information with members from my region, as well as answering questions individuals may have about various aspects of CODE. Because Toronto is such a busy region, and many of my colleagues are involved and active with CODE, my work has been relatively light insofar as encouraging participation and membership.

In short, I am satisfied that my region is well informed, active, and excited about CODE!

CODE - Council of Ontario Drama and Dance Educators AGM Report

Code – Eastern Region Representative

Gisèle Paquette

Summary of Activity:

- I volunteered to join Code in October 2010 for a second term to represent the Eastern Region of Ontario. Thereafter, I contacted members to inform them on what CODE offers and upcoming events such as workshops and the conference.
- I collaborated as a writer/reviewer to the creation of dance, drama, literacy resources for CODE to be posted on the website on behalf of The Ministry of Education of Ontario.
- This year I gave a Drama workshop for The Sears Drama Festival “Use of Movement in Theater”. The Festival was hosted this year at in Cornwall. On behalf of CODE sent flyers/cards on the upcoming conference
- With the help of a committee I coordinated the Dance Festival – “Step into Motion 2010” Let’s celebrate diversity. The aim of the Festival is to promote dance in Eastern Ontario. This is the third year in operation and participation was high. Performers such as Nico Archambault, Danny Arbour, Team Rhythm works, Kaeja dance, Tribal fusion, Dance Connmigo and Powell school of dance gave workshops and participated in the Gala evening performance. Over 1000/students participated during this four day event- Gave information packages on the conference and CODE
- In collaboration with artseco I am presently working on a partnership to give a day workshops in the fall. They will also provide in the fall a massive mailing to all members about the conference.

CODE - Council of Ontario Drama and Dance Educators
AGM Report

Board Position Title : Northeastern Regional Rep, Member of 2010 Conference Committee

Jenn Mavity

Fiscal Period for Report: July 1, 2009 – June 30th, 2010

Summary of Activities:

2009 CODE Conference Co-Chair:

- please see final conference report for events from July 1, 2009 – Oct. 25th, 2009

North Eastern Regional Rep:

- All ARTSECO contacts have been contacted
- I received no response from any of the contacts on the list

2010 Conference Committee – Workshops

- Attended all conference committee meetings
- Created workshop presenter application for website with John
- Met with mini-committee to review workshop applications and chose workshops
- Created workshop matrix
- Emailed all applicants
- Collected contracts and photos for website and program
- Edited bios and descriptions for website and program
- Continue to trouble shoot workshop related issues

CODE - Council of Ontario Drama and Dance Educators
AGM Report

Drama Liaison

Debra A. Reynolds

July 2009-June 2010

Summary of Activity

- Attended all Conference Committee 2010 meetings
- Arranged Keynote speaker for the 2010 Conference; Andrew Moodie
- Have met with Andrew Moodie regarding Conference workshop *Celebrating Black History*

- Have had two meetings with Ashley Winchell regarding Trade Fair issues for Conference 2010
- Have conferenced with Patty Jarvis representative of PAONE
- Promoted Conference Celebrate Drama and Dance 2010 with new Trade Fair
- Promoted Professional Learning Through the Arts Subsidies with prospective members and current members April/May/June 2010
- Previewed Tarragon and Factory theatre productions for membership promotion
- Previewed
- Encouraged new members to access our materials and resources on line
- Encouraged new memberships through Partnership opportunities and benefits
- Promoted C.O.D.E. membership to English Leaders at Toronto District School Board meetings 2009/2010
- Trade Fair communication fielding questions continuously
- Have conferenced with cheese specialist at Marc McEwan for contact information regarding Trade Fair suppliers for Conference 2010 March 2010
- Have made contacts with wineries for Trade Fair April 2010
- Promoted membership of C.O.D.E. at LKTYP teachers event “In This World” May 2010
- Promoted C.O.D.E. membership The Classical Theatre Project Hart house event *Macbeth* May 2010
- Promoted C.O.D.E. membership at The Classical Theatre Project event *Romeo and Juliet*
- Partnership development with The Classical Theatre Project May 2010
- The Classical Theatre workshop development June 2010
- Previewed workshop for bcurent’s newest student theatre production
- Previewed bcurent’s newest student theatre production

CODE - Council of Ontario Drama and Dance Educators

AGM Report

Board Position Title: Membership Officer

Name: Sarah Papoff

Fiscal Period for Report: (July 1, 2009 – June 30th, 2010)

Summary of Activity

- As Membership Officer, I have communicated with members via email answering membership queries and assisting with membership renewals and new members. I have communicated with members whose memberships have expired and archived old memberships. I have renewed all honorary memberships for the coming fiscal year.
- In communication with board members, I have been reviewing our pre-service and first year teacher code instructions and I will be changing the dates for the coming pre-service students' year.
- As our Wild Apricot system reached its membership limit, I communicated regularly with board members and archived expired members to maintain our limit of 500 people.
- I have regularly monitored our web site membership statistics and registration. Currently we have 391 active members, 484 total contacts, 25 active first year teachers, 5 active pre-service teachers. We have 99 pending or memberships needing renewal and 56 lapsed memberships.

Level	Total	Active	Renewal overdue	Lapsed	New	Pending Renewal	Level change	New in last	
								7 days	30 days
CODE Full Membership	<u>430</u>	<u>344</u>	<u>61</u>	<u>56</u>	<u>24</u>	<u>6</u>	-	<u>3</u>	<u>12</u>
Conference Membership 08	<u>11</u>	<u>11</u>	-	-	-	-	-	-	-

Level	Total	Active	Renewal overdue	Lapsed	New	Pending Renewal	Level change	New in last	
								7 days	30 days
First Year Teachers	<u>31</u>	<u>25</u>	-	-	<u>5</u>	<u>1</u>	-	-	<u>2</u>
Free Pre- Service Students	<u>6</u>	<u>5</u>	<u>1</u>	-	-	<u>1</u>	-	-	-
Honorary Member	<u>6</u>	<u>6</u>	-	-	-	-	-	-	-
Total	<u>484</u>	<u>391</u>	<u>62</u>	<u>56</u>	<u>29</u>	<u>8</u>	-	<u>3</u>	<u>14</u>

* Please Note: AGM Reports should be sent to the Secretary by June 30th (the end of fiscal year).

*Please Note: Board reports are posted to our website for members to view and are often they are edited for privacy issues. Please ensure that your reports are proofread and professional in tone to avoid the need for lengthy editing.

**CODE - Council of Ontario Drama and Dance Educators
AGM Report**

Communications Officer
Stephen Wei
September 18, 2010
Summary of Activity

- Have worked with the web developers at Foster Interactive and Freeform Solutions to create the new website from which to serve our resources to the membership.

- Worked with membership coordinator, Sarah Papoff, to solve issues with the use and interface of the online membership database that was created using CiviCRM, a Contact and Membership web application.
- I have migrated all of our old web content as well as uploaded all of our new resources.

CODE - Council of Ontario Drama and Dance Educators Conference Report

Board Position Title : 2009 Conference Co-Chairs

Names: Jenn Mavity & Bev Bonk

Date: Nov. 28th, 2009

Summary of Activity:



Conference Committee Members:

Jenn Mavity, Bev Bonk, Pat McCarthy, Athena Menelaou, Andrea Santangelo, John Thomas, Debra Reynolds, Ceris Thomas, Kim Snider, Brooke Charlebois, Ron Dodson

Conference Vision

- Feeling of community, meeting people, making connections, personal rejuvenation
- Sub Themes – New Curriculum, Wellness, Creative Process

Meeting Dates

- Jan. 11th, 2009, Feb. 22nd, 2009, April 4th, 2009 – Workshop Selection Sub-Committee Meeting, April 26th, 2009, June 6th, 2009 – At Deerhurst Resort, July 29th, 2009, Sept. 13th, 2009, Oct. 4th, 2009

Roles and Responsibilities

Conference Co-Chairs - Bev & Jenn

Secretary - Jenn

Treasurer – Ceris

Registrar - Ron

Workshop Leaders Coordinator(s) – Pat, Athena, Brooke

Special Events Coordinator(s) – John, Pat

Trade Fair Coordinator(s) – Deborah, Andrea S. (artisans)

Publicity Coordinator(s) – Kim

Conference Registration:

- All conference details posted on website
- Registration is open on website
- Conference cost: \$250
- Membership:\$50
- Student Fee: \$200 – free membership
- Non-Members: \$350

Observations:

- Drama Focus did a fabulous job!
- Communication between Jenn and Ron was simple and frequent
- Registration table was managed and hosted with a warm, friendly atmosphere
- All registration ‘issues’ were handled promptly and professionally
- Communication during the conference between registration table and conference committee was clear

Next Steps:

- Have a clear system for selling additional meal tickets
- Put a list of workshop names and presenters in delegate package or put the info. On screens throughout conference facility

Publicity:

- Mini-Flyer and 2 Page Flyer to be sent out via email and hard copy
- In Huntsville region – conference has been promoted
- Sent out with regional reps and to all membership
- ARTSECO, contacts of arts consultants in the province
- Summer AQ courses
- OECTA
- Arts Alive (Peel), Camp OTF

- Professionally Speaking, VOICE, faculties of Education, TDSB PD Days, CODE and Theatre Ontario Workshops, Fall AQ Courses, OMEA and OCEA
- Muskoka Arts Council

Observations:

- More elementary teachers than ever before!
- There seems to have been a shift in demographics
- Publicity plan was carried out effectively

Next Steps:

- Continue to 'push the envelope' with creative ways to connect with all areas of the province

Trade Fair:

- Cost of tables is \$175 (before Sept.) \$200 (Sept. – Oct.) (includes Sat. lunch)

Observations:

- Passport was successful
- Lots of prizes donated - vendors were generous!
- Tennis Court turned out to be better than expected
- Provides good revenue for the conference

Next Steps:

- Ensure that Trade Fair Vendors had same access to coffee stations as delegates
- Re-evaluate Free lunch for vendors - perhaps consider offering them a different 'Freebee', or an earlier lunch, as lunchtime was an important time for sales

Workshops:

- Variety of Dance, Drama and Integrated Workshops
- Freelance Artists and Teachers
- Primary, Junior, Intermediate, Senior options available
- 6 Workshop Time Slots

Observations:

- Workshops were well received
- Please see survey for specific feedback

Next Steps:

- Ensure that ALL workshops are current and progressive
- Should there be less workshops giving more time for relaxation/enjoyment of facility?
- How do we keep all scheduled events on time?
- Should retired teachers be considered Freelance (for payment)

Special Events:

Observations:

- Mervi Salo (Education Officer at the Ministry) spoke about new curriculum at Sat. lunch
 - This didn't seem to be well received
 - Not sure if it was because delegates were already informed about new curriculum or because this was an ideal time to visit Trade Fair
- **Keynote - Alan Kaeja and Karen Kaeja**
 - Delegates enjoyed dynamic between Allen and Karen
 - Dance Keynote was a welcomed change
- **Student Showcase - Glenys McQueen-Fuentes** worked with students at local Bracebridge Highschool on Friday before conference and had students present at lunchtime showcase on Sat.
 - As always, there is nothing more authentic
 - It was very 'real'
 - Took lots of planning and organizing to make connections with colleagues from a distance
- **Wellness Workshops**
 - Delegates appreciated this option
 - Great addition to the conference and well received!
 - Bollywood was a huge success!
- **Dance on Sat. Night**
 - DJ was fabulous and crazy!
 - Late night snacks were a nice treat
- **Bollywood Dance Lesson on Sat. Night**
 - Lots of FUN!
 - Got the party going
 - Created an inclusive atmosphere
- **Trade Fair with local Muskoka Artisans**
 - Great idea, but this did not happen!
 - Artisans were not willing to take this risk
- **Friday Night Social/Mixer - Bring your 'A' Game**
 - Set the tone for the conference
 - Lots of movement and laughter
 - Brought together our delegate community
 - Presenters appreciated 'thank-you' gifts that were unexpected
- **Saturday Night Showcase – Get Yourself Home Skylar James**
 - Delegates appreciated mature, controversial and current themes
- * **Extra Touches** such as 'treat bags' and 'Momentum' centrepieces were appreciated by delegates

Next Steps:

- When planning conference agenda, allow time for all of the 'special'

- presentations and announcements to be made
- More advance notice of announcements and presentations needs to be given along with VERY specific timelines to keep all presenters on schedule
 - Have a solid back-up plan if keynote/showcases fall through
 - Include a Sat. night whole group dance lesson

Thanks to all committee members for a successful conference!

Food for Thought...

- “People live up to your lowest expectations.”*
- “If you always do what you’ve always done, you’ll always get what you’ve always got.”*
- “You never feel so alive and full of purpose as when you are simply very busy.”*
- “Teamwork is the fuel that allows common people to attain uncommon results.”*
- “Whoa! We’re halfway there. Whoa! Livin’ on a prayer! Take my hand and we’ll make it I swear!” - Jon Bon Jovi*
- “Never doubt that a small group of thoughtful committed people can change the world; indeed it is the only thing that ever has.” -Margaret Mead*