

DRAFT

CODE Annual General Meeting

Sunday, October 21st, 2014

Delta Ottawa City Centre

Agenda

Chaired by Brooke Charlebois, CODE President

1. Routine Business

1.1 Call to order and welcome

1.2 Adoption of minutes of last meeting (AGM 2013)

I, Shawn Rocheleau, move to adopt the AGM 2013 meeting minutes from Deerhurst Resort, Huntsville. Seconded by Jeff Newberry. Motion carried.

1.3 Adoption of AGM agenda

I, Carmelina Martin, move to adopt the AGM 2014 agenda. Seconded by Dan Lalonde. Motion carried.

2. Summary Reports

1.1. Discussion regarding reports

-Stephen Wei reported on his webmaster work throughout his term. He shared the updated website and reasons for various changes as well as goals

-Technology has helped us to make international connections

-Discussed the importance of institutional memory on google drive

-Discussed the logo redesign and the significance of the change ("to bring the logo up to date...")

-Current membership status (691 members total)

1.2. Highlights from Executive reports

Past President (absent due to personal circumstances)

Treasurer

- Jen shared the budget for the upcoming fiscal year and the budget from the previous year (2014)

Secretary

-see report

Vice President

-see report

President

-see report

3. Elections

Kim Snider identified the newly elected (acclaimed) executive board members.

Meeting adjourned at 10:04 am.

**CODE: The Council of Ontario Drama and Dance Educators
AGM Reports 2014
DRAFT - NOT YET APPROVED**

Board Position Title: President

Name: Brooke Charlebois

Fiscal Period for Report: July 1st, 2013- June 30th, 2014

Summary of Activity:

Regular Duties:

- I have continued to carry out my primary duties as President, including the planning and chairing of both Executive and Management Board meetings, 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 ARTSECO

Conference:

- I served as a member of the 2014 conference committee at The Delta in Ottawa, with responsibilities for workshops and presenters. It is important to note that no CODE Board Member receives any money for presenting workshops for the CODE conference or CODE workshops. Board members are allowed to register for the conference at a reduced fee but

this is because we work the conference.

- I have scouted locations for the 2015 and 2016 conference. Next year's conference will be held at The Delta Meadowvale in Mississauga Oct. 23rd to 25th 2015

Website:

- Our CODE website has been revamped for ease of use, security and a fresh look. After a lengthy consultation process, the board has voted on a new CODE logo that is more professional and versatile. The board felt that the aesthetic updates were necessary to make the website look more professional and less "elementary". The new website should be ready to launch for the 2014 conference

Writing Project:

- Writing project – we have finished the edits on our writing project from last spring and the content is now posted to our website

Pulse 2014:

- I attended Pulse 2014 in North bay on behalf of CODE. Pulse is the provincial dance conference that brings together teachers, students and artists for 4 days to learn, connect and share. Pulse was created by Carmelina Martin as part of her role when she was CODE's dance liaison. This year was this first year the conference was held outside of Toronto. There was a strong focus on community and aboriginal voices. The conference brought together a mix of new schools and schools that had participated previously. A huge thank you to Carmelina and her Toronto and North bay teams for a successful event.

Preservice Presentations:

- I have continued to give numerous presentations at various faculties of education. These presentation are important to CODE as often this is the only dance and/or drama education candidates receive in their preservice education.

AQ Visits:

- I have continued to visit AQ courses to promote CODE and network with fellow arts educators

ARTSECO Document

- I am pleased to report that ARTSECO has put out a document with guidelines for timetabling arts at the elementary level. This document advocates for an equal amount of instructional time in all four of the arts.

March 2014 Retreat

- I organized the 2014 retreat for our CODE board at the Delta Meadowvale, which will be the site for our 2015 conference. At the retreat the CODE board worked on determining the priorities for CODE in the coming years. One of the biggest area of focus for us will be advocacy as we feel that we need to continue to share information about the importance of dance and drama education. Advocacy brochures will be printed and ready for the 2014 conference

Final Reflections:

As I prepare to end my term and pass the Presidency to our VP Sarah Papoff, I want to take the time to acknowledge the effort and dedication of the CODE board. They are all volunteers who do a tremendous amount of work to help raise the profile of dance and drama education in Ontario and help provide professional development, resources and networking to colleagues across the province. As CODE continues to grow, it is my hope that our effort to expand our membership both nationally and globally will continue. Our new website and resources continue to attract educators from all over the world who are looking for inspiration and connection. We have begun to make some changes in the conference planning for 2014 by including panel presentations of current research in dance and drama education and roundtable discussion about relevant issues in arts education. I would love to see this continue so that CODE can expand its network and connect even further with the academic and artistic community., as the richer and more diverse our membership is, the more we have to offer as an organization.

Board Position Title: Vice-President

Name: Sarah Papoff

Fiscal Period for Report: July 1st, 2013- June 30th, 2014

Summary of Activity:

Communication, Advocacy and Promotion:

- promoted CODE and upcoming conference at various TDSB and university events and through social media.
- regular communication with CODE members and board members via email.
- Completed revisions of Advocacy parent brochures for board review with committee
- Posted Advocacy letters to Deans of Education regarding two year pre-service program and the arts.

CODE Conference Committee

- attended conference committee meetings in Ottawa at the Delta Ottawa and via Skype, assisted with workshop selection, transportation, communication and website creation for conference.

Philip Taylor, HCDSB and York U workshops on behalf of CODE

- Hosted and organized Dr Philip Taylor workshop on behalf of CODE at OISE, November 2013.
- Presented Elements of drama workshop and promoted CODE with the Halton District Catholic School Board on March 27, 2014
- Presented Brooke's Dance workshop on her behalf at York for pre-service students and promoted CODE, Winter 2014.

National Drama July 2013

- Attended National Drama at Greenwich University in London UK, presented, liaised and promoted CODE. Posted CODIES Abroad blog.

CNAL Conference October 2013

- Attended the Canadian Network for Arts and learning meetings on behalf of CODE and Brooke Charlebois in Kingston. Included:
- keynote by Jeff Melanson of the Banff Springs Centre who spoke about the importance of business, advocacy and the arts. CNAL presented quantitative research on a current arts sector needs profile. The research suggested the greatest need was in pre-school and for adults. However, questions were raised about qualitative research possibilities for the future.
- Panel: "Walking the Talk: Creativity in the 21st Century:

Why is arts and learning important and how do we convince others?"

Jeff Melanson raised key questions about what we value in society and how do we hold government accountable? How do the arts engage the public daily and how are they accessible?

- Presented my OISE thesis research on process drama and critical thinking, other CODE members presented: Dr Marc Richard, Kate Cornell, Carmelina Martin, Dr Blake Martin, Rob Kempson among others.

ARTSECO Meeting

I attended the ARTSECO (Arts Consultants of Ontario) meeting on Brooke's behalf on November 7, 2013. Some highlights:

- ARTSECO has a new Logo
- Rubicon publishing came to share a new online arts program grades 1-8 Artslink (David Booth, Kathy Lundy, Larry Swartz worked on it) Artslink.azurewebsites.net
These are anthology arts units organized by grade and theme. We saw grade 4 samples. Other grades not developed yet: ready fall 2014. There will be future opportunities for authors and reviewers... How might CODE be involved?
- Time tabling document is not ready yet. The final document needs photos still. Photos will be added by December and document will be sent to membership for voting. Once ready, one hard copy will be sent per Artseco rep then it will be on website for download. The ARTSECO rep gets it. There will be a Spring release
- FNMI arts writing project Mervi Salo and Lynette Charters call for writers soon. (January-March ish) Using CODE guide for writing project:) Thanks for document to CODE! Lead writer, one for each art-- dance, drama, music, art
Carefully constructed to include FNMI voices -- who can CODE recommend?

Ministry Faculty Forum at OISE/UT

- attended two day Ministry/Faculty forum and networked with researchers, professors and subject associations there. The theme was research linked with practice.
- Attended Emily Caruso-Parnell's workshop on Pedagogical Documentation as assessment. Fantastic information and ideas for documenting learning in Early years Full Day Kindergarten. Good networking with Emily throughout the days!
- Attended an OAME workshop on research and inquiry and a mental health workshop (another important up and coming topic).
- Attended new ministry PD on Elementary Social Studies revisions, French revisions and Early Years Kindergarten revisions.
- Attended ONTEA meeting on behalf of CODE. Discussed the implications of the new two year education program on the teaching of all the arts included dance and drama in pre-service programs.

Board Position Title: Treasurer

Name: Jenn Mavity

Fiscal Period for Report: July 1st, 2013- June 30th, 2014

Summary of Activity:

- researched and hired new accountant to organize financials and prepare taxes
- met with new accountant to develop plan for reorganization of all accounts and records to prepare for new fiscal year
- prepared budget for 2013-2014 fiscal year
- met with Conference and Pulse Treasurers to explain new recording keeping system for current fiscal year
- managed funds for operating and all other CODE accounts by keeping detailed

records of all expenditures and revenue for the 2013-2014 fiscal year
-began to prepare records for year end and taxes
-advised executive and board of appropriate expenditures based on 2013-2014 budget
-served on 2013 Conference Committee by attending meetings and organizing workshops

Board Position Title: Secretary
Name: Amanda Williams-Yeagers
Fiscal Period for Report: July 1st, 2013- June 30th, 2014

Summary of Activity:

-continued to monitor and respond to emails sent through the CODE website and vet them to the appropriate board member
-presented "So You Think you Can't Dance" workshop with Brooke Charlebois, as part of ETFO's "presenters on the road"
-took minutes at CODE executive and board meetings throughout the year
-maintained communication and supported actions of board regional reps

Board Position Title: Past President
Name: Wendie Gibbons
Fiscal Period for Report: July 1st, 2013- June 30th, 2014

Summary of Activity:

I continued to carry out my primary duties as Past President by attending all meetings, answering emails and offering support and advice to the Executive and Management Board as needed.

Board Position Title: Publications
Name: Daniel Lalonde
Fiscal Period for Report: July 1st, 2013- June 30th, 2014

Summary of Activity:

- Continued to monitor the CODE twitter and web page
- Met with Publications team to brainstorm the future of the CODE webpage and content; created templates for various webpage posts
- Toured Delta Meadowvale in prep of the 2015 conference; brainstorming themes and events for the conference and possible Student Conference
- Attended Meetings


Board Position Title: Membership Officer

Name: Andrea Santangelo

Fiscal Period for Report: July 1st, 2013- June 30th, 2014

Summary of Activity:

- continued to update, monitor and adjust CODE memberships
- promoted CODE at various events with YCDSB and other events
- worked with the 2014 CODE Conference committee on Trade Fair and Program
- attended CODE meetings

Membership Summary 										
Members by Type	September – (Last Month)			October (MTD)			2014 (YTD)			Current #
	New	Renew	Total	New	Renew	Total	New	Renew	Total	
CODE Full Member	59	17	76 [76]	17	6	23 [23]	176	94	270 [270]	451 [451]
First Year Teacher	22	1	23 [23]	18	0	18 [18]	93	2	95 [95]	141 [141]
Free Pre-Service Student	0	0	0 [0]	0	0	0 [0]	67	0	67 [67]	89 [89]
Honorary Member	0	0	0 [0]	0	0	0 [0]	0	0	0 [0]	7 [7]
Totals (all types)	81	18	99 [99]	35	6	41 [41]	336	96	432 [432]	688 [688]

Primary member counts (those who "own" the membership rather than receiving via relationship) are in [brackets].

Board Position Title: Western Representative

Name: Sarah Hodgkinson

Fiscal Period for Report: July 1st, 2013- June 30th, 2014

Summary of Activity:

- promoted CODE at various Thames Valley D.S.B. workshops, festivals, and internet conferences and ETFO workshops
- attended meetings (in person and through Skype)
- made contact with Grand Theatre and attempted to make contact with various

- other theatres in my region (with Educational Representatives)
- attended the 2013 CODE Conference
- provided local teachers with a dance workshop (Action Pak with Allison Gamble, Debra Kapp and Susan Bailey - December 2013)

Board Position Title: Chair - **Conference- Mirrors in Drama and Dance; Journey to Identities 2014**

Name: Gisele Paquette

Fiscal Period for Report: July 1st, 2013- June 30th, 2014

Summary of Activity:

Conference duties:

- organized steering committee and meetings- assisted to all meetings
- networked and marketed the conference in the east
- Met with Tracy Charter @ Delta for planning-menus-meals-room-tech
- Took care of special performances/guests and planning
- Blog and emailed members and non members
- Helped with selection of workshops and presenters
- Assisted in website information and program in collaboration with Ron Dodson
- Communicated with executive board on status of conference
- Assisted to CODE meetings in person or via internet
- Made contacts with NAC, Ottawa U, theater companies and dance companies
- Contacted school board in the Province of PQ and sponsors
- Assisted with the creation of logo and design of the conference
- conceptualized the theme
- took care of decor and purchase of equipment for Gala -Masquerade
- Met with Cameron Marchand for the technical AV requirements for conference
- communicated on a regular basis with steering committee
- Networked in French communities

Ottawa University

- Gave a workshop on behalf of CODE @ Ottawa U- per service program- Michael Wilson
- Promoted CODE in AQ Dance courses @ Ottawa U

Roundtable 2014

- Assisted at the Arts Roundtable in Ottawa 2014. Promoted CODE and the conference.



CODE: The Council of Ontario Drama and Dance Educators

AGM Reports 2014

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Name: Brooke Charlebois

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