

CODE Management Board Meeting Website Minutes

Saturday, Sept. 18th, 2010
1230 am

Co-chaired by Wendie Gibbons, President, and Kim Snider, Vice President



Present: Wendie Gibbons, Kim Snider, Debra Reynolds, Sarah Papoff, Stephen Wei, Jennifer Mavity, Andrea Santagelo, John Thomas, Julie Wilson, Brooke Charlebois, Amanda Williams-Yeagers

Regrets: April Robertson, Eamonn Nolan, Deanna Thompson, Gisele Paquette, Emily Caruso-Parnell, Steve Russell, Ceris Thomas

Call to order at 12:45

1. Routine Business

1.1. Call to order – adoption of minutes of the last meeting

I, Sarah Papoff move to adopt the minutes from the last meeting, seconded by Kim Snider. Motion carried.

1.2. Business arising from minutes: None.

1.3. Adoption of agenda

I, Julie Wilson, move to adopt the agenda. Seconded by Sarah Papoff. Motion carried.

2. Reports/Updates

2.1. Conference 2010 (30 min)

- Conference registration is going well, the numbers are the highest they have ever been at this time.
- Suggestion of filming a short promotional documentary of the conference for future use on our website and in grant proposals.

I, John Thomas, move to have CODE invest a minimum of \$1000 up to a maximum of \$1500 pending approval by the executive in a documentary of the conference and the CODE organization. Seconded by Jenn Mavity. Motion carried.

Discussion: Pros and cons of the filming discussed, such as costs, coverage for student filmmakers, need for media releases for delegates. Kim agreed to take on the supervision of the filming and John will follow up and oversee the students as they edit the film. Suggestion of having Patrice Baldwin from IDEA address the delegates Sunday morning via Skype. Discussion of logistical issues such as conference program, sponsorship, duty roster, t-shirts.

Action Item: Wendie to send the list of Past Presidents to Andrea for the Conference Program.

Action Item: Andrea to send out the sponsorship packages to the board.

Action Item: Brooke to send Ceris' address to Amanda

2.2. Secretary (5 min)

- OTF Camp: Both OTF camps that ran this summer were very successful. Space was a concern for drama/dance workshops, and there is a need for dance-only workshops in the future.
- Reports
 - Please ensure that AGM and board reports are done and submitted to the secretary in a timely manner.

2.3. Vice President Updates (20 min)

See Vice President's report.

2.4. Treasurer Update (10 min)

- Budget: we currently are in a healthy financial situation.
- Swag / posters / etc. -Brooke has all the swag and will be bringing lots to the conference.
- Bags: use all new bags for the conference and we will save the old ones for the OTF camps next summer.

Action Item: Kim to look into where the new bags are.

President's Update (10 min)

See President's report

- Website update (with Steve)
 - The new website still has some glitches that they are working on.

- At the Nov 27th we will be working on updating the old resources so that they can be posted in the same format as the Ministry resources.
- Discussion of how to troubleshoot problems with the website. Discussion of creating a google e-mail for everyone so we can use google groups for minutes, communications protocol, conference manual etc.

Action Item: Steve W to create e-mail accounts for all board members

- Thank you to Steve for putting in all the time with the website.
- On Oct 9th Wendie is attending a dinner for the first drama class in Ontario.

2.4 Board Reports and updates (20 min)

See attached reports

3. Discussion

- Retreat 2011

I, Kim, move that the March board meeting be a retreat at Blue Mountain resort, March 2011 with CODE covering Saturday accommodation. Seconded by Wendie. Motion carried.

Action Item: Kim to look into getting a group rate at Blue Mountain for the Friday evening.

4. Next CODE meetings / post on website

- Sept. 18
- Nov. 27
- Jan. 15
- Mar. 5
- June 4

5. Other business

- Glenys was invited to the Nov meeting to present her idea for the 40 plus club.
- Steve is interested in running Tech workshops this year—registration can be done on the website.

Action Item: Steve to try and set the dates for the Tech workshops before the conference so we can promote them at the conference.

- Next meeting we will revisit the CODE goals.
- This is Wendie's last board meeting as president. She wishes to thank the board for all of their hard work.

Meeting adjourned 3:08