



Board Management Meeting

Meadowvale Secondary School, Mississauga

Saturday, January 15th, 2011, 12:30-4:00pm

Co-chaired by Kim Snider, President, and Brooke Charlebois, Vice President

Present: Wendie Gibbons, Amanda Williams-Yeagers, Laura Bonfigli, Stephen Wei, Ashley Winchell, Bev Bonk, Sarah Papoff

Regrets: Giselle Paquette, Julie Wilson, Jen Mavity, Ceris Thomas, Deanna Thompson, Emily Caruso-Parnell, Mark Latter, Angela Santangelo

Meeting called to order at: 12:32

Action Items for Meeting:

- bring a list of goals that you have for your board position and/or CODE as a whole for 2011
- consider which committees you would like to form and join (see suggested list)
- think of work items for March retreat

(12:30-12:45) **Special Presentation:** Jim Arnold of Educational Books and Toys - Sharing and Feedback on Elements of Dance flashcards

(12:45-1:00) **Routine Business**

Meeting called to order at 1:10 pm

Due to inclement weather, only 9 members are present at this meeting. As a result, quorum could not be met. Minutes and motions will be subject to board approval.

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

I, Wendie Gibbons move to adopt the minutes from the November 2010 meeting. Seconded by Laura Bonfigli. Motion passed electronically.

1.2 Business arising from minutes

Action Item: Brooke to get powerpoint from Mark on Tuesday, January 18th, 2011

1.3 Adoption of agenda

I, Sarah Papoff move to adopt the agenda for today's meeting. Seconded by Brooke Charlebois. Motion passed electronically..

1.4 Welcome to Bev Bonk, our 2011 Conference Chair

1.5 Update of CODE Directory/Confirmation of CODE Email Addresses

- this information will be updated/corrected during the work period
- people need to specify which email is preferred for best contact

Action Item: All board members will forward CODE emails to alternate an email address if it is used more consistently. If people are uncertain on how to do this, Stephen will assist with this.

Action Item: Stephen will create a “how to forward” email settings list

Action Item: Amanda will put everyone’s CODE email on the new directory

(1:00-2:00) Reports

2.1 Action Items from November

- all items have been completed except for receipt of Deborah’s Trade Fair list, Kim will follow up

2.2 Management Board Reports

- Stephen: Conducted a lighting design workshop at Rosedale Heights on January 13th, with approximately 20 attendees.
- wonders about contacting outside boards (i.e. Peel) for future workshops; he will do that for next time
- Rosedale technician Bertan Kazazic has agreed to answer emails about technical theatre questions on our blog, under “Ask a Techie”

2.3 Conference 2011 Report

- * see Conference Report
- Trade Fair representative is missing from committee

2.4 Executive Reports

- treasurer: received OSSTF grant to go toward the conference
 - we are in a good financial provincial position

* Please see attached executive reports

*** NOTE: Deadline for RSVP for March retreat is Feb.18/11- Please RSVP to Brooke by this date**

Action Item: Kim will contact Arts AQ instructor (Victoria Augustynk) at York regarding selling extra copies of Arts at the Heart

(2:00-2:45) Work Items

3.3. Goals for 2011: Break into groups and share goals; come back together and share; consider work items that could be accomplished at March retreat.

- Kim would like to raise the profile of CODE among teachers and internationally
- Kim would like to increase the membership
- How to prevent membership sharing between individuals? Not possible; still value to having members only material- need to continue to add members only resources
- Stephen recommends that we make certain columns (i.e. “Ask a techie”) members only
- Stephen will switch workshop notes to members only today
- Stephen: possibility of having experts (i.e. in musical theatre) to answer questions from membership?
- Wendie: possibility of creating a bank of resources from glossary?
- Bev: acronym list for people to know definitions

Action Item: Amanda to send out email to reps to request list of goals by the end of the month; list should identify goals to be worked on at the March retreat

Goals Working Groups:

Regional Reps and Secretary

Membership and Treasurer

Drama/Dance Liaisons and Vice President

Conference Chair, Publications and President

Groups met to discuss goals. Absent members to email goals to Amanda by January 29th, 2011; including notes/plans for March retreat. Summary is indicated below:

Brooke and Stephen:

-look at converting old resources in PDF to HTML and posting them

- would like time to meet with Ashley to discuss status of sub-committee and what will be done

Amanda emailed absent members about deadline for submitting goals and deadline for RSVP to March retreat

Bev and Ashley:

-Ashley will investigate subcommittee for Trade Fair

-significance of balance of workload for conference committee

-committee to meet on March retreat and discuss items

Sarah and Laura:

-discussed streamlining communication with membership; communicate with expired members bi-annually

-Sarah would like time work with the web development subcommittee

-possibility of pre-service CODE camp?

-Sarah to assist with developing additional workshops: elementary teachers- showcase of class learnings (festival model)

Wendie:

-publications officer needs a specific role revision- clear guidelines would help with this

-this will be followed up on at the retreat

Discussion: How to incorporate pre-service students into conference? Cannot lose money/take up spots in order to include them at a discounted rate?

(2:45-3:30) 3.4 Committees

Sign up for Committees; meet in groups and create an action plan to report on at the March retreat; consider work items for March retreat.

Kim: Benefit of subcommittees is that it brings new people into the organization, assists with cycle of management (people to find their own successors)- goal to incorporate new members into committees

Confirmed Committees: Conference, Web Development

Potential Committees: Partnerships

Other Business

OTF Camps: A list of potential OTF camp proposals were drawn up: Kim (Integrated Arts, Bark Lake), Sarah (Critical Literacy, Toronto), Emily (Drama/Dance, North Bay), Amanda and Brooke (Dance, TBD), Ashley and Melanie Markin (Dance/French Immersion), Gisele (Drama/Dance, Ottawa), Mark Latter and Bev Bonk are also willing to help out if needed.

Action Item: Kim will send out OTF proposal to interested board members. Deadline for submission is February 11th, 2011. Please write Kim's name as primary contact on your proposals.

Upcoming meeting dates:

June 4

September 17

November 26

Meeting adjourned at 3:50 pm