



## **Board Management Meeting Minutes**

Saturday, March 3rd, 2012 – Sunday, March 4th, 2012

Nottawasaga Inn Resort, Alliston

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

Present: Laura Bonfigli, Helen Gobby, Jennifer Goodine, Mark Latter, Clyre Lyndley, Jeff Marontate, Jen Mavity, Sarah Papoff, Andrea Santangelo, Stephen Wei, Ashley Winchell, Giselle Paquette, Emily Caruso-Parnell

Regrets: Marc Richard

### Routine Business

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

***I, Ashley Winchell, move to adopt the January Board Meeting Minutes. Seconded by Clyre Lyndley. Motion carried.***

1.2 Business arising from minutes

1.3 Adoption of agenda

***I, Clyre Lyndley, move to adopt the March Board meeting agenda. Seconded by Sarah Papoff. Motion carried.***

- Kim reminded everyone that this meeting will only temporarily be adjourned; final adjournment not until Sunday afternoon

### Reports

2.1 Action Items from January Meeting

- Reps: emailing of regions and consultants with letter
- Jen G.: tagline and logo for conference
- Board: change your signature to reflect conference title and tagline
- Brooke and Andrea: conference logo and bookmarks
- Pulse update
- Reps have sent emails; Helen would like a refresher on how to do this
- Reminder for reps to copy Amanda on the emails sent to consultants and regional members
- Our emailing plan is that Kim sends emails at beginning of month and reps send in the middle of the month
- Andrea updated us regarding the conference bookmark – will go to print on Monday after they President approval; thanks to Andrea's brother for finding a great deal.

***Action Item: All board members to change the email signature on their CODE address to include the details of the upcoming conference.***

***Action Item: Brooke will ship the bookmarks to the farther areas (Windsor, Sudbury). Kim will hold for Toronto/Central and Brooke will hold for Burlington/West.***

## 2.2 Management Board Reports

- Update on regional activity (Reps and Sarah)
- Discussion: Can we give certificates for workshop participants?
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- **Action Item: Board members will consider doing pre-service/first year teacher workshops in their area. As a free workshop, it is a perk and it would be nice to offer them in multiple locations in dance and drama. Board will follow up on SUNDAY.**
- ETFO update (Helen)
  - ETFO is developing a Primary Arts document for the fall and will supply CODE with a copy for review
  - Question: When the new ETFO document comes out (after CODE's revision), should CODE and ETFO do a joint launch? Both ETFO and CODE are in support of this, and we will follow up at a later meeting.
- Membership (Sarah)
- Dance subcommittee (Brooke for Marc)
- Kim and Brooke gave us an update on behalf of Mark. The Pulse Conference filled up in a day despite the fact that the deadline is April 10.
- **Discussion:** What are the opportunities available for elementary school teachers?

**Action Item: Kim will follow up with Mark regarding elementary opportunities for dance.**

**Action Item: Kim will send Clyre Ceris' email address regarding a location for a Dance AQ in London, Ontario.**

- Conference update (Jen G.)

*Discussion: See report.*

  - Kim discussed the history of the mentorship program- do we have to “force” new members to talk to older members? Why do we need to create a “pretext” for members to connect?
  - One of the issues is that there is rarely follow up after the conference. We will discuss this in our breakout meetings this afternoon.

## 2.3 Executive Reports

- Secretary – use of Google Docs for reports/minutes, reminder of May 31st deadline for AGM reports
  - *Discussion around the use of GoogleDocs.*

**Action Item: Board members will complete their AGM report by May 31st, 2012 using the Google Docs template that will be created by Stephen.**

- Treasurer
  - There is still some money available to regional initiatives
  - We received a grant from OSSTF for the conference

*-see report*
- Vice President

*-see report*

- President  
-see report

*Discussion:*

-If CODE were to donate to the IATA festival, how would we do that now, if the bid hasn't yet been accepted? Laura suggested that the money would be held by CODE for a future date when the festival has a bank account, treasurer in place.

**-Ministry Projects:** should we revise CODE bylaws to clarify our by-laws about board members being paid for their work? It is preferable for board members to make a donation to the organization of CODE (as it is a not for profit organization).

- Laura pointed out that it depends on the nature of the event. If it is a CODE sponsored event, then you cannot be paid. If you are hired personally as a "expert" on a project that isn't affiliated with CODE (such as an AQ course) that would not be considered a conflict of interest. Bring it to the executive if you are uncertain and we can discuss.

-Can people put their names on what they have developed? Kim feels that we can't because it's work done by CODE.

***I, Jennifer Goodine, move that we should give the Ministry permission to translate our financial literacy resources into French and e-learning resources. Seconded by Brooke Charlebois. Motion Tabled.***

*Discussion:*

-will CODE have the opportunity to review the translated resources to ensure it is true to CODE's work before it is posted? What form would we receive it from the Ministry in order to post to our website?

-should we adapt the motion to a blanket statement for all future translations?

-Kim feels that we should approve this request, and then if it goes well, approach the Ministry on a case by case basis.

-Stephen questioned how we would transfer these resources to the website and what would that look like? He also highlighted the cost associated with hosting that properly. He feels that we should ask for money to put into our website in order to host it properly.

-Kim disagreed since it is only one lesson, but if it was for more lessons then we need to look at changing the website and put money into doing that.

***I, Clyre Lyndley, move to empower the Executive to decide whether or not we will give permission to the Ministry to translate the requested Financial Literacy resources, based on the answers we receive from the Ministry regarding the following questions:***

*1. Will CODE have the opportunity to review the translated resources to ensure it is true to CODE's work before it is posted?*

*2. What form would we receive it from the Ministry in order to post to our website?*

***Seconded by Mark Latter. Motion carried.***

Discussion Items

- NRTEA Conference
- Volunteering for regional events
- Publicity Plan for Conference – spring/summer 2012
- Overview of visioning retreat agenda

Moved into discussion groups. See notes.

*Discussion regarding future advocacy for CODE.*

-Kim thanks everyone for their hard work and brain power during this retreat.

-Next Steps:

-Kim will review the notes from the retreat and create a list of action items from the notes. The executive will also review. The action items will be placed on the June meeting agenda.

-Emily would like to add to the June meeting agenda that we review the boundaries for the Northern regions.

-Are there people who are interested in planning and delivering a new teacher workshop before the end of the year? Kim has recorded a list of names, aiming to present this by the end of May. Clyre has agreed to lead this group.

-Andrea suggests that people interested get together to plan and then present at individual regions, etc.

***Action Item: Kim will email those who volunteered for these workshops with further information on how to plan them.***

-Kim highlighted the idea of a “survey monkey” for members to get their input.

-Stephen thinks using GoogleDocs would be better

***Action Item: Kim and Stephen will discuss the idea of a survey for members.***

-Kim: Publicity plan for summer AQ courses

*Discussion:*

-Andrea feels that it is a lot of work, and a matter of timing that may be the issue

-Stephen thinks we should post contact information for ARTSECO contacts into a GoogleDocs spreadsheet so that people have access to contacts to set up visits, and there remains an institutional memory record

-Perhaps we should begin by setting up visits with people that we know

-Kim suggests a form letter for contacting AQ instructors

***Action Item: Kim will send regional reps the ONTEA list***

***Action Item: Amanda will follow up with regional reps regarding the set up of AQ visits and send a sample email to reps.***

*Meeting adjourned at 12:01pm*