



Board Meeting

Saturday, September 13th, 2014

Co-Chaired by Brooke Charlebois, President and Sarah Papoff Vice President

Present: Amanda Williams-Yeagers,, Jen Mavity, Daniel Lalonde, Giselle Paquette (skype), Sarah Hodgkinson (skype), Rochelle Matthews, Cameron Ferguson, Julia Gutsik (skype), Shawn Rocheleau, Jeff Newberry, Andrea Santangelo, Clyre Lyndley, Stephen Wei

Regrets: Emily Caruso-Parnell, Wendie Gibbons,

Meeting called to order at 12:55 PM

1. Routine Business (12:30-12:45 pm)

Call to order-adoption of minutes of the last meeting

I, Andrea Santangelo move to adopt the minutes from the June meeting. Seconded by Sarah Papoff. Motion Carried.

Business arising from minutes

Report on Action items

Adoption of agenda

I, Sean Rocheleau, move to adopt the September board meeting agenda. Seconded by Daniel Lalonde. Motion carried.

2. Reports (12:45-1:15 pm)

Board reports

*see reports

Dan and Jeff re: Conference 2015

Action Item: Discussion around the secondary subcommittee, and advocacy will be added to the November agenda

Exec Reports

-see reports

Action Item: Sarah P will email Deirdre Smith to reconnect.

Action Item: Liz will create a card for Leonard and his partner at (former) Theatre Books

3. Conference 2014 (1:45-2:00 pm)

-As previously discussed, CODE will either pay for the board member's supply teacher or up to \$250 for travel expenses. This will only be given out if expense claims are appropriately submitted to Jen. Please check with your school/board's policy for the supple coverage. Brooke can provide a letter to prove your attendance.

Update from Gisele

Overview of duties (sign up to introduce workshop presenters)

Overview of AGM

Action Item: AGM reports will be completed by everyone by this Friday, September 19th.

4. Logo/Website

Update from Stephen.

Action Item: Andrea will add the new website reveal to the program

5. Other business?

Change to board positions – who's staying, who's leaving?

I, Brooke Charlebois, move to create a bursary fund for CODE board members to attend professional development opportunities outside of Ontario to help CODE make connections and report back to our membership. Board members would be eligible

once per fiscal year up to a maximum of \$500 based on availability of funds. Approval of the bursary application will be at the discretion of the executive. The request for funds will be submitted directly to the executive treasurer.

Discussion arising from motion.

6. Working Groups (or departure) (2pm-?)

Meeting adjourned at 3pm.

CODE - Council of Ontario Drama and Dance Educators

Board Reports

Executive Reports

Board Position - President

Name: Brooke Charlebois

Summary of Activity:

Board Position - Past President

Name: Wendie Gibbons

Summary of Activity:

Board Position - Vice President

Name: Sarah Papoff

Summary of Activity:

-on-going communication with members and board via email

-promotion of CODE via social media and our FB page.

-monitor and update transportation information for upcoming conference.

Board Position - Treasurer

Name: Jenn Mavity

Summary of Activity:

- completed and balanced financials to send to accountant for tax preparati
- ensured all receipts and invoices were organized and documented for fiscal year end
- liased with treasurers of pulse and conference account to prep financials for accountant
- met with accountant for tax prep
- discussed financial updates for year end and 2014-2015 budget with president

Board Position - Secretary

Name: Amanda Williams-Yeagers

Summary of Activity:

- continued to monitor and respond to emails

Board Position - Western Regional Representative

Name: Sarah Hodgkinson

Summary of Activity:

- set date for a Story Drama workshop at the Thames Valley D.S.B. for December 2014. I will need flyers or promotional materials for participants.
- shared CODE website on TVDSB Teacher Centre website with details on our upcoming conference.
- made contact with the Grand Theatre in London, ON, in regards to their 2014-15 educational sessions for teachers and schools.

- attended the August 27, 2014, presentation of Meme, Myselfie and i at Second City in Toronto (improv and scripted workshop for grade 6-12 students). The presentation was free and offered to teachers and students who wanted to preview it. I recommended this presentation to our board and invited Second City to attend the Drama Festival in London in May 2015.

- sadly, the Drama-based workshop I was scheduled to present in August 2014 for TVDSB got cancelled due to low registration.

- NEED: CODE pamphlets or flyers to distribute at future workshops.

Board Position - Toronto Rep

Name: Rochelle Matthews

Summary of Activity:

- process of making contact with Toronto Catholic and Public arts offices to promote CODE and propose workshops for teachers

- provided AGM report for 2014

- sent out mailing update to members

- continuing to make contacts with regional drama and dance companies to promote CODE and secure new benefits for members

Board Position - Eastern Rep

Name: Julia Gutsik

Summary of Activity:

- provided AGM report for 2014

- received 250 French/English tourism guides/maps for CODE conference

- continued to promote CODE conference to network in Ottawa and surrounding areas

Board Position - Drama Liaison

Name: Liz Burnip

Summary of Activity:

- promoting CODE through TDSB meetings,workshops and theatrical networking
- promoting CODE at Sears Ontario Drama Festival Provincial and Toronto Regions.
- promoting CODE on Facebook, twitter and other social media sites (blogs for teachers, drama and dance idea sites etc)
- in contact with TIFF to arrange a date for drama and dance teachers to go to TIFF Bell Lightbox for a workshop day or evening focusing on filming in the classroom and drama and dance in film.

Board Position - Central-West Rep

Name: Shawn Rocheleau

Summary of Activity:

- promotion of CODE at regional meetings
- ongoing contact with new contacts
- ongoing outreach to Boards and Arts Organisations in the region
- made contact with artists in the region looking to make contact with CODE members

Board Position - Publications

Name: Daniel Lalonde

Summary of Activity:

- continued to monitor and update CODE Twitter account
- ongoing outreach to theatre companies and school boards in Ontario
- brainstorming and developing theme and ideas for 2015 conference

Board Position - membership

Name: Andrea Santangelo

Summary of Activity:

- continue to update membership and address problems related to membership
- attended last CODE Conference meeting in Ottawa
- working on program and trade fair for upcoming conference

Board Position - North Western Rep

Name: Jeff Newberry

Summary of Activity:

- represented CODE at PULSE 2014 in North Bay with Brooke (and Henry!)
- Attended networking sessions and workshops with Dance educators from across Ontario
- Ongoing promotion of CODE at GTA Arts Educator networking sessions, and board meetings
- Brainstorming and developing themes and ideas for 2015 conference

Board Position - Conference Chair

Name: Gisele Paquette

Summary of Activity:

- had regular meetings with conference committee in planning the conference
- met with Tracy at the Delta to plan menu and established details plans
- Contacted French as well as English boards to promote conference
- consulted for website and workshops

- worked closely with Michael Wilson to Establish a connection with the community. Lead pre-service student Ottawa U.
- Communicated on a regular basis with all members and crew to plan and organize details of the conference.
- Prepared connection with community concerning decor of the conference

Board Position - Communications Officer

Name: Stephen Wei

Summary of Activity:

- Oversaw the work on the new logo concept and design.
- The logo concept was chosen by the board, and then the finalized logo design was passed as well.
- Overseeing the completion of the website redesign, which should be completed once the designer returns from vacation and submits the editable versions of the logo to the web developers for inclusion in the website.