



BOARD Management Meeting

Saturday March 7th 2009

Theatrebooks, 11 St. Thomas Street, Toronto www.theatrebooks.com

Co-chaired Wendie Gibbons, President & Kim Snider, Vice President

Present: Kim Snider, Wendie Gibbons, Andre Gravelijn, Brooke Charlebois, Steve Russell, Louanna Alexander-Hudgel, Giselle Paquette, Deborah Reynolds, Stephen Wei, Eamonn Nolan, Jennifer Santangelo, John Thomas, Ceris Thomas, Megan Schroeder

Regrets: Leanna Neal, Marilyn Duffield, Bev Bonk, Heather Downey

1. Theatre Museum Presentation by Michael Wallace

Some highlights from this presentation:

There are a variety of programs that the Theatre museum may explore: panel on what does stage designer do; roots of native theatre, Bata shoe museum about shoes in the theatre, program development with colleges and universities

Ultimate goal is to have a building that people can actually visit.

Theatre Museum office is in the distillery district.

Michael's background is in theatre not in museums or education so he would appreciate CODE's advice about useful resources, thoughts etc. He sees the website as having great potential.

Please visit website www.theatremuseumcanada.ca Online legend library-available through the website

Discussion:

Would it be helpful for the museum to develop online educational resources, study guides etc? Possibility to have Theatre Museum's lessons on CODE website? Or to have links to the website?

Is there a possibility to have a CODE conference workshop that ties into the website and how to use the Theatre Museum resources. Could there be a kit with CDs and resources that could be signed out by teachers and returned-this could be tied in to specifically whatever is going on at the time?

There are limited resources out there for teachers. Teachers would appreciate timelines, history and major people.

2. Routine Business

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

I, Gisele Paquette, move to adopt the minutes from the January 17th, 2009 Board meeting. Seconded by Louanna Alexander Hudgel. Motion carried.

2.2 Adoption of agenda

I, Steve Russell move to approve the agenda for today's meeting. Seconded by Megan Schreoder Motion carried.

Motion to donate \$100 to Theatre Museum Canada.

I, Steve Russell move to donate \$100 to Theatre Museum Canada. Seconded by Dre Gravelijin. Motion carried.

Action Item: Andre to write and send cheque to Theatre Museum Canada.

3. Reports

3.1 Action Items from January

Megan: Looked into SoCan membership. Some people are getting memberships through Dance Ontario.

Action Item: Megan will continue to look into SoCan membership for CODE Members

How much does it cost for teachers? Some boards cover their teachers. If it is too much for our membership to do, we could at least post the info for board members

Steve-many boards cover teachers 25 cents per student per year. Substantial discounts were offered in order to get boards to sign on.

What does this coverage get you? Steve-music at pep rallies, in the halls etc. Not public performance

3.2 Management Reports

Vice President's Report

CODE Report on OTF February Curriculum Forum Retreat

Dates: February 27-28th, 2009

Location: Bark Lake Leadership Centre

Prepared by Kim Snider, Vice President

The OTF retreat at Bark Lake was a wonderful opportunity for subject associations and representatives from the federations to meet and discuss the roll out of the Environmental Education policy and how the various subject associations can assist in this enterprise. It was a very successful retreat and there will be follow up discussion at the May 2009 CF and a possible follow up retreat in the fall at Bark Lake for subject associations to continue the work begun at this retreat. The following are highlights/important info from the retreat:

- Two helpful documents related to the EE roll out are “Shaping our Schools, Shaping our Futures” (the policy framework) and “Ready, Set, Green!” (a resources for educators).
- Summer 2009 will be the second phase of Camp OTF, a series of 3-day workshops for teachers related to EE. Subject associations are invited to submit proposals by March 6, 2009 for a variety of dates and locations.
- Participants pay \$50 for the 3-day workshop, which includes 2 days of food, 2 nights accommodations (university dorms), resources, but not transportation.
- Overview of EE framework policy: the policy cites a number of environmental themes to use as the basis for educational resources, etc. They are Sustainability, Stewardship, Citizenship, Sense of Place, Connections, Values, Culture/Heritage, Environmental Justice. The policy also suggests using texts, examples, inspiration messages for curriculum development, as well as discussing environmental controversies for debates, projects, and opportunities for action and leadership.
- Some concerns raised at the Forum were the focus on subject specific approaches to EE, when it is a school and board wide initiative. Suggestions were made to encourage school teams to get and lead PD on EE, and possibility gear future Camp OTF initiatives to principals and school teams, possibly at Bark Lake. It was also suggested that future CF retreats have a secondary and elementary representative from each SA, as each has a unique perspective to consider. These suggestions and others will go back to the Steering Committee for the May meeting.
- It was decided by CODE, OMEA and OSEA to put forward an integrated workshop proposal for Bark Lake in summer 2009, to be organized and led by Jayne Dewar of OSEA, Kevin Merkley of OMEA and Kim Snider of CODE.

Dance Liason Report:

Megan attended the OECTA New Teachers conference at the Hilton Suites in Markham.

Discussion: How can we improve CODE display at conferences, workshops etc? (Megan mentioned when she was at the CODE table at the OECTA New Teacher Conference CODE's table did not stand out):

Stephen Wei to look into creating a power point with screen shots of the website once the website has been revamped.

If laptop/internet available teachers could register right there for CODE

Action Item: Megan to look into getting a free laptop for CODE use.

Anyone who is having people contact them with difficulty becoming a member send those e-mails to Ceris.

Should we have a tear away form for registration? We could take the tear away form and input their info and then they get an e-mail saying they need to pay to activate their membership. Is this too difficult to manage?

Action Item: Stephen to look into how difficult this would be to manage to have reps input info and members pay.

Could we have step-by-step instructions on how to register for reps to use? They could e-mail to members if necessary.

OECTA wants to put a link on our site in return for a link on theirs. Yes, but then we should also contact ETFO and OSSTF etc so that CODE appears on all sites.

Action Item: Megan to contact other federations about getting link on their sites.

Gisele's Report:

Theatre Ontario Workshop in Ottawa: the cost of the location is high so this is an ongoing negotiation. To be further discussed.

Art Focus group Upper Canada District School Board: to help with the arts curriculum roll out. They are writing lessons to help teachers implement new curriculum. Dance lessons need to be video taped because there are so few teachers with dance expertise. Would it be possible to have the CODE lessons for dance linked to video or podcasts? If they give us permission to post it, it can be done.

Action Item: Gisele to look into whether these board sponsored dance links must be under public domain or if it can be in our members only zone.

Action Item: Kim is to solicit boards to give money for the conference (maybe they can sponsor 50 teachers to come to the conference)

Action Item: Kim to send letter to Gisele regarding sponsorship ASAP.

Workshop on the creative process would be beneficial to have at the conference.

Amanda's Report:

Amanda's Workshop: HCDSB is paying for 30 teachers to attend her workshop.

Numbers at 41

\$381.94 final cost for the facility

Amanda has had a lot of inquiries about "What is CODE?"

Stephen is revamping the CODE brochure for the Arts Alive Conference and Amanda will hand them out at her workshop

Amanda to e-mail Brooke outline of workshop for minutes

Louanna's Report:

It continues to be a struggle to get Theatre Ontario/CODE happening in the Windsor area. There is competition with the structure they already have in place, which seems to be meeting their needs. No other requests have come to me to offer workshops other than one individual teacher

who was advised to formally request the workshop through the Arts Consultant for her board. Louanna will continue to encourage educators that are in the Western region to invite their colleagues to hold a workshop in their area and offer assistance in doing this.

Issue of Board Members traveling a great distance to meetings...Can we do conference calls or skype?

Action Item: Dre to look into Skype and internet card for next meeting

Do we need a new venue for our meetings with internet connection?

Action Item: Wendie to look into Theatre Ontario and Meadowvale Secondary School**Action Item: Kim to look into Soulpepper****Ceris' Report:**

Membership

Active 392

Total 468

42 free pre-service pending activation because they used gmail or hotmail; to get membership free they need university email so that we know they are pre-service students.

Archived numbers: 329 Annette said Wendie could not e-mail archive members easily

Conference Report:

Update since report: Jenn and Bev have selected possible menu selections and agenda

March 21st Jenn to meet with contact from Deerhurst

Menu cost: \$167.51 per person including taxes and gratuities.

*Board needs to pay for their food cost.

Did conference committee consider decreasing Sunday breakfast? Bigger breakfast on Saturday and continental breakfast or no breakfast on Sunday is a possibility as so many conference registrants go home early Sunday. Wellness workshops will be offered on Saturday. The AGM will be after breakfast (in the same room) on Sunday. The logo and conference flyer will be ready in the next two weeks. The website is up and running and accepting application. The deadline for submissions is March 31st.

Action Item: Eamonn to create flyer for the conference once the logo is ready.**Action Item: Dre to try and get flyer on all Tel (tdsb) discussion boards****Action Item: Jenn to send conference flyer to Wendie to give to Larry who copies for all his AQ summer students. Needed mid – May.**

Regional reps to push conference to generalist teachers

Workshop presenters receive \$250 for artists and \$125 for teachers.

Kim-Update for Regional Reps:

Publicity-regional rep goal is to make contact with members and arts consultants. Hard copies of arts consultants' emails were handed out.

Action item for Regional Reps: make contact with the arts consultants in your regions so they can help you disseminate information.

Next steps: Make contact with pre-service and AQ instructors in your area whether in person (send out swag in June meeting) or via e-mail, summer institutes, and pre-service programs. If Camp OTF is happening then that's another thing to be publicized.

Funding for conference: some reps have been giving advice to members about seeking PD funding from boards or from ETFO.

Regional Reps could also visit pre-service programs to do a workshop.

Amanda made the point that we need to target teachers who are not already participating in the arts (as we target drama and dance AQs). How can we do this?

Treasurer's Report:

We are awaiting Conference 2008 money.

President's Report:

Theatre Ontario workshops are not working as we had hoped. There will be a meeting to discuss this further. If anyone is interested in attending the meeting, please let Wendie know.

Wendie went to environmental conference last week.

Elementary curriculum will be coming out soon.

Conference 2010: Any ideas please continue to forward them to John.

Will look into continuing the video conferencing for the 2009 conference and the 2010 conference.

Brainstorming possible keynotes:

Colm Feore, Eric Peterson, Karen Kain, David Booth, Kathleen Wynne, Albert Shultz (AD Soulepper), we could have multiple speakers, Rick Mercer, Lata Pada, Peggy Baker, Sarah Polley, Veronica Tennon, Rex Harington

Should the keynote tie into conference theme? Should we have a performance focus since we are in a performance town (Niagara-on-the-Lake)?

4. Discussion / Decision Items

4.1 Website

Stephen Website: Contract for updating the website will be \$3045.00. It is a good idea to update and transfer the website to the Apricot site so that the Communications Officer can have access rather than going through Nextpage. This will significantly reduce our costs in

the future. Redoing the website will take 2-3 weeks. Within a month the new website should be up and running. The landing pad we be www.code.on.ca and then it would transfer you to the www.code.onefireplace.com. E-mails will stay the same.

4.2 Tagline

I, John Thomas move to adopt the tagline: Be Inspired. Stay Connected. CODE: Are you a member yet? Seconded by Deborah Reynolds. Motion carried unanimously.

4.3 Privacy Policy

Privacy Policy: Executive has made a policy as the by laws require that we have a privacy policy. See attached and follow.

4.4 Last Minute Cancellations

After some discussion, CODE decided to establish an agreement amongst Board members that should someone send their regrets after a deadline, to a meeting in which food has been ordered, they will be asked to pay for their bill.

4.5 Some goals for CODE

- Discounts for CODE members? Each board member has been asked to find one theatre or dance company that would be willing to offer CODE members a discount.
- Increase the Board's knowledge and comfort with technology
- Creating a more active and dynamic website.
- Continue work promoting and planning for the 2009 conference.
- Continue work planning for the 2010 conference.
- Continue to develop the Theatre Ontario / CODE workshops.

Meeting adjourned at 3:47p.m.

