

DRAFT
CODE Annual General Meeting
Sunday, October 20th, 2013
Deerhurst Resort, Huntsville

Agenda

Chaired by Brooke Charlebois, CODE President

Present: Jen Mavity, Sarah Papoff, Wendie Gibbons, Andrea Santangelo, Stephen Wei, Clyre Lyndley, Jeff Newberry, Daniel Lalonde, Liz Burnip, Sarah Hodgkinson, Giselle Paquette, Marc Richard

Regrets: Emily Caruso-Parnell, Jennifer Goodine, Kristen Edwards

1. Routine Business

- 1.1 Call to order and welcome by Brooke Charlebois at 9:20 am
- 1.2 Adoption of minutes of last meeting and business arising from minutes

I, Clyre Lyndley move to adopt the minutes from the AGM at the Nottawasaga Inn 2012. Seconded by Marc Richard. Motion carried unanimously.

- 1.3 Adoption of AGM agenda

I, Andrea Santangelo, move to adopt the agenda for today's AGM. Seconded by Daniel Lalonde. Motion carried unanimously.

1. Summary Reports

1. Membership Update

Andrea Santangelo gave an update about current CODE membership:
468 CODE full members, 72 preservice- 700 total CODE members.

1. Highlights from Executive reports

Past President
See Report.

Treasurer
See Report. Jen Presented the current CODE budget.

Secretary

See Report.

Vice President

See Report.

President

See Report.

1. Elections

This year, the Executive positions are up for election. The new CODE Board is as follows:

Membership: Andrea Santangelo

Communications: Stephen Wei

Publications: Daniel Lalonde

Drama Liaison: Liz Burnip

Dance Liaison: Clyre Lyndley

Conference Chair: Giselle Paquette

Northwestern Rep: Jeff Newberry

Northeastern Rep: Emily Caruso-Parnell

Central East Rep: Cameron Ferguson

Central West Rep: *Vacant*

Toronto Rep: Rochelle Matthews

Western Rep: Sarah Hodgkison

Eastern Rep: Julia Gutsik

Meeting adjourned at 9:49 am.

See attached reports.

DRAFT - NOT YET APPROVED

Board Position Title: President

Name: Brooke Charlebois

Fiscal Period for Report: July 1st, 2012- June 30th, 2013

Summary of Activity:

Board Position Title: Vice President

Name: Sarah Papoff

Fiscal Period for Report: July 1st, 2012- June 30th, 2013

Summary of Activity:

Communication

I have continued with my regular duties as Vice-President (email board members, general membership, answering emails etc)

On-going and regular communication with president Brooke Charlebois regarding website, advocacy, writing project, meeting and the recent CODE press release and blog.

Promoting CODE on our social networking site.

Promote CODE whenever possible with students at OISE and York at the Grad and pre-service levels and the TDSB

March Retreat

Assisted Brooke in planning of the CODE retreat. Co-chaired the retreat with Wendie Gibbons in Brooke's absence this year. Focus was on conference, advocacy and resource building.

March Executive meeting

- Attended executive meeting at the end of March for retreat follow-up and planning for Advocacy, Writing project and budget.

OTF Curriculum Retreat

I attended the annual OTF Curriculum Retreat in Barrie. The theme this year was Nunavut - Canada and the North. There were presenters from Iqaluit NU, and Canadian Wildlife Federation. There were some good connections to be made for future conferences -perhaps 2014. There is an Inuit culture and history program at Algonquin College that may be worth pursuing for workshops and students to volunteer at our conference in 2014 in the Ottawa area.

(<http://www.nstraining.ca/index.php>) Networked with other subject associations and CODE joined a Google group to continue this communication.

ETT Arts Committee

Joined the ETT Arts committee chaired by CODE Drama rep Clyre Lyndley. Attended first meeting. Continued communication regularly with this committee and will remain on the

committe for the coming school year 2013-2014

Advocacy:

Met with Advocacy work group on two days in April and May. We worked on the following tasks:

- planned and drafted two parent brochures on why drama and dance matter. (one dance, one drama). Drafts to share via email after the next meeting, and final version for September 2013. Planned release is the 2013 conference.
- planned and researched for advocacy video to be created during the 2013-2014 school year to release at the 2014 conference,
- planned and implemented a CODE advocacy prezi and live binders with CODE advocacy tools and create a digital downloadable advocacy package for 2013-2014.
- plan posters for members on the importance of drama and dance for 2014.

Thank you to Clyre Lyndley, Marc Richard and Jane Deluzio for all of their work!

We meet a final time this year on June 19, 2013.

Ottawa conference trip

Travelled to Ottawa with Brooke to scout locations for the 2014 conference. Brooke to present options at June board meeting.

Writing Project

Assisted Brooke with the Writing project administration and met on a regular basis to plan and organize. Attended Writing team training day.

Ministry Faculty meetings

I attended the Ministry-Faculty meetings and PD with Brooke. We focused on Arts, Inquiry, Social Justice and FNMI workshops to look at future relevance in dance and drama. Liased with TLLP arts teachers and connected with them for future workshops. Attending the ONTEA meeting with Brooke. The position paper for the arts in pre-service was discussed and will be going forward.

Ministry OTF meetings May 31, 2013

I attended the Friday of the Ministry-OTF meetings in which great networks were established and continued with other Subject associations. Subject associations are very interested in a cross-curricular conference, so we need to start planning to be in a position to help organize in the future. I updated the meeting about our writing project, advocacy work and the conference and handed out bookmarks. Discussions Friday included Ministry Digital resources on Edugains, Canadian Coalition for tomorrow's ICT skills and 21st century learners, the new Social Studies curriculum roll out and implementation and Adoloescent Literacy documents. The next meeting will be in the fall.

NRTEA June 6,7, 2013

Attended the Ottawa National Roundtable for Arts Educators in Ottawa. Attended panels on the past, present and future of the arts in education, networking etc. In discussions with the group and the representatives from OCT, it was suggested that CODE and other stakeholders send

letters to the OCT registrar and the Ministry about the importance of all four arts in education (pre-service, arts AQ's etc), especially in light of upcoming changes to teacher education. Liased with Ottawa-Gatineau area arts organizations: MASC, NAC and Ici Par Les Arts and educators that could possibly be part of Ottawa 2014 conference and future partners.

Board Position Title: Secretary

Name: Amanda Williams-Yeagers

Fiscal Period for Report: July 1st, 2012- June 30th, 2013

Summary of Activity:

- continued to monitor and respond to emails sent through the CODE website and vet them to the appropriate board member
- took minutes at CODE executive and board meetings throughout the year
- maintained communication and supported actions of board regional reps
- presented at OISE/natural curiosity 3-day workshop about CODE and access to resources, as well as the benefits of membership
- was involved in the most recent CODE writing project, creating a primary and a junior dance unit for rotary teachers

Board Position Title: Treasurer

Name: Jenn Mavity

Fiscal Period for Report: July 1st, 2012- June 30th, 2013

Summary of Activity:

- Met with representative at TD bank to change over account info.
- Met with Dre (past treasurer) to pass on information re:treasury duties
- organized treasury files an
- sent 2011 tax information to Gail (accountant)
- sent 2012 tax information to Gail (accountant)
- continued to serve on Conference Committee attending meetings and managing workshop changes and updates

- Presented workshop sharing CODE materials at PEDTA (Peel Elementary Teacher's

Association) in Sept.

- Served on CODE Conference committee as workshop liaison
- Continued regular communications between CODE executive and the accountant to get files in order for fiscal year ending in June 2012
- Created proposed budget for next fiscal year
- Updated budget regularly with conference information, t-shirt revenue and other expenditures
- Transferred membership money from Pay Pal account
- Created a new file (in CODE finances bin) to document revenue to operating account

- continued to update and organize financials
- researched possible change in accounting procedures
- managed on-going issues with NSF cheque from conference
- transferred money for donation to IDEA
- mailed expense claim cheques as needed
- attended first conference 2013 meeting

- transitioned to new accountant (Patrick Kua) in preparation for end of fiscal year
- · implemented new accounting procedures (with the guidance of Patrick) to manage and track funds
- attended 2013 conference committee meetings
- managed contracts for 2013 conference presenters
- edited workshop descriptions and bios for 2013 conference website
- managed funds for Spring Writing Project
- continued to update budget for 2012-2013 fiscal year
- participated in integrated arts AQ writing at OCT

Board Position Title: Drama Liaison

Name: Clyre Lyndley

Fiscal Period for Report: July 1st, 2012- June 30th, 2013

Summary of Activity:

- Presented a variety of Drama/Dance workshops for ETT and ETFO, as well as at various AQ courses for York University
 - shared CODE resources
 - distributed swag
 - directed people to website
 - generated non-member email list

- Completed writing/editing new CODE Promotions/Advertising/Partnering guidelines
 - 3 revisions submitted to President and Past President, before approval submitted to Board
- Writer CODE Spring 2013 Writing Project: Intermediate Division
- Drama Dance Advocacy sub-committee member
 - collaborated to create and write draft Drama advocacy brochure
 - provided feedback for draft Dance advocacy brochure
 - created storyboard for advocacy video
 - sourced professionals/equipment needed to create videos
 - established *LiveBinders* for Drama resources
 - established *LiveBinders* for Dance resources
- Continued on as Conference Treasurer
 - Managed funds for 2012 conference, and provided Treasurer with all receipts and final budget report
 - Prepared new budget template for future conferences
 - Prepared new budget for 2013, and consistently liaise with Liz Burnip about financial on-goings
 - Gathered all conference swag into one centralized area, and counted stock
- Joined ETT's Arts Committee in its inaugural year, as Chair of Arts Committee
 - Promoted CODE to Committee and ETT membership
 - Distributed swag to members to distribute at other schools and TDSB locations
 - Put forth motion for ETT Arts Committee to sponsor some members to attend CODE Conference 2013 (motion passed)
- Attended theatre education preview nights, such as for Prologue and Canadian Stage Company

Board Position Title: Past President

Name: Wendie Gibbons

Fiscal Period for Report: July 1st, 2012- June 30th, 2013

Summary of Activity:

Carried out my duties as Past President:

- advised and supported the President and Executive
- attended Executive and Board meetings; also met with the President for one on one meetings
- created a guideline sheet for an ad hoc committee for members at large to join
- updated and shared the communication protocol sheet for the Board
- Co-chaired the retreat in March

Board Position Title: Publications

Name: Daniel Lalonde

Fiscal Period for Report: July 1st, 2012- June 30th, 2013

Summary of Activity:

- Joined November, 2012
- Launched *Activity of the Week* and *The Student's Corner*
- Organized a variety of new and returning organizations to the CODE discount page
- Attended board meetings
- Communicated with a number of groups interested in posting and/or advertising on the CODE site.
- Attended Board Meetings

Board Position Title: Dance Liason

Name: Marc Richard

Fiscal Period for Report: July 1st, 2012- June 30th, 2013

Summary of Activity:

- Represented CODE and presented in Taipei, Taiwan at the daCi/WDA (dance and the child international/World Dance Alliance) Summit which included a panel on the Pulse Ontario Youth Dance Conference (along with Carmelina Martin & Mary Elizabeth Manley) "Transforming Lives One Conference at a time" and represented Canada on an international panel of curriculum specialists - shared the status of dance education curriculum across Canada
- planned a series of beginning teacher dance/drama workshops (along with Sarah Papoff and Clyre Lyndley) which were subsequently cancelled due to job action
- Presented at the 2012 CODE Conference along with Andrea Santangelo on *Facilitating Dance for Early Childhood Educators*
- Represented CODE and presented at the World Alliance for Arts Education (WAAE) in Rovaniemi, Finland. Represented Canada, making recommendations for the next UNESCO World Conference on Arts Education.
- Continued to meet and connect with people from Dance Ontario and the *Connecting the Dots Conference*
- Presented a number of Drama/Dance workshops for York U, Charles Sturt, Brock University (Arts Matters) (pre-service teachers) as well as at various AQ courses for York University
 - shared CODE resources
 - distributed swag
 - directed people to website
- Continued to act as CODE liason to Pulse Ontario Dance Conference (notice new name) as this was a year of re-visioning and retreating for Pulse. Developing plans for the next conference to be held in North Bay, ON in May 2014 with an environmental/First Nations theme
- Drama Dance Advocacy sub-committee member

- collaborated to create and write draft Drama advocacy brochure
- provided feedback for draft drama advocacy brochure
- provided current research on dance education advocacy and arts education advocacy

Board Position Title: 2013 Conference Chair

Name: Liz Burnip

Fiscal Period for Report: July 1st, 2012- June 30th, 2013

Summary of Activity:

- Join the board November 2012
- Took on the role of Conference Chair with the help of Jen G.
- Chaired conference committee meetings
- Recruited conference committee members
- Wrote web call for conference applicants
- Assisted in selecting and hiring conference workshop leaders
- Actively consulting with Deerhurst to organize and plan the conference location, costs and other pertinent conference needs
- Attended CODE retreat in Deerhurst
- Wrote with Ron and the help of Jen G, Jenn M. and Andrea the Conference registration website
- Distributing bookmarks and sending links to our conference to drama and dance educators

Board Position Title: 2012 Conference Chair/Central East Rep

Name: Jennifer Goodine

Fiscal Period for Report: July 1st, 2012- June 30th, 2013

Summary of Activity:

- held various meetings and communicated via phone and email with the conference committee, Nottawasaga staff, delegates, and CODE board leading up to the 2012 Conference
- oversaw the running of the conference with the help of an AMAZING conference committee and the CODE board
- dealt with follow ups from the conference - emails from members, Nottawasaga
- worked with Liz Burnip to transition her into the position of Conference Chair
- joined the 2013 conference committee as Trade Fair Rep
- attended committee meetings in person or on Skype
- took over position of Central East Rep in November 2012
- sent monthly updates to Central East members - there were many issues with using the mailing system so some emails were not sent/sent on time - contact was made with Exec regarding this
- made contact Arts Consultants in the area

- attended a nine day Arts Camp in the DDSB during which I made connections with various teachers and artists
- completed the CODE writing project as a writing team member - wrote a unit for ADA 4M on Acting Theory

Board Position Title: Western Rep

Name: Sarah Hodgkinson

Fiscal Period for Report: July 1st, 2012- June 30th, 2013

Summary of Activity:

- took over position of Western Rep in November 2012
- emails sent out of Western members (few events/workshops due to political climate)
- offered Thames Valley ETFO Drama/Improv Workshop (April 2013) and provided participants with CODE material
- offered Thames Valley Drama/Improv workshop (fall 2012) and provided participants with CODE material
- planned for Drama/Improv Workshops for Thames Valley teachers for fall 2013
- attended CODE Conference in Alliston, ON (October 2012)
- attended meetings either in person or by Skype (except for June 2013 meeting)
- provided The Arts Learning Coordinator at the TVDSB board office with posters and pamphlets that she sent out to multiple schools with my CODE contact information
- attempted to organize a dance workshop (Hannah Beach) and Drama Festival for TVDSB but it was cancelled due to the political climate