



Management Meeting

Saturday, September 17th, 2016

12:30 pm – 4:30 pm

Location: Cameron's House , 69 Lynd Ave,
Toronto, Ontario

Co-chaired by Daniel Lalonde, Vice-President and Sarah Papoff, President

Present: Sarah Papoff, Daniel Lalonde, Rochelle Matthews, Kim Snider, Brooke Charlebois, Cameron Ferguson, Matt Sheahan, Cheri-Anne Byrne, Jennifer Giancola, Ayesatta Conteh-King, Lauren Van Gijn

Regrets: Shawn Rocheleau, Andrea Santangelo, Kim Erin Spratt , Liz Burnip, Jenn Mavity

Google Hangout: Jessie Kennedy

1. Routine Business

Call to Order at 12:43pm

Adoption of minutes of the last meeting

I, Matt Sheahan, move to adopt the minutes from the May 2016 meeting, Dan Lalonde seconded. Motion carried.

Adoption of Agenda

I, Lauren Van Gijn move to adopt agenda for this meeting, Jennifer Giancola, seconded. Motion carried.

Sarah read a treaty acknowledgement.

2. Presentation from Guest Speaker: Jodie Williams from FNMIEAO and an Elder, Nancy Rowe

- FNMIEAO co-chair and Elder Nancy Rowe shared their current initiatives: Elders Gathering at Camp Pinecrest October 14-16, outreach to subject associations and TRC work.
- Discussion on working group to align our work with Aboriginal Education Policies and TRC recommendations. Notes on our learning:
 - What are the ways we approach drama and dance in a respectful way when dealing with different cultures and an FNMI lens or content?
 - How to teach respectfully without appropriation of voice/culture?
 - FNMIEAO is also working with these sensitivities, “how to”
 - They are going to have an Elders Council to support their teaching practices
 - Nancy - “How do you engage with indigenous knowledge?” - we have different knowledge systems

ACTION ITEM: Committee Summer PLC with FNMIEAO

ACTION ITEM: Planning March Board retreat with FNMIEAO on Six Nations New Credit land. Sarah to pass along our March retreat dates to Jodie and Nancy.

ACTION ITEM: Sarah and Rochelle to connect with Nancy about doing the official treaty acknowledgements at White Oaks.

- March Retreat Dates (Friday, March 3 @1pm to Sunday, March 5)

3. Reports (see reports below)

4. Conference 2016 - Rochelle, Shawn, Kim

Invite a contact or friend to the conference.

(See report below)

Action Item: Kim to run elections committee at Conference

ACTION ITEM: Rochelle to ask Ken to change receipts to be more general with total prices only

ACTION ITEM: board/committee members to sign up for thank yous by October 7th, so that we know where to plot the Brock volunteers

ACTION ITEM: Board members to meet as many new registrants as we can on the Friday Night.

ACTION ITEM: Kim to boost Facebook share info for additional \$15.

ACTION ITEM: Sarah to ask Jenn M. to do thank you cards

ACTION ITEM: Sarah and Rochelle to connect with Shawn about programme

5. French resources and Aga Khan Project -updates and next steps

ACTION ITEM: all board members share the call for writers to your networks.

Applications due September 30th, 2016.

6. Swag /Budget updates and next steps

- Elements posters ready and at printers.

ACTION ITEM: Kim S. to share posters with board members

- We reviewed the proposed operating budget for 2016-2017 as prepared by Jenn Mavity and Sarah Papoff.

MOTION: I, Brooke Charlebois move to adopt the operating budget of 2016-2017.

Seconded by Cheri-Anne Byrne.

Motion Carried.

7. Equity next steps for CODE.

MOTION: I, Sarah Papoff, move to present an amendment to the bylaws to add the position of Equity Liaison to the CODE Management Board at the AGM in October, as per CODE due process. Seconded by Ayesatta Conteh-King.

Motion carried.

ACTION ITEM: All board reps to submit AGM summary report for 2015 to Rochelle by Monday, September 19th.

8. Think Tank review and committee

ACTION ITEM: All scribes from THINK TANK to review their notes and share with their group members. Then return notes to Sarah.

MOTION: *I, Kim Snider, move for CODE to create an Advocacy Subcommittee to help carry out THINK TANK action items from August 29, 2016 meeting. Seconded by Cheri-Anne Byrne.*

Motion carried.

8. Advocacy discussion and upcoming events:

- **Ministry forum and meetings reports and next steps**
- **Grant writing upcoming**
 - Action Item: Dan beginning Grant process for CODE Student Conference, following Pulse model
- **Student Drama Conference (May 12-14) - See Dan' Report**
 - **Student Conference Committee:**
 - Dan
 - Cheri-Anne
 - Lauren
 - Ayesatta
 - Matt
 - Jessie

9. Website clean up report and next steps

ACTION ITEMS: Brooke to delete old mailings

Digital citizenship presentation tabled to November meeting

10. Other business

Executive Election

- Sarah would like to officially thank Jenn Mavity for all her years of service and dedication to CODE.

ACTION ITEM: Kim to organize the executive election nomination forms and have a past president complete the election with her. Brooke and Kim to organize the election.

Next Meeting: AGM Sunday, October 23, 2016, Niagara-on-the-Lake

Management Meeting: Saturday, November 19th, 2016 @ Lauren's place (Beach, Toronto)

January 14, 2017 - Cheri-Anne's House (Milton)

March Retreat: Six Nations, New Credit Reserve March 3-5, 2016

June 3, 2017 - TBD

ACTION ITEMS: All board members to add management board meeting dates to their calendars

Meeting adjourned at 4:35pm

Board Reports

Executive

Board Position - President

Name: Sarah Papoff

Summary of Activity

- Ongoing communication with the board and membership at large via email, mailing, social media and the website.
- Communicated with treasurer on numerous occasions to develop 2016-2017 projected operating budget.
- Drafted a proposed Equity Liaison job description and email for the AGM.
- Investigated possible 2018 conference sites with VP in downtown Toronto (Daniel Spectrum and Nelson Mandela PS)
- Attended the Play! Symposium and International Children's Theatre Festival in Stratford on behalf of CODE with members of the executive and management board. Participated in dynamic workshops by a variety of arts, drama and dance educators, supported CODE table in the trade fair. Networked and met Devon, the Sonnetman Glover, who may be attending our conference and other educators from all over Ontario. Congratulations to the Play! Committee on a terrific event.
- Liaised with Jodie Williams, the co-chair of FNMIEAO (First Nations Metis and Inuit Education Association of Ontario) to invite her and an Elder to our September CODE mgt board meeting to help us align with the Truth and Reconciliation commission and develop a policy on drama and dance best practices with an FNMI lens. Joined FNMIEAO. Reached out to Goergia Groat and Elders in the Niagara region for a welcome and acknowledgement of the land at the CODE conference in Niagara.
- Attended Aga Khan Ministry writing project training in July with committee and supported drafting a plan and vision for the project. Attended lecture and tour to gather data. Posted call for writers and sent out mailing to the membership, and contacts to distribute call widely.
- Attended a meeting at the Ontario Arts Council with Daniel Lalonde and Carmelina Martin (Pulse co-chair) to gather information with OAC contact Nasreen Khan on appropriate grants for us to explore for a future Student Drama conference, the Pulse conference, the CODE conference and a possible future project. The process has been updated and changed so we are exploring options for the coming two years.
- Supported the coordination of the CODE Think Tank on August 29th, 2016 with the sub-committee. This day was a huge success with great notes and next steps coming from invested dance and drama education stakeholders. We will be releasing notes and next steps in the next month to the participants after they

have been prepared and summarized. One action item that arose was a future Advocacy committee. Thank you to the board members who organized and scribed.

- Attended the Conference committee meeting on August 29th and continue ongoing communication with the Registrar, co-chairs and committee.
- Supporting the posting of the new French Translated resources on the site with Stephen Wei.
- Met with Christine Jackson and Wendie Gibbons to organize a day of revision recommendations of the CODE resources based on the criteria developed at the March retreat. Christine and Wendie completed the recommendations for the drama resources. Next steps: dance revision recommendations. I will reach out to Jane Deluzio and Christine for this next step. I recommend we begin the deletion process with our communications person in November and revisions with a committee in a working group.
- Continued to liaise with Kim Erin Spratt and Andrea around ongoing membership issues as they arose.
- I have submitted a proposal with Kim Snider and Brooke Charlebois to present a session at the Provoking Curriculum conference at McGill University in February 2017. If accepted, we will be promoting CODE there as well.

Board Position - Vice President

Name: Daniel Lalonde

Summary of Activity

- Attended the Play! Symposium in Stratford, Ontario with members of the board.
- Attended the Aga Khan Writing Project Training Day. The writing project will entail the creation of drama and dance lessons that stem from the artistic works on display at the Aga Khan.
- Created a Call for Writers for the Aga Khan/CODE collaborative writing project
- Attended a meeting at the OAC with Sarah and Carm to explore the direction of future grant applications for the Student Conference, Pulse and the CODE Conference and other potential endeavours.
- Took part in the CODE Think Tank. The dialogue that arose through the think tank provided great insight from a number of perspectives about the work that needs to be done to continue the development of effective drama and dance education in post-secondary programming
- Attended conference committee meeting. The conference is taking excellent shape and is in line to be an engaging, fun, successful conference.
- Met with the Arts Administration team at UTSC (University of Toronto Scarborough Campus) to discuss the upcoming Student Drama Conference and tour the facilities to determine the required spaces. Current Student Drama Conference info is listed below:

- Student Conference Dates will be Friday May 12 and Saturday May 13. Friday registration will begin at 8:30, and the conference will conclude Saturday at 11:30 AM.
 - The theme of the conference (official title to be determined) will be Drama as a catalyst for identification, deconstruction and understanding of global issues and communities.
 - Tentatively, we will have:
 - The residence registration building as our Registration headquarters (next to the residences the students will be occupying)
 - The Meeting Place - an open atrium that is often used by the university for catered meals. This will be our area for meals and keynote speeches. At an extra cost, the university can install a stage for us.
 - HW305 - A great space that will act as our karaoke/night time dance space (budget permitting, a hired dj would be great)
 - Breakout Spaces
 - Blackbox theatre - brilliant space that seats 100 students. Workshop space and potential performance space
 - Studio A - Large space for workshops
 - Studio B - Large space for Workshops
 - BV340 - Art Studio - Large space for breakout
 - Portable - Could be a great central space for Site specific outdoor workshops
 - H Wing Patio - Beautiful outdoor space for site specific work
 - Ralph Lounge - Potential CODE headquarters
 - Additional 6 classrooms are available - they can be rearranged to meet our needs
- The bulk of the spaces belong to the Arts Admin. team that is supporting the conference and these areas will be given to us free of charge. They are currently negotiating with the university to try to get us all of the spaces for free. Our remaining university costs would be food and residence (these prices are also being looked in to by the university).
- Once we get these numbers, we will be able to put together a clear budget that outlines total costs to run a successful conference

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Board Position - Treasurer

Name: Jennifer Mavity

Summary of Activity

- Prepared financials for Operating and Conference accounts (fiscal year end June 30, 2016)
- Communicated with accountant on numerous occasions to clarify financials and assist in preparation of financial report
- Liased with Pulse Treasurer to prepare financials
- Met with accountant to review financial report
- Met with Swag designer to design and prepare Elements posters for print
- Revised Elements posters with feedback from the Exec.
- Prepared Elements posters for printing to be ready for Conference 2016

Board Position - Secretary

Name: Rochelle Matthews

Summary of Activity

- continued regular duties as secretary; revise, edit and review regional rep mailings
- Compile agenda and board reports, share with board members
- answer general inquiries via the CODE website
- continue to organize CODE drive
- Attended the Aga Khan Museum curriculum writing orientation that was hosted by the Ministry of Education
- Corresponded with Aga Khan Museum about booking space for the CODE writing project, November 4-5th
- Helped coordinate and attended the CODE THINK TANK at OISE/UT on August 29th
- Created compendium of motions from 2013 to present

Board Position - Past President

Name: Brooke Charlebois

Summary of Activity

- In May I travelled to China to teach Chinese educators about integrated arts in the classroom. There were a number of issues with the course, mainly the quality of the program. Unfortunately, I had no input into the writing of the program and was hired to just deliver it. I'm not sure to what degree CODE should be concerned about Ontario teachers delivering arts programs abroad, but there is definitely an interest internationally in what's happening in Ontario.
- In June I attended the Play! Symposium and networked with many fellow drama educators
- In July I filled in for Clyre Lyndley who teaches the Dance AQ for ETFO, where I plugged CODE and the conference and made connections with a teacher who is interested in joining the board!
- I attended the Think Tank in August and would be interested in being involved in future advocacy projects
- I have submitted a proposal with Sarah Papoff and Kim Snider to present a session at the Provoking Curriculum conference at McGill University in February 2017. If accepted, we will be promoting CODE there as well.

Board Position - Past President

Name: Kim Snider

Summary of Activity

- Action Items from May:
 - I sent an email to Reps with information about publicizing the conference in their June mailings, and most did this and copied me on their mailings
 - I did not hear back from Reps about AQ visits; I myself visited the MT drama candidates at OISE this summer to promote CODE and the conference, and I sent information to Larry Swartz for distribution to the summer AQ instructors. Wondering if many of those MT students registered as members?
- In June I attended the PLAY! Symposium as a member of the Steering Committee, but also a representative from CODE. It was a fantastic event, and we made many positive international connections, such as Devon Glover 'the Sonnet Man' from the US (who may be attending our conference) and Sam White from Detroit, who may make a great future keynote speaker.
- I have been liaison-ing with Diana Tso around her play Comfort (playing at Native Earth in November/December) and Project Humanity around Freedom Singer (playing at the Crow's Nest Theatre in February 2017) for CODE nights in which we would invite CODE members. Though I am not sure they could offer a discount, they would love to have a special night dedicated to CODE members. I can connect Drama Liaison with these contacts after my tenure ends as Past President in October.

- I helped in organizing the CODE Think Tank meeting in late August, which was a great success. I will be glad to be a part of any future CODE Advocacy committee.
- I have submitted a proposal with Sarah Papoff and Brooke Charlebois to present a session at the Provoking Curriculum conference at McGill University in February 2017. If accepted, we will be promoting CODE there as well.
- I have continued on in my role on the CODE Conference committee, and have been publicizing the conference through mailings and social media. I will continue this work until the conference, as well as organizing the Big Schmooze event and helping to create the board duty roster.

Management

Board Position - Drama Liaison

Name: Liz Burnip

Summary of Activity

- Participated as a Scribe at Think Tank at OISE in August
- Reviewed the Financials for Conference and feel confident about our spending
- Attended the Conference Committee meeting in August
- Looked at Conference food and just need to decide with Rochelle the Friday night menu. The food looks very good.
- Dropped the ball on CNAL because I really had no idea what I was looking for
- Tried to get signing privileges for the cheques but I was unsuccessful but will get them any day now, I promise
- Created electronic receipt for conference for those who need to give receipts when they receive cheques/ money.

Board Position - Dance Liaison

Name: Lauren Van Gijn

Summary of Activity

- Participated in the Think Tank at OISE in August
- Attended PULSE post-mortem. Everything went well, and discussed issues, challenges, celebrated positives, etc. A lot of discussion as to PULSE's future, where to go next, how to grow, shift and change with the climate of what we are hoping to offer and create opportunity wise.
- Signed on to be part of a sub-committee of PULSE called Pulse Communities. A really exciting venture bringing Pulse practices to areas of Ontario. First meeting for this to be on Sept 18th. More info to follow.

- Excited to be a help to Dan regarding the Code-Drama-Student conference venture this spring.
- Attending a Secondary Arts Head's community meeting at the DDSB board office to discuss CODE, the conference, and introduce myself as both a resource and a link to CODE for the members of my board.
- Met with the Arts Facilitator at the DDSB to discuss how to use CODE more actively within our board.
- Discussed us of Pulse t-shirts for Code exec at the conference. It's a go - still waiting on a bit of info before we can go ahead.

Board Position - Membership

Name: Kim Erin Spratt

Membership Overview

Membership is way up!!!! Total Members: 1141 (from 857 in May)

- Full: 536 (from 471 in May)
- First Year: 143 (from 127 in May)
- Pre-Service: 455 (from 252 in May)
- Other: 7 (from 7 in May)

Summary of Activity

- Responded to all new and other membership requests
- Updated all pre-service members to 2-year membership
- Tried to send email to all members to let them know, but the system wouldn't allow that many emails at one time.
 - **Action Item:** Find best way to send these (Andrea/Anyone?)
- Trouble shot several sign-up, payment and password receipt issues
 - **Action Item:** Solve passwords going to junk mail
 - add copy to website to let members know to check junk mail and inbox for an email from "webmaster@code.on.ca"?
 - When members request their password, it comes from "webmaster@code.on.ca" also, so they don't get that email either and are frustrated or angry by the time they get to one of us.
 - Chance we should change the name of this email to something that won't be assumed spam?
 - Members get emails from various addresses which may be confusing (ie: their receipt comes from members@code.on.ca [which often goes to junk as well, but not as often as "webmaster"] their member info comes from president or regional rep etc.). The biggest issue seems to be "webmaster" .
 - **Action item:** Solve payment functionality problems: working on it with Jen

- Received 2 quotes from Aidan to re-program the pre-service module to default to 2 years (2 options)
 - **Action Item:** Awaiting budget approval from Sarah
- NDEO table purchased - not sure who will be there to man it - Lauren?
 - **Note:** I have an extra hotel room at the discounted rate if anyone wants it
- NDEO: they are not able to join us at CODE due to budget.
 - ***Note:** They were willing to let me hand out information on behalf of CODE, as a courtesy, had CODE not opted to have their own table
- FORUM: we discussed picking up conversations this fall

Board Position - Publications

Name: Jessie Kennedy

Summary of Activity

- Attended Aga Khan session and drafted schedule for the writing days on Nov 4 and 5
- Reached out to Board members and other CODE contacts to write blog pieces leading up to the Conference
- Attended Conference walk about at White Oaks
- Wrote and posted blogs and announcements on CODE Website, Twitter and FB
- Maintained contact with all Workshop presenters, confirming arrangements and requesting they spread the word about the Conference with their contacts and on social media
- Attended Think Tank at OISE in Aug
- Connected with incoming Arts Consultant for TLDSB, provided posters, pamphlets and shared information about the upcoming Conference which she is hoping to attend

Board Position - Communications

Name: Position Vacant

Summary of Activity

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Board Position - 2016 Conference Chairs

Name: Rochelle Matthews & Shawn Rocheleau

Summary of Activity

- Convened conference committee meeting at White Oaks Resort in June
- Had more promotional bookmarks and flyers printed
- Mirvish Night on Tuesday, Oct. 18th to See Matilda - registrants get discount code once they register - pre-show soiree
- Sent mailings to all registered delegates
- Promotions for conference was shared on various social media channels
- Video DJ for the Saturday night was booked
- Intermediate class secured for Dr. David Booth's Master Class (do we increase?)
- Convened conference committee meeting in August; volunteer roles/schedules decided, final promotional plan arranged, budget updates
- Complimentary upgrade suites secured for VIP guests on behalf of CODE
- Continued negotiations with White Oaks Resort (room blocks and guaranteed numbers)
- Deadline to cancel workshops (Oct. 10th)
- Workshop registrations looking even; need more promotion for dance workshops
- To date
 - 77 registrants
 - 15 trade fair tables
 - 3 sponsorships
 - David Booth Master Class SOLD OUT (30)

Board Position - Eastern Rep

Name: Matthew Sheahan

Summary of Activity

- Completed and submitted all monthly mailings (June, July and August)
- Shared and directly messaged drama teachers and educators on Facebook with all CODE material to promote CODE and the annual conference
- Participated as a scribe for the CODE Drama Think Tank at OISE August, 2016
- Sent email blasts to arts curriculum coordinators in the east and teachers in order to promote membership in CODE
- Participated in August Conference Committee Meeting

Board Position - Central East Rep

Name: Cameron Ferguson

Summary of Activity

- Promoted and corresponded regarding trade fair and sponsorships
- Set up Matilda night with Mirvish
- Created ads for Dance Current magazine
- Wrote blog for website

Board Position - Metro Toronto Rep

Name: Ayesatta Conteh-King

Summary of Activity

- Sent out mailings to members-
- Guest Taught two workshops at ETFO Dance AQ (summer)-shared CODE membership with students (Supporting Clyre Lyndley)
- Posted/Promoted Conference on Facebook/Contacts
- Emailed colleagues inviting them to conference
- Attended ETFO AGM-spoke to a resolution urging all locals to have an ARTS committee-motion was brought forward by the ETFO arts committee
- Contacted/communicating with artistic director of AFIWI-traditional West African Dance company-regarding CODE connection/collaboration
- Attended ETT Arts committee meeting-committee has agreed to cover the cost of one member to attend the conference. We had a discussion around possible CODE and arts committee collaboration in the future-a way to boost membership and support the needs of members

Board Position - North Eastern Rep

Name: Jennifer Giancola

Summary of Activity

- Sent out monthly mailings
- Attended the Play! Symposium in Stratford, Ontario with members of the board.
- Follow up with **Emily Caruso Parnell**- tight PD funds make it difficult to resurrect NORAC
- Planned workshop with Cheri-Anne but Thunder Bay OTF workshop cancelled due to low enrolment.
- Promoted Conference info via social media as well as to TCDSB contacts.

Board Position - North Western Rep

Name: Cheri-Anne Byrne

Summary of activity

- Researched and made list of all AQ courses being offered in the summer and followed up with a blog post to highlight these.
- Sent out June mailing
- Informed Norac no longer an event that takes place
- Sent out conference info via social media as well as to Dufferin-Peel drama subject council