

CODE Management Board Meeting Minutes - Website
Saturday, March 1st, 2008

12:30 – 3:30pm
 185 Legion Rd. N, Toronto, ON M8Y 0A1

Co-chaired by Wendie Gibbons, President, and Andre Gravelijn, Vice President

Present: Lesley Bazinet, Bev Bonk Heather Downey, Andrea Goldfarb, Eamonn Nolan,
 Deb Reynolds, Jenn Santangelo, Kim Snider, Ceris Thomas, John Thomas

Regrets: Marilyn Duffield, Giselle Paquette, Lorena Haley-Twiss

Absent: Louanna Alexander-Hudgel

1. Routine Business

Call to order by Wendie Gibbons at 12:35pm.

Business arising from minutes

Motion: I, Andre Gravelijn, move to adopt the minutes from the January 19th – 20th, 2008 retreat. Seconded by Andrea Goldfarb. Minutes unanimously carried.

Adoption of agenda

Motion: I, Ceris Thomas, move to adopt the agenda for today's meeting. Seconded by Heather Downey. Motion unanimously carried.

Business arising from reports

Andrea's report: Andrea has a new e-mail: webmaster@code.on.ca. If you have events for her to post to the website, please send it to this email at least 2 weeks in advance.

Bev's report: Thank you to Bev for going to the OECTA event. Bev suggests we create a one-page CODE "teaser" to be handed out at such events; showed the Board what she handed out. Bev commented that the display board needs to be updated to look more professional.

Action: If you have photos please send them to Bev and at the next meeting we can look at them so that Bev can update the display board.

2. Discussion/Decision Items

Treasurer/VP's Report (Andre)

Budget: CODE is in a healthy financial position. Dre is currently clearing up items, signing contracts, etc.

Publicity: Dre presented his promotions/publicity plan to the Board based on his retreat action plan.

Highlights from Dre's report:

Publicity Strategy: increasing visibility, sustainability through institutes, PD, AQ's, website, project, publications, partnerships; maintaining membership; a cyclical strategy of membership; a spokesperson to champion CODE; partnerships. Factors of success: regional outreach, PD, communication with members, opportunities to be involved.

Dre gave background on initiatives to publicize CODE over the past couple years, including the new logo, poster, website, promotional materials, display board, summer/fall institutes. He also outlined initiatives including our tagline, website review, poster rollout. New ideas include contact with consultants, making AQ and pre-service visits, summer and fall institutes, and the 2008 CODE Conference, launch of new banner.

Discussion: Board members made various suggestions of how we could continue the work of publicizing CODE.

Motion: I, Andre Gravelijn, move that the CODE Board support a summer 2008 publicity campaign, which would include a 1-2 week car rental. Seconded by Lesley Bazinet. Motion carried unanimously.

OTF/MOE Meeting:

Dre attended the OTF Curriculum Forum and has a package of materials with themes, etc. There was a presentation on anti-poverty as well as a CD with lesson plans and Powerpoint that could be used for issue-based drama which can be put on our website. Dre went over highlights from the presentation.

OTF Summer Program: OTF would like to have a summer institute for an Integrated Summer Program for teachers. OTF would supply Occasional Teacher Coverage for planning (2 days) for a 3-day workshop with honorarium + expenses. Release days would be in June. Workshops would be done in the second or third week in July or in August. Wendie is happy to share the application information. Eamonn volunteered to pursue and he will cc Wendie his proposal.

Action: The CD and lesson plan information will be sent to Annette for posting on the public part of the CODE website.

Conference Report

Update (Wendie): Wendie is still waiting on the IDEA Executive meeting being held at our London Conference. She will email that we need a response ASAP.
(Ceris): See attached report.

AGM Timing: Discussion of past approaches to the AGM, pros and cons; John suggested scheduling time to meeting with Regional Reps; John will raise this with the conference committee. Heather mentioned idea of having Regional Reps

at the registration table meeting with their regional members. It will be left to the committee to decide.

Action: Ceris will email Kim the tentative schedule for the minutes.

President's Report

Secondary Drama Curriculum: Kim and Wendie crafted a letter to the Ministry about the 9/10 Drama Curriculum. We will keep you posted.

Website: The Flash intro is up, as are the CODE Resources, thanks to Andrea and Wendie. Wendie will send out an email over March Break to members and we are tracking how many hits we are getting, which will be put in Andrea's reports.

Prologue bowlathon: CODE team won best costumes! It was a great time and we have photos.

Theatre Ontario/CODE Partnership: Kim and Wendie met with John Goddard about the Theatre Ontario workshops. There will be two workshops created (one K-4 drama/dance combo and one 5-8 Drama/Dance combo). They will be full day workshops held in various regions around Ontario. The committee will meet today to set a first planning session for creating these workshops.

Niagara on the Lake 2010: Wendie has been in contact with Queen's Landing and has a package from them. She and Dre will visit the location over the March Break to check it out.

Arts Gr. 7/8 ABQ Writing: Wendie discussed OCT writing call for AQ for Integrated Arts Grades 7/8 with 2 days coverage; Wendie has a package for people interested. Jen and Bev expressed interest in the project and Wendie will forward their names.

CODE tagline: Board members paired up and brainstormed potential taglines.

Decision about a slogan/tagline deferred to the next meeting. There was a suggestion to reach out to others to give input.

Action: Wendie will write up a short descriptor for CODE that she can send out to the Board, which they can modify at will and use to describe to others.

Discussion Groups

Theatre Ontario, Discussion Forum, website groups meet.

Report back

Theatre Ontario: We have set a meeting date for April 5th and Kim will send out a template and outline for brainstorming ideas for our meeting.

Discussion Forum: We feel that we do not need the Discussion Forum.

3.0 Other Business

Lorraine Kimsa: The Toronto PD Event is set for April 12th and the show is “Rough House.” There will be one elementary and one secondary workshop.

Action: Deb will give Andrea the info to post on the website and flyer info to send to Wendie to send out to members.

Publications (Eamonn): 50 Words Testimonials Contest

Motion: I, Eamonn Nolan, request \$250 to put towards a gift prize for the 50 Words Testimonial Contest. Seconded by Wendie Gibbons. Motion carried unanimously.

Jane Deluzio has agreed to be interviewed for our website.

Regional Reps Action Plan (Kim): Kim wanted to follow up on the timeline set up by Regional Reps at January’s meeting to send out a “handshake” letter and give out the “Save This Date” flyer to members. If this hasn’t yet gone out, please do so ASAP. Also, please copy Kim when sending out communication to your members.

Display Board: Bev would like to improve the display board and would like recent photos for the CODE display please email them and she can get them printed. Also, could people come up with a one-page of warm ups to put in the flyer. Wendie will put this on the agenda for the next meeting.

Heather: We have received permission to share the consultants’ directory with the board so that Regional Reps can email arts consultants in their regions. The list is not to be shared outside of the CODE board.

Meeting adjourned at 3:42pm.

Appendix – Reports

Regional Report – Western Region Prepared by Louanna Alexander-Hudgel

Nothing to report at this time.

Regional Report – Central East Region Prepared by Lorena Haley-Twiss

Nothing to report at this time.

Regional Report – Central West Region
Prepared by Jenn Santangelo

Since the work weekend, I have carried out the action plan that was discussed among all regional reps. After receiving the contact list for my region from Heather, I compiled all of the email addresses and sent out the “New Year” letter that our team wrote in January. I did not get very much feedback from the members, but did receive email contact from members thanking me for the conference and the updated letter. I have not been sent any information from members regarding events happening in their board or school. I’m hoping to discuss with other regional reps some next steps that we can carry out in order to have further sharing of information.

I attended the Charity Bowling Event for Prologue and Inner City Schools on Feb. 24th, 2008 and had a great time playing the CODEpendents team.

I am waiting to find out further information regarding the province wide workshop initiative as I was unable to attend the meeting for this.

Regional Report – MidNorthern Region
Prepared by Heather Downey

I have created a mail list of all of my regional members and emailed those folks to introduce myself.

As well I attained a consultants contact list, but it was not approved, so I am awaiting the letter we wrote at the retreat to send it to Jen Copland.

Regional Report – Northwest Region
Prepared by Marilyn Duffield

December 2007:

- Received approval as the NW Ontario Representative for the CODE Board
- Read and reviewed draft drama and dance curriculums
- Completed curriculum survey
- Attended to CODE communications and duties as communicated via e-mail

January 2008:

- Attended Retreat CODE Meeting on January 22, 2008 at White Oaks Resort and Conference Center in Niagara-on-the-Lake,

- Drafted a letter of request for the names of the Ontario School Board drama and dance consultants,
- Continued with ongoing CODE business via e-mail

February:

- Generated master CODE Board of Directors e-mail list,
- Generated master NW Ontario CODE membership e-mail list,
- Reviewed all CODE website materials,
- Reviewed the 'CODE Board Members' power point presentation re board member duties and expectations,
- Reviewed the CODE Communication Protocol
- Personalized the NW Ontario Regional CODE Newsletter and sent same to all district members via e-mail.
- Sent colour ad for the fall 2008 CODE conference to all district members
- Reviewed the January meeting minutes
- Reviewed the CODE constitution as found on the web site

Conference Chair Report
Prepared by Ceris Thomas

The first conference committee meeting was held on Saturday, February 9, 2008. At this meeting several items were discussed.

1. Committee members:

Ceris Thomas – Chair

John Thomas – Treasurer

Workshop Leaders Coordinators – Ceris Thomas, Brock Brockenshire, & committee

Special Events Coordinators – Debra Reynolds, Brock Brockenshire

Trade Fair Coordinators – Devin Pearson, Deborah Mitchell

Project Fair Coordinators – Devin Pearson, Wendie Gibbons

IDEA Liaison – Wendie Gibbons

2. Theme & Logo

THE WORLD'S OUR STAGE: It's time to Move!

A call for submissions of Art work from Thames Valley Students is being planned with Polly Stringle, Thames Valley Learning Coordinator for Drama & Visual Arts. The winning submission will be chosen at the next committee meeting. Under consideration is a display of all submissions at the conference.

3. Keynotes/Events

Many suggestions for Keynotes and events were discussed and will be discussed further at the next committee meeting.

4. Action Plans were established for the committee for the next meeting and may need to be adjusted as we progress.

5. The committee agreed that every effort should be made to have the conference be as paper-less and “green” as possible.



Presents...

The 38th Annual CODE Conference

THE WORLD'S OUR STAGE:

It's time to MOVE!

October 17-19, 2008

London Convention Centre

London, Ontario, Canada

In 2007 the Ministry of Education commissioned a team of experts, chaired by Dr. Roberta Bondar, to create a report on the status and future development of Environmental Education in Ontario. The resulting document, *Shaping Our Schools, Shaping Our Future*, has inspired the Council of Ontario Drama and Dance Educators, (CODE), to focus their 2008 Conference on the theme of Environmental Education. ***THE WORLD'S OUR STAGE: It's time to Move!***, will give educators the opportunity to experiment with Drama and Dance through the lens of the Environment.

Publications Report

Prepared by Eamonn Nolan

1. Interviews and articles. This is still ongoing. I have contacted Jane Deluzio, and if she agrees, she will be the subject of my next article. I plan to speed up the process here considerably – my job is eating up a lot of my time these days: it's Kiwanis season.
2. 50 words that matter: the writing challenge. I am ready to roll this out, but need some input. I will be bringing the template, and if people can fill out any suggestions for 3-5 minutes during the meeting, I will be very grateful. I also have a few questions for the board, and a request for prize items. I think this would be an interesting thing to read, and an interesting way of advertising CODE. I want to have it up, running, and finished before school ends for the year.

Communications Report **Prepared by Andrea Goldfarb**

Website:

- collapsed MOZ and streamlined tabs
- resources from summer writing are almost all uploaded
- directing inquiries re membership, login problems to Lesley
- community calendar updated with events

*promote PULSE when current logo is received

Dance Liaison Report **Prepared by Bev Bonk**

On Feb. 9, 2008, I attended the Ontario English Catholic Teachers Association (OECTA) Beginning Teachers Conference 2008, on behalf of CODE, as an exhibitor. The conference was entitled "OECTA: The Next Generation"?? I had the opportunity to hear Justin Trudeau speak. His address spoke to all of his interests Education, The Environment, and Youth Advocacy. He is polished and left us with a clear message that we are the coaches who enable youth to take charge and really make positive changes in a world that so many of us feel we have no control of.

The conference was well attended and even though the majority of those I conversed with had never heard of CODE they were excited and intrigued that CODE was “there for them”.

Many inquired about resources. I think it would be advantageous to have a one page information teaser/handout to entice delegates to visit our website. One side of the page

could have information about CODE (like the present pamphlet) and the other side could have a short, effective, tried and true lesson that speaks to the theme of each conference we are attending.

Our display board (not including the header) has no walk by appeal. The visuals are too small and of poor quality. Large Glossy photos need to be mounted that visually show what it is we do along with our Tag and other key words. I am willing to take this project on - all I require is your best photos from our recent events.

I have renewed CODE's membership with Dance Ontario; perhaps The Pulse Conference should be included with our descriptor?

Reminders have been posted on TDSB sites regarding the 2008 **PULSE** Ontario Youth Dance Conference and the **EARLY BIRD REGISTRATION** deadline, **MARCH 8, 2008**. Could all CODE rep send out a similar message?

Dear Fellow Dance Educators,

*The 2008 **PULSE** Ontario Youth Dance Conference **EARLY BIRD REGISTRATION** deadline, **MARCH 8, 2008**, is quickly approaching.*

Don't miss this opportunity to save and to take yourself and your students to a fantastic weekend of dance workshops, performances and networking.

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*The 2008 **PULSE** Ontario Youth Dance Conference will be taking place from May 8-11th at York University.*

*To see the extraordinary list of artists presenting at this conference, as well as registration details, visit the **PULSE** Dance website at www.pulsedance.ca*

Hope to see you there

Bev

Beverly Bonk

Dance Liaison, CODE

Publications Report

Prepared by Eamonn Nolan

CODE Presents: the 50 word short story Writing Challenge!

We are asking students to tell us why drama and dance matter in exactly 50 words. We know that drama and dance have a profound effect on the students we teach – and statistics about drama and dance always reveal how important these subjects are to our children; but now we want to hear from the students themselves.

Simply discuss drama and dance with your class: where do they see it in society? How do they feel about drama and dance? Why do we teach these subjects to them? Do they get enough of it? Do the students of Ontario get enough drama and dance?

Then, ask them to get writing! Each entry must be exactly 50 words. This guideline will ensure that everyone has a chance to make a statement that is both big on impact and concise. It will also provide some fairness between different age levels (if your students can't write 50 words, you can scribe for them).

Students can e-mail their 50 words statements to....???

We would like to use these statements on our CODE website, and selected entries will be contacted within 24 hours of the deadline

Who is Eligible? Any student in Ontario's public education system.

When is the deadline?

Does it have to be 50 words? Yes! Entries must be exactly 50 words – no longer or shorter.

What should I write? *Any* entry related to drama and dance will be considered, as long as it is 50 words long.