



**Sock 'n' Buskin Board Meeting
November 4th, 2018**

Board Member	Present/Absent
Mary Sword	Present
Meg Sutton	Present
Molly McGuire	Present
Keara Voo	Present
Christian Giansante	Present
Kosta Diochnos	Present
Sarah Ashton	Present
Sarah Sheils	Present
Sheldon Parathundyil	Present
Meghan Boyer	Present
Jasmine Stamos	Present
Laura Sumpter	Present
Alex Wilson	Present

Call to order:**First: Jasmine****Second: Natascha****Christian Charing****Round Table****- Treasurers****- Kosta**

- A presentation on how to run the cash box has been prepared
- Selling tickets
 - 1. download square app
 - the username is the email
 - password is in the doc that kosta uploaded
 - 2. on the app there is a list of the different kinds of tickets
 - 3. at the end of the night when you have counted all the cash, you put all the numbers in a little section on the google doc - the excel sheets are on the google doc
 - input the numbers and it will tell you how much you need to take out and then you take that amount out and that is how much profit we have made for the night
 - this is currently in the MAAN folder

- Webmaster**- Alex**

- Merch has been ordered - should be coming in soon
 - Had to swap shades of white - took a little longer than expected
- Merch contest is happening - posters confirmed
 - Going to be working on the submission system for that
- Working on updating the website - changing from wix
- Ticket system is up
- Going to wordpress for website
- Please let her know if you need to do anything on the website - if things need to be posted at a specific day or specific time

- Production Coordinator**- Keara**

- Finished collecting props for MAAN
- Collecting everything else for other shows
- **Christian:**
 - There is wood in the costume room for building for MAAN

- Internal Coordinator**- Mary**

- The schedules are up - please remember your time
- Newsletter is planned to go out on the 12th
- **Meghan** - how do the newsletters work

- Do past and future events go in the newsletter?
 - Answer: both
- **Sarah A** - reserving tickets in rez
 - take down their email and mary will send out a reminder email about their reserving
- **Outreach**
 - **Sarah A**
 - PMC workshop happened - go over notes
 - Ourtum is happening - attend your session
 - Emailed alumni
 - **Natascha**
 - We have first draft of Almost Maine poster
 - The MAAN posters are here
 - Program for MAAN is done and sent to Kateri
 - Headshots are being done
 - Bios are being done - Jasmine
 - Halloween photos were uploaded
 - Karaoke photos will happen
 - Graphic for karaoke is happening
 - In future we will ask if people okay with having their picture taken
 - Edited photo and logo is happening
 - **Sheldon**
 - Reviewers aren't getting back to him
 - Not a huge worry right now
 - Reached out to six people
 - Will be trying to get on a bunch of event listings
 - Mary: We did that last year - it's on the drive - a list of places that accepted us
 - Facebook's event will be shared soon
 - Everyone on the board needs to share things on Facebook
 - Still waiting for directorial statements from Jasmine and Sarah
 - Working to get a post in the charlatan
 - **Jasmine**
 - Today will be a filming day for MAAN
 - Will be making a trailer for it
 - CMTS - we are cross promoting
 - Looking for more opportunities of cross promotion through social media
 - We used to have a linkedin page
 - we now have a beautiful linkedin page - now people can add us and we look way more professional
 - **External Coordinator: Laura**
 - Volunteers are being flakey
 - Hunting people down
 - Going to be sending out the Almost Maine and Mousetrap volunteer emails in December
 - **Christian** - if anyone wants to help out with set painting it's Monday - Wednesday in the carp shop

- **Sarah** needs 2 stage hands
- Can have 3 in the church
- **Jasmine** needs 2 - other opportunities like costume and prop manager
- People were interested in shadowing - but may do that for the next show when Laura isn't the stage manager
- **Events**
 - **Meghan**
 - Not thinking that the December 7th date for the gala is feasible
 - Have had trouble with communication
 - We feel this event deserves to be done well - and if it's done in December it would be shitty
 - The venue was terrible to find - most of the venues have been booked in the summer and price wise we couldn't compete
 - **Meg** had a meeting with a woman from the NAC who said that if we had it after the holiday season we could have it for all of the dates there
 - NAC also charges for other things - but she could waive some of the fees because we're a student theatre company if we book in January
 - **Jasmine**
 - Worried because there are shows and auditions in that month
 - **Meghan** has a list of dates that are possible
 - **Sheldon** - Fahrenheit is going to be a demanding period - a lot of them will be called for almost every rehearsal - if people are already pressed for time with rehearsals they may not want to come
 - **Molly** - Feb 15th is best date
 - 16th is first Saturday of reading week
 - other dates are in reading week
 - no one would have an assignment due the next day
 - **Meg** - could book a venue next week potentially
 - **Mary** - for the 15th
 - **Kosta** - for 15th
 - **Jasmine** - don't think people will change times
 - **Alex** - the farther we push this back the more planning can go into it
 - First choice - Saturday March second
 - confident that this will work
 - Event schedule going forward - sock party will be in December
 - Had Halloween movie night - 8 / 9 people - great energy with the new people
 - On Thursday Nov 8th we are having karaoke night at the Cock 'n' Lion
 - has a weird set up for sitting - if you see someone alone then bring them to the table

- How do we feel with the different facebook groups we have?
 - we have the community events info page which is private and contains people that are only involved in the production
 - then we have the public facebook page
 - then we're sharing the events in the private
 - **Alex** - could have a members log in as a place to coordinate events
 - there would be logistics that would need to be worked with that
 - **Natascha** - likes that there is a private way to share the pictures through the facebook - if there is a way to upload them on the website privately then that would be cool
 - Who is a community member - we have made a private group - who is let in the events
 - **Molly** thinks that anyone who has auditioned should be in the private group
 - **Christian** thinks that anyone who is actively in a show should only be in the group
 - **Jasmine** - good place to have private community members
 - there is a community within SnB of who is in a show
 - the SnB Facebook page is more like a business page whereas the private page is people you can talk to face to face
 - **Sarah A** - thinks that people should be invited to events even if they audition
 - **Natascha** - timewise people might not be able to do a show but they still want to be involved
 - **Mary** - we need to distinguish that
 - **Kosta** - agrees with sarah - keeping in mind people who audition - some people only want to audition
 - **Molly** - completely on that
 - **Christian** - if you think of it as a job - you don't get all the perks of a job if you don't get the job
 - **Meghan** - as events are we judging it on a case by case basis - who does it fall upon to decide if what kind of event that is
 - **Christian** - we can't please everyone
 - if someone had been involved over the last calendar year in any way then they are an active community member
 - In feb - has nac tickets - those going only to ACTIVE community members
 - **Laura** - anyone who fills out the volunteer form is a volunteer

- **Alex** - doesn't think there is anything wrong with posting the event publicly

Production updates

- **MAAN**
 - We lost three people in the span of the production
 - We're doing okay - disorganized & underprepared
 - Having trouble with lines
 - Set painting and set building happening in carp shop - 6-9
 - Tech is the 10th + 11th
 - Dress is the thursday - 15th
 - Board members, recommended to go to the thursday show on the 22nd
 - Communication - if you're talking to anyone in the production team please message all three of them
- **Almost Maine**
 - Doing well
 - Second act blocked
 - People keep canceling - rescheduling
 - Cast bonding scheduled - going to see MAAN
 - Paid for the rights
 - We're getting the music
- **Mousetrap**
 - Going swell
 - rehearsals need rejigging

Open forum

- **PMC Debrief**
 - **Molly**
 - Jocelyn tailored it to our needs
 - For some people a cold read isn't enough - want to send out cold reads for auditions before hand - Fahrenheit 451
 - may go on the website - worried about copyright
 - can send them out via email
 - We're not at this point super accessible for anyone with hearing impairments - want to mic all of our shows
 - Talked about ASL interpretation or surtitle - but this requires someone to type them out in full and provide accommodations
 - **Jasmine** - important to acknowledge that we aren't a major company - that would be going above and beyond the expectations that we should have for ourselves
 - also - is KM accessible - yes
 - mics - personally hate mics - the mics would be hanging
 - **Alex** - we are students and have limited resources - and so there are certain things that we can do - we are a volunteer organization so technically we don't actually have to do this
 - Surtitles could be a possible volunteer position - that wouldn't make it our job
 - **Christian** worried about someone being flakey about that

- **Sheldon** - in terms of mics - part of the problem is that frequency is a thing - we've settled on mics -
- **Laura** - if we settle on scripts then we can do this
- Accessibility of spaces - with KM there is the side entrance - we should place ushers there - should include a map of the side entrance
- There is a gender neutral washroom on the third floor of Southam
- Some fonts are inaccessible to people - so we need to make all fonts readable
 - **Alex** - poster is very different from actual event description
 - **Meghan** - thinks that it would be important to make the posters readable - doesn't think it's bad in the future to make sure that they are legible
 - the whole point of trying to make things more accessible
 - **Meg** - should be up to the discretion of the director - it's their artistic vision
 - **Keara** - general public - if the posters are sent out then it may be more of a thing to think about
 - **Natascha** - if something is really weird on the poster then she will mention it
- SLB isnt accesible
- Thinks that we should have an **accessibility coordinator** - **Sarah Ashton** - will be putting out christian's phone number
- **Sarah A**
 - **Communication**
 - happening frequently - people have this done extremely soon - in the future give other members time to answer stuff
 - **Christian** - 48 hour period to answer stuff / do things for board
- **AD**
 - January meeting - will have to settle on a 9pm date - a thursday night
 - **THURSDAY the 10th at 9pm**
 - **Keara** - can we buy a projector
 - Kosta's roommate has a projector

Motion to adjourn

- First: **Sarah S**
- Second: **Kosta**

