

## Sock 'n' Buskin Board Meeting Meeting Minutes | November 3rd 2019

<b>Present</b>	<b>Absent</b>
Natascha Sekerinski	Niheatha Arumugam
Sarah Sheils	
Gabrielle Goudie	
Emily Wilson	
Alex Wilson	
Georgie Adams	
Tyreike Reid	
Victoria Ricciardelli	
Neve Sugars-Keen	
Nigel Klemencic-Puglisevich	

### **Motion to Open**

First: Neve Sugars-Keen

Second: Emily Wilson

### **Meeting Begins**

### **Round Table-Board Updates:**

#### **Marketing**

- **Social Media: Ty**
  - Posted some show pictures on Instagram
  - Will talk to Nigel about making videos for Meet the Director
  - Will film Meet the Director this weekend
  - Facebook event for P&P goes live today. Share it!
- **Graphics: Victoria**
  - Have logo and banner done for P&P
  - Working on program for P&P
  - Just need references for Lear poster

#### **Internal Coordinator: Neve**

- Newsletter went out last month fine, working on current one
- Worked out front of house tabling for and will sort out tunnel and residence commons tabling as well

**Treasurer: Emily**

- e-transfers are going well but cheques needed for anything over \$500

**Production: Gabrielle**

- Will communicate with KM about P&P dress and tech today
- Have production form for King Lear
- Will do full inventory/cleanup of the costume room in the near future
- Needs list of lighting specials for P&P

**External Coordinator: Georgie**

- Communicating with volunteers
- Will talk to King Lear and Angels about what they need in terms of volunteers

**Webmaster: Alex Wilson**

- Ticket system for P&P goes up today including season tickets
- Working on merch orders

**Events**

- Karaoke Night is on Thursday
- Some new people came out to monologue night

**Artistic Directors: Sarah Sheils and Natascha Sekerinski**

- New board members: Nigel (Events/Marketing) and Niheatha (Events/Treasuring)
- Found an assistant stage manager for P&P
- Did an interview with the PMC which was posted on the Carleton website
- Gabrielle finished captioning the Gala video

**Production updates:****Pride and Prejudice**

- Cast bonding last night
- Tech next weekend

**King Lear**

- Going well so far
- On track to be done blocking by the break

## **Angels in America**

- No one day where everyone can be there
- Everything is going well so far

## **Open forum:**

- **Natascha and Sarah**
  - Front of house tabling instructions
    - Square: lets people pay with credit cards. Download the app
    - Meet Natascha in the office for the cash box beforehand
    - Remember to stamp season's tickets
    - Stay for 15 mins after the show starts then count the cash
- **Victoria**
  - Headshots for P&P will be on Saturday morning, done by Natascha
- **Emily**
  - Met with Rachel about the budget for King Lear
  - Will meet with Gabrielle

## **Meeting Adjourned - Motion to Close**

First: Neve Sugars-Keen

Second: Tyreike Reid