



Sock 'n' Buskin Board Meeting

Meeting Minutes | January 10, 2018

Welcome and Call to Order

Attendance

Present	Absent
Alex Wilson Mary Sword Casey Beynon Olivia Botelho Matthew Venner Meg Sutton Laura Walker Laura Sumpter Andrew Kellie Jasmine Stamos Kosta Diochnos Lindsay Tannahill Tamara LaPlante Molly McGuire Kosta Diochnos Christian Giansante	

Prior Meeting Minutes

November Meeting Minutes reviewed by:

Chair - Lindsay Tannahill

Next Board Meeting

The next meetings are tentatively scheduled for January 27 from 9 am to 12 pm, and February 7th at 9pm

Motion to Open

First: Jasmine Stamos

Second: Tamara LaPlante

Round Table - Board Updates

Marketing

- Cast bios for Twelfth Night were due today. They will be published beginning on the 14th and ending on the 18th.
- Cast headshots for Twelfth Night will be taken on the weekend by Jasmine.

- Casey is creating a video for Twelfth Night. Filming will be done on Saturday, and the video will be finished Sunday, to be published on Monday.
- The Snapchat and Instagram schedules have been created.
- It seems that there is a lot of interest in Twelfth Night from residence, and marketing will be promoting it in the neighbourhood and parents.
- The Elephant Man poster is being requested.
- Posters are, in general, going well.

Outreach

- Soap is being purchased for the costume room.
- There will be a new merchandise order going out, and outreach will find more ways to promote it.
- Andy will attend rehearsals to remind people of the comment box, and of merchandise orders.
- Blog posts will be published soon. Casts will be asked if they would like to write about their experience in productions, or about how they found out about SnB.
- Outreach should collaborate with Marketing to promote the blog.
- No one has sent any comments to the 'comment box'.

Communications

- The January newsletter is being sent tonight. This month's article focuses on Molly creating the music for Twelfth Night. A call for ushers will also be included.
- Auditions for Elephant Man were updated today, and they are full. There is one Google Hangouts audition. There is a waitlist.
- Over the next 2-3 weeks, Andy will need to take over communications because Tamara will be busy directing.

Volunteer Coordinator

- All stagehands for Twelfth Night and Rhinoceros have been found.
- Volunteers for tabling for the auditions for Elephant Man are being found.
- There should be a Facebook post in the current season's group calling for ushers.

Finances

- Made \$908 from the Double Bill, and sold out both nights. Did not sell out on the Sunday afternoon.
- Almost all reimbursements forms have been filled out and processed. Paypal is a valid way to reimburse people.
- The cash box is ready for tabling and for Twelfth Night shows.

Events and Internal

- Monologue Night is being planned and discussed. There will be a few monologues pre-printed so that if there is additional time, other people may participate 'open-mic style'. The event should be posted early.
- Workshops are being planned and scheduled accordingly. The monologue workshop will give people preferential slots/scheduling at the monologue night.
- Starting to look at planning for the Willies. They will be in March.
- The holiday party was a success.

- Skating at Rideau Hall is tomorrow! We will be leaving campus at 6pm sharp, unless the event must be cancelled due to the weather. In that case, an alternate Canal Skate will be planned.

Artistic Directors

- Due to the noise in Fenn Lounge, the board is searching for a new venue for Rhinoceros. All board members should send the artistic directors a suggestion by Saturday, even if they have mentioned an option here. Suggestions include:
 - The architecture pit
 - Azrieli Pavilion 4th floor
 - Dominion Chalmers Church
- The shows over the course of the fall semester were successful. We profited. Things ran smoothly.
- The artistic directors felt spread thin with doing the Double Bill immediately after a Kailash Mital Theatre show. It seems that 4 shows, or 1 large show and 2 small shows are an ideal amount. One show in the fall is good.
- The board still feels very inaccessible to many members of the community, for different reasons. Some might include diversity or a general lack of information. What might some solutions to this be?
 - The 'teams' or roles aren't well known, so an explanation could be launched on Facebook.
 - Make sure that people know that they can apply generally, and not to a specific position.
 - There could be a blog post about what the board does, and what its roles are.
 - A hiring committee could be formed.
 - Could implement a 'marking scheme' of qualities that the board is looking for in a potential candidate.
 - Promote more inclusivity on the board.
 - Ensure that board members are team players who have been involved at least once.
- There are several systematic issues with respect to the makeup of the board that we should try to attack, but we need to find ways to address those issues, potentially through our hiring process. This will be discussed more at the board meeting focussing on hiring and rehiring board members.
- Current board members must reapply for the board, but this is more of a formality and is a reflection on your year on the board. If necessary, board members will be re-interviewed.
- The board is very large, according to some. It is possible that a few positions could be cut down on, but as of now, many board members are already spread thin.
- Board members should ensure that they are inviting people to events, and that they are responsible at said events.
- Jasmine will take photos at the skating event.
- Auditions for Elephant Man are taking place on Saturday.
- Office was reorganized.

Round Table - Production Updates

Twelfth Night

- Sets are being created. On Friday, additional people are needed to paint.
- All cast members should be off book going into tech.
- Headshots and costumes are taking place on Saturday.
- Cue to cue will happen on Saturday.

Rhinoceros

- Several issues with attendance and memorization, but the production team is continuing to emphasize the importance of being off book and attending rehearsals.
- Will need the carp shop, and will need to paint sets.

Elephant Man

- Auditions filled, and there are 12 roles to fill.

They're Made Out of Meat

- Possibly rehearsing on Saturday.

Open Forum

- Should there be people on call for Elephant Man auditions, so that they can be called in to audition if someone cancels?
 - This is not something that we will be doing/
- Actors on CCR?
 - This was intended to be added, and will be added.
- There were a lot of issues with the production of The Maids that have not yet been discussed in board meetings. These included the cast feeling uncomfortable, as well as issues of safety that were not adequately addressed right away, and expectations of real physical violence taking place on stage after the cast made the production team aware that they were uncomfortable with it. There were issues with direction and time management that created a very difficult atmosphere. These things created a very uncomfortable environment for the cast where some cast members felt as though they were not being respected or listened to. What are some ways that this can be addressed in the future?
 - Each board member must read every play that is submitted. While it may be difficult to obtain a copy for everyone, the board will pay for at least one copy if one cannot be freely obtained, and will share it with the board. This will allow any sensitive content to be flagged early so that it can be discussed and prepared for early in the selection process, to prevent uncomfortable situations.
 - Each director should submit a theatre resumé with their proposal.
 - There should be discussion of sensitive topics and how they will be addressed during the selection process.
 - Directors could leave the room to allow the actors to figure out the scene and get comfortable with it first.
 - A disclosure statement could be made on the show proposal.
 - Interviews for directors could be held.
 - Always make sure that people are comfortable with things in auditions.

- We should look at community involvement when selecting a director. Would this person be interested in the community if they were not given a director position immediately? Have they volunteered or otherwise been involved with SnB in some capacity before?
- Artistic Directors should read a statement talking about roles, responsibilities, and important information at all read throughs. This should be taken very seriously.
- Clarify what board members in particular should look for in productions. Are there red flags? Don't let potentially harmful situations get out of hand.
- Go into casts and talk about appropriateness of requests, etc.
- Why wasn't the Double Bill director fired?
 - There was a lot on the ADs plates, there were a lot of things that slipped through the cracks. By the time they realized the full gravity of the situation, it was one week from the production opening.
 - Many measures were taken to try to mitigate issues and solve them before firing him.
 - The above was not reported until approximately one month into rehearsals.
- There were also issues during The Maids with respect to the chemistry and communication of the additional director that was brought on to help.
- There were a number of red flags, why did no one notice them? How did things progress this far?
 - Always be on the lookout for issues. Learn from these mistakes so that this does not happen again.
 - There were many times when flags should have been raised, or were ignored.
- There's an activities and warm up page! Add activities to the list.

Motion to Adjourn

First: Christian Giansante

Seconded: Meg Sutton