



Sock 'n' Buskin Board Meeting

Meeting Minutes | March 14, 2018

Welcome and Call to Order

Attendance

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

Next Meeting

The next meeting will be on March 25th from 6:30-8:30 pm with all members of the outgoing and incoming boards.

Motion to Open

First: Andy

Second: Tamara

Round Table - Board Updated

Volunteer Coordinator

- All ushers and stagehands for Elephant Man have been selected.
- Tabling and front of house schedules for Elephant Man are done.

Finance Team

- Twelfth Night went slightly over budget, mostly due to space costs.
- Rhino was under budget.
- Reimbursement forms should be filled out in detail.
- Money has been added up, and deposited.

- Ordered more cheques
- Cheque to the Studio Leonard Beaulne has been sent.
- The cashbox cannot stay at the Elephant Man venue between weekends or overnight, so someone who lives in the area will have to take it with them.

Events and Internal Coordination

- Instead of a final workshop, an exam de-stress session will be held.
- Willies will take place on the 6th of April. Voting for awards will open on March 25th. Internal will tabulate the scores.

Outreach Team

- Merchandise is on its way, or has arrived. If Laura needs to pick it up from Purolator, SnB will cover the Uber ride (as it is very far away). 9 sweaters were ordered.
- Emails have been sent about promotions, but due to the strike, there may be issues with that promotion going out.
- Foot Patrol will not be contacted for the Willies, or for Elephant Man. It will be an initiative for next year.
- More blogs are coming soon.

Communications

- A map to the Elephant Man venue has been created.
- The website has been updated.
- The March newsletter has been sent.
- The April newsletter will likely include photos from the Willies, and the call for submissions.
- We will be submitting a gift basket to a silent auction for a community fundraiser. Tamara will be responsible for choosing what we submit.
- The Carlington Community Association is looking for a small performance over the summer. There are no specifics yet.
 - Andy and Meg will take the lead on this.
 - The board will approve the selected show before it is prepared.
- There is an opportunity for actors to be involved in a film being shot over the course of the summer. This will be posted about in the Casts and Crews Facebook group.

Marketing Team

- The bios for Elephant Man are being posted.
- The “Meet the Director” video has been made and posted.
- In the future, be wary of using Postering Ottawa as a postering service, as we have not seen posters where we wanted them.
- The Glebe St. James church will be including an Elephant Man promotion in their community newsletter.
- A few nice Elephant Man posters were ordered.
- General posting about Elephant Man is ongoing.

Artistic Directors

- In the last week, there was a very divisive OpEd from Capital Critics. We have had issues with them in the past, and have sent an email informing them that we will no longer offer free tickets to our productions.
- Molly is shadowing the ADs for Elephant Man, and will be at 2 nights of shows.
- There will be a 4-person meeting to discuss the upcoming year between the outgoing and incoming ADs.
- Everyone who re-applied to the board has been hired back.

Round Table - Production Updates

Rhinoceros

- SLB is a great venue.
- There were a few minor issues during the production, but they were taken care of during the run of the shows.

They're Made Out of Meat

- Rafa did a very good job as director.
- The show went well.

Elephant Man

- The show is coming up this week, and they have had their final rehearsal.
- Tech went smoothly.
- Extra curtains have been ordered.
- Socks will be sold at Elephant Man.

Open Forum

- Meeting minutes should be posted on the website.
- There needs to be more discussion about the roles on the board for next year.
 - Internal/Volunteer Coordination could be put together
 - There should be some refinement of Outreach and Marketing
- All roles will create an exit package before mid-May. This will be updated in following years, and will allow for continuity.
- Before we vote on proposals, any clarifying questions should be sent to directors/show proposers to ensure that nothing is missed.

Hiring Process

Discussion about Rubric and Initial Ranking

Based on the rubric that board members filled out and the initial rankings sent by board members to the ADs, the candidates were given a ranking out of 15 by the group.

Discussion of the Candidates

The top ten candidates were discussed in greater detail than was possible during interviews. Several other candidates were also discussed.

Second Ranking

The top ten candidates were re-ranked, to determine a “natural selection” of who the board would like to hire.

Scenarios of Hiring

3 different scenarios were created for hiring, with 6 positions to fill on the board.

Final Vote

6 positions were filled. The names of the candidates are not included here, but will be released at a later date.

Motion to Adjourn

First: Laura Walker

Second: Tamara LaPlante