



# Sock 'n' Buskin Board Meeting

Meeting Minutes | November 23, 2017

## Welcome and Call to Order

### Attendance

| Present   | Absent                               |
|---|--------------------------------------|
| Alex Wilson<br>Mary Sword<br>Casey Beynon<br>Olivia Botelho<br>Christian Giansante<br>Matthew Venner<br>Meg Sutton<br>Laura Walker<br>Laura Sumpter<br>Andrew Kellie<br>Molly McGuire<br>Kosta Diochnos<br>Jasmine Stamos - LATE - 9:07PM | Lindsay Tannahill<br>Tamara LaPlante |

### Prior Meeting Minutes

September minutes reviewed by Meg Sutton, Casey Beynon, Mary Sword, Andrew Kellie  
October minutes reviewed by Laura Walker, Laura Sumpter, Molly McGuire, Olivia Botelho

### Chair - Christian Giansante

### Next Board Meeting

Wednesday, January 10th, 2018 at 9pm, tentatively. Will be confirmed in the coming weeks.

### Motion to Open

Motion to Open: Molly

Seconded by: Mary

## Round Table - Board Updates

### Marketing

- Bios for show participants have been published.
- "Coming semester" posts will be made on Instagram, Facebook, and Twitter
- BDSM pamphlets from Womyn's' Centre to be handed out at the Double Bill
- Disclaimer edited for the Double Bill due to the nature of the shows. Marketing is looking for additional paper resources on sex/violence so that it is available at the shows. Residence resources may be used. AD should be available as a resource at the shows, as well.
- What does the board think about putting the Brothers Grimm Snapchat takeover on Youtube?
  - Ask the cast. They're the ones in it, and they seem excited.

- CKCU interview tomorrow early in the morning to advertise Double Bill.
- Twelfth Night draft completed. Director (Tamara) does not like it.
- CBC's All In a Day interview with Meg happened.
- Many reviewers have reached out to Sock 'n' Buskin about the Brothers Grimm performances, but Marketing is not entirely sure how they found out about the show.
- A reporter from The Charlatan will be writing a review on the Brothers Grimm, and will also be covering the Double Bill.
- Casey made videos for both Brothers Grimm and the Double Bill. They are on Facebook and Youtube.

### **Outreach**

- Ordering SnB merchandise was both a success and a failure. The order went through, luckily, but only 6 orders were received for each item (and there should have been 12 if the printing company was going to print them). For the first time trying to do this, things were alright. Many people did not order, but said that they were going to. Apparently, some people want to order SnB socks, and are waiting until they can order them. However, there are issues with ordering socks because we would need to pre-order them in bulk and it would have cost \$5000 to do so. Meg has offered to silkscreen socks for SnB, and will have some completed after the winter break.
- A blog post was written by Cassie Nagy, a former SnB AD.
- There were several journalism students that did projects on SnB, and outreach is reaching out to them and asking for those projects for our records.
- There is a sign-in/sign-out sheet in the costume room.
- An inventory will be taken of the costume room.

### **Communications**

- Newsletter for November was sent.
- Newsletter for December is being planned
- Emails are being answered.

### **Volunteer Coordinator**

- There were minimal hiccups for ushering/front of house at the shows for Brothers Grimm.
- There were a few issues with tabling for Brothers Grimm and the Double Bill due to some people failing to attend their scheduled time slots, and the sign/cash box not being available to those tabling.
- Things were, overall, fine.
- All ushers are planned for the Double Bill.
- There is one stagehand for the Double Bill.
- Once both shows are complete, Olivia will reach out to the production teams for Twelfth Night and Rhinoceros to get info on number of stagehands needed.

### **Finances**

- Everyone who purchased things for a show should send in reimbursement forms.
- There were a few issues with using Square for debit on Kosta and Molly's phones. Laura Walker will look into this. For everyone else, it worked perfectly.
- Change falls when you shake the cashbox. Bags should be used to keep coins together.
- If there is a reviewer attending the show, they should not be charged. Make sure to write 'Reviewer' instead of 'Yes' under the 'Paid' column when tabling and issuing tickets.
- \$2985 made from ticket sales for Brothers Grimm. The projected sales were \$2000, and the expenses were \$1000 under budget.

## **Events and Internal**

- Workshop was recently held on November 14th. CIA members and SnB members attended. Workshop leaders had a good time. Overall, the workshop went well.
- Planning for the next workshops will happen in December.
- Holiday party at Kosta, Meg, and Mary's apartment on December 9th. They thought it was exclusively for the board, not the whole company, but it should be alright
- Skating has been booked for Jan 11 at the Governor General's skating rink at Rideau Hall. This is far away, but should be alright. This has been organized as a winter get-together.
- For workshops, we would like to try to reach out more to the community. We targeted the CIA and SnB, but there may be other communities that we could reach out to as well, such as those who struggle with public speaking, or various high school groups looking for workshops.
- It is possible that there was too much going on at once for people to attend some of the workshops.
- Having a difference in experience levels may be a deterrent for people. Try targeting as 'improv for actors' instead of noting a skill level.
- People are very busy, but as we were asked for more events, we are providing them.
- It would be good if there was more board participation at these events.
- Everyone should put their schedules on the drive so that we can find times when everyone is available.
- There will be a monologue night in February.
- There are specific requirements for the 2017-2018 season Facebook group to require admin approval before something can be posted.

## **Artistic Directors**

- Venue for Elephant Man has been found. It is confirmed for the dates required. Out contact there is Jenn. The venue is the Glebe St. James Church. The space we are using is more of a gym space that can be easily converted to a theatre space. Jenn will be sending us a contract for the space soon.
- Caitlinn Hart came on as co-director for The Maids.
- Jasmine is now in Twelgth Night, as Irene had to drop out. Tamara reached out to Jasmine
- Laura sumpter is now stage manager for Twelfth Night (after a stage manager dropped out of the show).
- Please remember to remove belongings from the office, as it is not a storage room.
- Tech for both the Double Bill and Brothers Grimm went well.
- Brothers Grimm went well.
- Make sure you cover your 6 hour quota as a board member, whether this is through ushering, set building, tabling, or front of house. Please reach out to the ADs if you are worried about meeting this quota.
- SnB recently purchased a flood light to use with the LED lights. We are hoping to get floor lights for the front of the stage, as well.
- Make sure that you wear your SnB shirts while tabling or working front of house.
- If you are working with other people, please set reasonable deadlines for yourself.
- Strike after Brothers Grimm went well. Some things in the costume room were messy though - this could have been due to the Double Bill, or to Grimm. The costume room was tidied after that.
- Outreach would like a key to the costume room for inventory. The key is in the office and can be picked up when an AD is present.

- It would be beneficial to invest in some sort of shelving unit for the many props that are accumulating in the costume room.
- We will meet our numbers for the “Our Turn” sexual assault awareness training, but everyone should sign up for it.
- In January:
  - Classes start on the 8th.
  - The first weekend back is Twelfth Night tech, concurrently with Elephant Man auditions.
  - The next 2 weekends will be shows for 12th night.
- Mary would like to ask about the possibility of moving her auditions to the next weekend so as not to conflict with the Elephant Man tech, as many people in the cast/crew have expressed interest in auditioning. Tamara is also concerned.
  - A time can be set aside for people in the Twelfth Night cast to audition, if they so choose.
  - There are only 7 rehearsal weeks for Elephant Man as is, and having only 6 could be difficult.
  - This may impact turnout, but is unlikely to, based on the audition numbers from Goodnight Desdemona last year.
  - We cannot hold auditions earlier because of advertising and season planning.
  - It would be a lot to ask board members to stay all day on a weekend to table both for auditions and for shows.
- Strongly encourage everyone to plan ahead for January.

## **Round Table - Production Updates**

### **Brother’s Grimm**

- The show is now finished. It went well.
- There is a strong cast community from the show, as well.

### **Double Bill**

- Maids: tech went well, and both casts were very cooperative. The majority of tech took place in Dunton 2017. Tomorrow is opening night, in Fenn Lounge. There are still a few things that need to be purchased. Christian will bring a bluetooth speaker to use for sound. Alex Wilson will let people into the costume room on Friday at 1pm to begin moving things to Fenn Lounge.
- Adult Entertainment: Shawn and Monica are a great team. There is not much to report.
- Program is almost done, needs to be printed
- People are very interested
- The floor that is being performed on is important for tech.

### **Twelfth Night**

- The rehearsals are going well.
- Off-book date is in one week.

### **Rhinoceros**

- There have been attendance issues, both from some production team members and cast members.
- Things are generally going well.
- Off-book date is set for immediately after the break.

### **Elephant Man**

- The production team is going to see the new venue on Thursday
- Marketing should consider how people will attend, and how we will market for the Glebe

### **They're Made Out of Meat**

- There was a rehearsal
- There was cast bonding (they went to a trivia night at Mike's Place)
- Rafa is doing a good job.

### **Open Forum**

- Kosta: idea for the board: create document that lists warm-ups, games, energizers, exercises, etc. will be google doc
- We had 6 shows in prod at once. This was a lot, particularly for SnB.

### **Motion to Adjourn**

Motion to adjourn: Meg

Seconded: Molly