



# Sock 'n' Buskin Board Meeting

Meeting Minutes | October 12, 2017

## Welcome and Call to Order

### Attendance

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

### Prior Meeting Minutes

Last month's meeting minutes will be reviewed at the next meeting.

### Next Board Meeting

The next board meeting will be held on Thursday, November 23rd.

### Motion to Open

Motion by Meg, and seconded by Jasmine

## Round Table - Board Updates

### Marketing

- Marketing will prepare a snapchat guideline. This guideline will prevent one show or event from being featured too frequently, and to ensure that more people than just the board will watch the snapchat stories. A schedule for posting will be created, where a board member in the cast of production crew will, during a rehearsal, snapchat the rehearsal. There will be one or two snaps on that day. There will be snaps for events. This will be created very soon, once rehearsal schedules are finalized.
- There will be an added responsibility for someone on the board, who is in a cast, to take these snaps.
- The calendar is being posted, and the social media posts will be scheduled on the calendar. If there are posts that must be made, they should go through marketing.
- There will be extra promotion one or two weeks before a show involving the logo. The logo will get a fun update to reflect the show and will be posted on social media for that time.
- The snapchat ghost logo will be put on all programs.
- Directors for the Double Bill have seen the poster designed by David Bromley, and have no suggestions to make as of now. Twelfth Night will be the next show to get a poster.
- Start balancing the marketing between Brothers Grimm and Double Bill. We have never had two shows so close together.
- Remember to coordinate with people being filmed for promotional videos.

## **Outreach**

- A company blog will be started through the facebook page and the company website, with three posts every two weeks. They will focus on what is going on in rehearsals, events, and take a look at what people are doing. The first blog post will focus on karaoke and what it means for bonding and the community.
- The blog is designed to make people feel like part of the community without filling their facebook feeds with Sock 'n' Buskin posts.
- There is a 'Comments and Concerns' page on the website now, with an option for anonymous comments. These will go to the email, will be mentioned in rehearsals. Andy will monitor these emails.
- There will be an order put in for Sock 'n' Buskin merchandise soon.
- There are two options for the order:
  - An online store, where individuals may purchase their merchandise individually. Sock 'n' Buskin does not handle any money in this situation, but does receive the order in total, and must distribute it.
  - A paper order form, in which Sock 'n' Buskin must handle all money and distribute the orders once received. Directors or board members would be responsible for collecting the money.
- For either option, each individual will pay entirely for their order. The items will be sold at cost, so Sock 'n' Buskin will not make a profit from merchandise.
- A full inventory of the costume room will be done. The costume room is currently organized. The inventory may begin as a sign in/sign out sheet to track usage.
- If some people cannot afford to purchase merchandise, we could create a subsidization option, with the accessibility fund. If an individual wants their merchandise subsidized, they must volunteer for the company (i.e. through ushering).

## **Communications**

- The newsletter will be sent out tomorrow. It will feature the improv workshop, the cast lists for Brothers Grimm and Double Bill, and will profile Ian Giles (an alumnus of SnB).
- There will be one tab for reservations and one tab for sales in our ticket sales/bookings spreadsheets, to simplify processes for finance. These spreadsheets have been completed for each show.

## **Volunteer Coordinator**

- People are being contact to stagehand. There are currently four stagehands for Brothers Grimm, and there may be one for Double Bill.
- The Double Bill may only need one stagehand and a board member, if necessary, as it is a smaller show.
- Tabling for auditions was successful.
- There should be a call put out on Facebook for set builders, and this should be added to the newsletter as well.

## **Finances**

- All budgets were finished.
- Laura Walker remade all templates.
- Met with internal, Brothers Grimm, and the Double Bill teams to discuss budgets. Must schedule meetings with the other production teams and marketing. Outreach does not need a budget.
- Scanned all old documents in the office.
- There will be an online reimbursement form soon.
- Floats are being made for the cash box, with sheets for those floats.
- A new checkbook must be ordered.

## **Events and Internal**

- Two workshops have been fully planned. One focuses on improv for beginners and the other focuses on "Dragon Slaying", which refers to handling difficult situations and curveballs on stage. Other workshops will be focusing on monologues, and an all-day workshop for both writers and actors that will focus on writing scripts (for writers) and cold reads (for actors).
- There is a monologue night being planned.
- There is a holiday gathering being planned. It will be held at a board member's house.
- Rideau Hall has a skating rink that may be used for the winter gathering in the first weeks of January.

## **Constitution**

A second draft of the constitution has been finished and edited. It is very close to completion.

## **Artistic Directors**

- Started doing weekly check-ins, which seem to be going well. Some people are not very responsive. Please make a note if the check-in message has been seen, and whether you will respond now or later. Schedule time to do these check-ins - they should be made into deadlines.
- Team meetings were scheduled and went well.
- Christian and Matt now have office hours in the Sock 'n' Buskin office from 1-2:30 on Tuesdays and Thursdays.
- Old photos have been sorted through.
- ADs have attended several rehearsals to explain their role and make sure they are present in the rehearsal process.
- The office now has a couch and an office chair.
- Would like to invest in actual flood lights, in addition to the LED lights. This will lead to better lighting for more portable shows. The goal is to purchase these in time for the Double Bill in November.
- There is not a construction manager this year, so Christian has also worked on the set plan for Brothers Grimm. People will be emailed for help in building it. The carpentry shop has been booked for the week before Brothers Grimm tech. They need to let the theatre employees know what nights we want and book them to be there. Only two or three nights should be necessary for this.
- Building sets counts towards minimum volunteer hours for a production.
- No one on the board owns a car.
- There are leadership workshops being offered as well.

- The production team brunch workshop for directors and stage managers had activities about expectations and roles, and included a breakfast. It went well.
  - PMC Workshop on accessibility and disabilities led by Jocelyn was last Wednesday. It ran for approximately one hour, and included worksheets to go over and statistics on invisible disabilities and the best way to work with them. These sheets will be photocopied, as they include information on how to be as inclusive as possible. Jocelyn is available as a contact to answer specific questions any time.
  - Sexual assault prevention training is available through the Womyn's Centre on campus. This is very important and the training is free. At least 5 people must attend.
- Auditions for Twelfth Night and Rhinoceros went well. Holding callbacks on a Monday night did not impact the number of people who attended, but there were many audition cancellations, likely due to the timing of the auditions. From a production standpoint, holding the callbacks on a Monday night was more stressful.
  - Elephant Man no longer has a venue, due to Dunton 2017 being rebooked. We still have the rights to perform it, and must work quickly to find an alternate location. All conference rooms on campus are booked. Mary needs enough space for a tub and a bed.  
Suggestions for locations:
    - Brigid's Well, off campus (potential for a discount, through Alex)
    - Russell Triple is a good space, but a rowdy building. It would be better than the Leeds multipurpose room.
    - A space on Bank Street that Matt has connections to.
  - Update on The Maids. Held a conversation about the risqué content with the production team. In terms of the rehearsal environment, there was a risk that having two women performing sexually charged content for an all male production team could lead to imbalanced power dynamics. In order to make sure that everyone feels comfortable in the rehearsal space, an extra presence was desired in the room. Matt and Christian sat in on a rehearsal and had this conversation with the production team. Letycia, a cast member, will attend all rehearsals going forward. Olivia sat in on a rehearsal as well. This show had extra potential for these types of issues, but these discussions will be had with all shows going forward to ensure comfort.

## Round Table - Production Updates

### Brother's Grimm

- Rehearsals are going well. Props and costumes are being planned, and may be purchased during reading week. Cast bonding is scheduled this Sunday as a pre-rehearsal potluck (followed by a full cast rehearsal).
- Turnout for rehearsals has been improving. It is no longer acceptable to continuously miss rehearsals.
- There has not been a full cast rehearsal yet due to scheduling and sickness.
- ADs may step in if someone is continuously missing rehearsals without a good reason.
- Not stage ready yet, but is on track to be. Morale has improved since the last "full cast" rehearsal, and there have been several full runs done.

## **Double Bill**

- Maids is going well. Rehearsals have been going smoothly, and the cast has been attending these rehearsals. Props, costumes, and set pieces are being figured out. The director wants a lot and may need to be reined in.
- Adult Entertainment has a great production team that get along well. Shawn has the key to the costume room.

## **Twelfth Night**

- Cast has been selected.
- Table read tomorrow at 6pm. Some cast members cannot attend.
- Schedule will be ready by tomorrow night, after the table read.
- Some cast members are already attending community events!

## **Rhinoceros**

- Cast has been selected.
- Table read happened just prior to board meeting.
- Schedule is being updated.
- An expectations document was prepared and discussed at the table read. This included information on accessibility. Notes will be provided in the format that works best. It will be important to ensure that providing notes in alternate formats post-rehearsal does not give cast members a reason not to take their own notes or apply corrections.

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

- Cast has been selected.
- There is not a date set for a table read yet.
- All rehearsals have been scheduled, as only four per month will be necessary.
- Rafa, the director, is very engaged in the leadership role and attended the PMC training. He has no experience, but is taking an active role in the community and planning the show.

## **Open Forum**

- Brothers Grimm would like the costume room key at the Sunday rehearsal (12-1)
- Maids would like the costume room key on Saturday.
- Shawn has a costume room key.
- Meg presented visual ideas for the merchandise. The "lump-sum" paper form would be more expensive than the online version. The website where people order will be customized for us, and people can pay online. The website company is Chil Print.
- Most people voted for Chil Print as the merchandise company.
- There is a new Square that works with tap. This will allow people to pay with debit. We will order a new one.
- UNICEF Carleton and UNICEF UO are hosting an "Ottawa's Got Talent" night featuring music, acting, and art. The company has been invited to have community members present monologues. This is legitimate. The email will be forwarded to SnB, and auditions will be held soon.

- With respect to creative writing and nonfiction workshops, there is a Carleton branch of In-words, and some of the editors attend. There is an editor who would like to collaborate with SnB. Tried to coordinate last year, but fell through.
- Poster for the Double Bill do not have the SnB website on them. This will have to be edited in - Jasmine will make a not of this and handle it.
- Posters will be put up for each show no longer than two weeks before opening night.
- English department classes are offering extra credit to those who attend SnB shows.
- There was a rumour circulating that people must be in a SnB show to be in the drama concentration.
- Marketing Idea: if a certain amount of students come on a certain night, they will receive a discount.

## **Motion to Adjourn**

Tamara moves to adjourn, Jasmine seconds.