Sock ‘n’ Buskin Board Meeting  
Meeting Minutes | October 14th 2018

Welcome and Call to Order

<table>
<thead>
<tr>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Mary Sword</td>
<td>Meg Sutton</td>
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<td>Christian Giansante</td>
<td>Meghan Boyer</td>
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<td>Molly McGuire</td>
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<td>Kosta Diochnos</td>
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<td>Sarah Sheils</td>
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<td>Jasmine Stamos</td>
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<td>Sheldon Parathundyil</td>
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<td>Keara Voo</td>
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<td>Laura Sumpter</td>
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<td>Alex Wilson</td>
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<td>Natascha Sekerinski</td>
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<td>Sarah Ashton</td>
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General Board Meeting - Community Members in Attendance

<table>
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<th>Thomas Williams</th>
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<td>Molly Kalnitsky</td>
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<td>Olivia Botelho</td>
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<td>Rachel Stanley</td>
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Next Meeting: November 4th 2018

Motion to Open:
First: Jasmine Stamos
Second: Mary Sword

Meeting Begins

Molly McGuire Chairing the Meeting
- This is the open board meeting
- Attendance taken
- Minutes from last meeting not reviewed - will be done online.

Round Table - Board Updates
Outreach
- Sarah Ashton
  - Organized pmc workshop - rescheduled for November 1st
    - Mandatory for board members
  - Working on getting us in a Our Turn workshop
  - Got info about alum for the gala
- Jasmine Stamos
  - There are now stories on the instagram page for each of the productions
  - Social media going well
  - For production team members - she is creating visual diaries of each show - at every rehearsal please have someone take a one minute clip of the rehearsals and cast bonding and then send it to jasmine (in horizontal view)
  - When people from outside sources want to outsource promos with us - send them to SnB company Facebook group, not our actual facebook page
- Sheldon Parathundyil
  - Press kits are almost done - just need to get ticket vouchers
  - Reviewers going to be contacted in upcoming week
  - Theatre companies (minus the ticket vouchers) will be given the press kits
  - Turn out - good turn out for auditions
- Natascha Sekerinski
  - Almost Maine and Mousetrap audition posters went up
  - The Fahrenheit audition posters are done
  - Much Ado posters are printed - will be put up in November
- Almost Maine info has been sent to David Bromley
- Jasmine will be talked to soon with about the Mousetrap poster
- Suggest to David that his class do the poster for Fahrenheit
- Much Ado programs done
  - If we want anything inserted let her know
  - Sheldon wants Voices Against Violence in the program
- Photos are being taken
- Tag her photography instagram when posting on instagram
- Kassia contacted as blog manager
  - Is head of the blog and has a whole schedule about that

External
- Laura Sumpter
  - Sent out volunteer call - just emailed them to the list accumulated from the people who wanted to be contacted - 42 people - got 16 responses back
  - Found a role for everyone who wanted to volunteer
  - Started sending out volunteer confirmations
  - Included info about if people would be interested in shadowing SM’s or Director - working to see how this is going to work out
    - Brainstorming that
  - Going to be sending out the rest of the confirmations today
  - **Jasmine**: maybe offer a one-on-one opportunity with directors for shadowing - informal casual coffee
    - Laura going to figure that out
      - Giving them option if they want to come to a full cast rehearsal or if they want an informal meeting

Internal
- Mary Sword
  - The Newsletter will be done over reading week
  - Will be putting out polls for tabling with ticket sales and for the front of house schedule for Much Ado over reading week
  - **Jasmine**: we should sell tickets in Residence
    - We will be doing that
    - Will be alternating the days that we table - multiple days - some days at Residence and some selling in the tunnels

Production
- Keara Voo
  - Met with every director except Sheldon
  - Got a park bench for Sarah
  - Much Ado About Nothing doing costume raid
  - Emailing Alex with the magic sheets - allows all the buttons to be pressed - has all the info on her computer
    - Now we could hypothetically light a show before in the theatre - shorten tech significantly
  - Collecting costumes and props
Webmaster
  - Alex Wilson
    - She is thinking about swapping everything over to WordPress because that is a much better platform than Wix
      - Doesn’t function like a real website
    - Working on AODA compliance - making sure that screen readers can read website
    - Merch design contest happening
      - Doing voting in January
      - Board picking favourites and then community voting on what ones they want to see
      - People can submit as many designs as they want
    - Merch order out - going to be ordering stuff very soon
      - 21 items ordered from community
    - Added alumni form to the website
      - 4th years fill it out
      - Alex will be pouting the data from this form in a google sheet

Treasurers
  - Kosta Diochnos / Sarah Sheils
    - Budget is complete
    - Much ado - big expense = cost of the space
    - Mousetrap - big expense = cost of space
    - There is wiggle room overall - much less than we projected
    - Accessibility fund - if someone can’t afford to go to an event then they can contact the AD and the cost will be covered
    - 1 business week to get cheques back to people who submit reimbursement form

Events
  - Meg and Meghan not present - AD’s giving their announcements
    - Molly
      - Event this week - Halloween movie night
      - There is a poll about what movie to watch
      - There has been a group made - primarily for active members - if they are volunteering or if they are a cast member
      - Laura will add in volunteers
      - ONLY directors add in their casts
      - Monologue night coming up - November 6th
      - Gala night dec 7th

AD’s
  - board members message the AD’s weekly to get tasks done
  - Auditions happened
  - Callbacks happened
  - 3 shows have now been cast
  - Board members - setting a president not to linger at the table once your tabling shift is over
- **Jasmine**: Should we tell community members not to linger?
  - Not really - gray area
- Emailing method for callbacks and cast announcements is working well - and through this we get volunteers

**Round Table - Productions**

- **Much Ado**
  - **Laura Sumpter**
    - Going well
    - Getting organized with costumes today (Oct 14th)
    - Problem with getting people to come to rehearsal
- **Almost Maine**
  - **Sarah Ashton**
    - Have a cast
    - Blocked the first act already
- **Mousetrap**
  - **Jasmine Stamos**
    - Have a cast
    - Had a read through
    - Scheduling being difficult but have a solid schedule now

**Final Board Thoughts?**

- **Sarah Ashton**
  - Room booking - what to do about this now that the website has changed
    - Solution: claim a room and hope that no one kicks you out
    - There are still 4 rooms that are available for booking on the website - use those
- **Jasmine Stamos**
  - We have a friendship with CMTS
- **Sheldon Parathundyil**
  - Tweaking a couple of elements of proposal for Fahrenheit
  - Casting - going over 14 people? Going to 12?
    - **Mary**: Rhino cast barely fit - backstage space issue
    - Alex agrees

**Open Question / Answer Period**

- **Rachel Stanley** - is there going to be a poster for the design contest
  - **Alex / Natascha**: It’s in the works
- **Olivia Botelho** - important - for tabling in Rez com you need to book it
  - I do that once I have a schedule - for Rez com
  - I also book for atrium
- **Sarah Ashton** - should we open tabling open to cast members?
  - Would have to be a board member present
- Yes - I will put them in the hole spot

**Motion to Adjourn**
- First: Alex
- Second: Sarah Ashton