



Sock 'n' Buskin Board Meeting

Meeting Minutes - Public Copy | September 14, 2017

Welcome and Call to Order

Attendance

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

Motion to Open the Meeting

- Motion made by Lindsay, first from Jasmine, second from Meg
- Meeting chaired by Lindsay

Overview of Board Member Expectations

- Board members are expected to:
 - Spend 6-8 hours on volunteer work for each production outside of normal board duties: set painting/construction, tabling for auditions/advertisements, stage handing, front of house, etc. This is because people are needed to do jobs that require board-level responsibility, such as handling money, etc.
 - Many board members have been cast in productions, and at the discretion of the Artistic Directors (ADs), there must not be too many board members in the production
 - Board members will ensure that they are "first friends" to all community members. As entry points into the community, board members must be open and welcoming to all newcomers. It is important to lead by example and be friendly, open, and inclusive to all community members, both old and new.

- Interpersonal and communication issues should be dealt with promptly, as miscommunication is often the root cause of board issues.
- Board members shall miss at most one meeting. Missing a meeting should only happen as a result of illness or extreme circumstances.

Schedule Next Meeting

- Tentatively scheduled for October 12th or 19th at 9pm.

Round Table - Board Updates

Artistic Directors

- Summer Summary

- The call for submissions began in May. Many proposals were submitted, and the board met to choose a season. The ADs began the process of booking venues and securing rights for the shows.
- After the rights were denied for *Charles III*, it was decided that Mary would be directing *The Elephant Man*.
- The Carleton University Art Gallery (CUAG) notified SnB that they would not be available as a venue this year, due to an exhibit.
- Secured all rights, venues, and placed deposits where required.
- There is some discussion and thought to be put into why we release the season so early, how to handle the issue of having our request for rights rejected, and how to deal with the situation in the future.
- The shows chosen were:
 - *The Brothers Grimm Spectaculathon*, to be performed in Kailash Mital Theater (KM), from November 16-19, with tech rehearsals taking place in the theatre the weekend prior.
 - The Double Bill of *Adult Entertainment* and *The Maids*, to be performed in Fenn Lounge from November 24-26, with tech rehearsals taking place in a similarly sized space the weekend prior.
 - *Twelfth Night*, to be performed in KM, from January 18-20 and 25-27, with tech rehearsals taking place in the theater the weekend prior.
 - *Rhinoceros* and *They're Made out of Meat*, to be performed in Fenn Lounge, from February 8-11, with tech rehearsals taking place in Fenn Lounge the weekend prior.
 - *The Elephant Man*, to be performed in Dunton 2017, from March 22-25, with tech rehearsals in the same space the weekend prior.

- September

- Launch party
- First round of auditions for *The Brothers Grimm Spectaculathon* and the Double Bill. The auditions went very well, 3 shows were cast, and read throughs of the scripts have been scheduled.

- There was an event at the library on September 13th, which changed in scope from the time that the performance was requested in June. The library requested that SnB perform improv. SnB reached out to the Carleton Improv Association, and the two clubs collaborated to perform an improv set.
- The Club Expo occurred early in the month, and a lot of people signed up for the SnB newsletter.
- **Upcoming**
 - Stage Manager and Director training on Sunday.
 - Overview of what it's like to direct or stage manage, work with a cast, create cast bonding opportunities, the expectations of SMS/directors, communication, working together as a team.
 - The ADs will be attending the first rehearsal or read through of each play to introduce themselves, explain what they do, and to take suggestions.
 - The concept of the "first friend" will continue to be emphasized.
 - The next set of auditions for *Twelfth Night* and *Rhinoceros* will be taking place on Sunday, October 1st, with callbacks taking place on Monday night.
 - The alternate audition date will be either September 28th or 29th.
 - This schedule was made with the Panda Game in mind.
 - Some clubs on campus have been asked to have at least 5 members participate in accessibility and sexual assault awareness training.
 - SnB has not been mandated to participate, but would like this training as it is in line with the goal of creating a safe and inclusive community.
 - All board members volunteered for this training.
 - SnB has reached out to the Paul Menton Centre for training on supporting and engaging with community members who have autism, in an effort to be more open and to engage with the community more fully.
 - The ADs will be handing over many responsibilities to the board now that the school year has begun. Tasks will be assigned and are expected to be completed in a timely manner.
 - Team meetings with the ADs have been scheduled for 6-10pm on Monday, and will take 10-20 minutes.
 - People will be needed for auditions tabling at the end of September.
 - People will be needed to keep things running smoothly during November, as tech rehearsals for the Double Bill are happening at the same time as *The Brothers Grimm Spectaculathon* is playing.

Marketing

- Marketing has been developing and organizing ideas in terms of long-term marketing strategies, events, and ideas.
- They are working to develop long and short term goals.
- A social media calendar is being created so that posts can be planned for maximum impact. This calendar will be used to help organize the marketing team with a view of the

semester and year, and will be useful for allocating tasks more evenly amongst the team members.

- The SnB Facebook page hit 1000 likes recently.
- Cast lists for *The Brothers Grimm Spectaculathon* and the Double Bill will be posted tomorrow.

Outreach Team

- Laura S and Andy have been providing designs for t-shirts.
- Meg has ordered shirts, and they will be picked up tomorrow.
- Meg created the SnB board for the Expo, and hopes that it will be easily changeable and reusable in the future.
- Laura S and Andy attended the Expo.

Communications

- Kosta suggested that one way to get people to come back for auditions would be to send personal email invitations to people who have auditioned recently, but were not cast.
- There have been many emails from people who want to work backstage.
- There is a new newsletter format this year.
- Goal to speak to different board members for additional sections of the newsletter.
- The next newsletter will include information on cast lists, auditions, and the library event.

Volunteer Coordinator

- Organized a tabling schedule for the first round of auditions.
- Will be adding additional email addresses to the list of people interested in volunteering backstage (list from Tamara, and from the launch party).
- Many people are interested in stage handing, ushering, and set building/painting.
- Will be organizing another round of tabling for the end of September/early October auditions.

Finances

- Finances would like to have *The Brothers Grimm Spectaculathon* and the Double Bill budgets set by the end of September.
- The current goal is to have all budgets completed by reading week.
- Revamping and evaluating templates for budgeting.
- Would like to give out separate budgets to internal/marketing, etc.

Event/Internal Coordinating

- The launch party was planned and was a success
- Workshops are being planned for later in the year, including:
 - Workshops on improv at the beginner and intermediate levels, as a collaboration with the CIA
 - A monologue workshop, before our monologue event
- There are upcoming events, including:

- Christmas party
- Winter launch
- Monologue night
- Themed Willy Awards
- There will be a public and an internal copy of meeting minutes kept.

Constitution

- The constitution is being written by a group headed by Kosta.
- The first draft has been completed, and should be ready by the end of the month.
- There are benefits to being a real CUSA club.
- We will be submitting a skeleton version of the constitution to CUSA. This will be a simple version that contains major and important information on SnB.
- A second “in-house” version of the constitution will include bylaws and will be more flexible, as the board is still relatively new and flexible itself.

Round Table - Production Updates

***Brothers Grimm* (Meg Sutton, Laura Walker, Laura Sumpter)**

- First reading of the script is scheduled for Friday.
- Schedules are being made and will be released on Friday.
- There was a poster made, but it was too intense and did not suit the production.

Double Bill (Kosta Diochnos, Lindsay Tannahill, Matt Venner, Christian Giansante)

- *The Maids*:
 - The first read through will take place on Tuesday.
 - The show was cast with 3 actors.
- *Adult Entertainment*:
 - The show was cast with 4 actors.
 - The scripts are being printed, and the first read through will take place on Friday.
 - Jasmine is following up about potential conflicts of interest with respect to the casting of the production: Sheldon, a residence fellow, will be performing with one of the students on his floor. This may create issues.

Open Forum

Slack vs Facebook

- **Slack Pros**
 - Slack is more professional and could create a better work-life balance
 - You can separate chats into streams, and add Google docs or other files
 - The app can send push notifications
 - You can look into other streams for transparency, and for coordinating between groups.
- **Slack Cons**

- Board members must be committed to checking it frequently
- It would only really work for the board
- The board must commit to learning it
- Would add another layer of communication, where Facebook messages seem to be working
- **Facebook Pros**
 - Easy to use
 - Messenger search works for finding chats easily
- **Facebook Cons**
 - Chats are hard to search
- **Other**
 - Whatsapp, Basecamp, and Google+/Hangouts were proposed as alternatives
- **Decisions**
 - Less than half were for switching to a productivity platform.

Other

- The board may want to consider archiving its data, and storing it on an external hard drive for data protection.
- Space bookings - there was a project to have a book of dates/costs, etc.
 - Spaces and prices are always changing, and one can only find price by contacting the venue directly most of the time, so this was abandoned.
- Meeting dates and times will be set up tomorrow, for team/AD meetings.
- Show dates and venues will be added to a calendar and shared with the board.

Motion to Adjourn

- Molly motioned to adjourn
- Motion seconded by Kosta.