Sock ‘n’ Buskin Board Meeting
Meeting Minutes | September 9th 2018

Welcome and Call to Order

Attendance:

<table>
<thead>
<tr>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Christian Giansante</td>
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<td>Molly McGuire</td>
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<td>Meg Sutton</td>
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<td>Mary Sword</td>
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<td>Kosta Diochnos</td>
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<td>Sarah Sheils</td>
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<td>Meghan Boyer</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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Next Meeting: October 14th - It will be the General Meeting
Motion To Open
First: Sarah Ashton
Second: Meg Sutton

Meeting Begins

Christian chairing the meeting

Round Table - Board Updates

- Outreach:
  - Jasmine:
    - Social media has been going well, graphics that Natascha made are top notch
    - Very successful
    - Pulled up analytics
    - Likes have been going through the roof - attributed to outreach, literally targeting Facebook groups
    - Trying to create 4 different Instagram highlights - not working so she needs assistance - so that’s Jasmine’s new goal
  - Season hashtags: #socknbuskin #snb75
    - Nice thing about that - all the posts from this year and before will be there
    - If going to post on social media - clear it through Jasmine first or she will edit it

- Natascha
  - Posters - general poster done and going up around campus
  - List out - sign up for where they can go
  - Kassia is working on the blog - 2 posts this week
  - Bromley contact has been made, waiting for him to get back
  - Photos will be on flickr
    - And on all the groups and board group
  - if someone puts up a pic then @socknbuskin

- Sheldon
  - Lot of people coming forward and lots of messages
  - Every time someone clicks interested it posts to their wall and there is a lot of promotion in that
  - Got in touch with charlatan and putting in ads, going to figure out how much that will be

- Sarah A.
  - Monologue list to be put on the website for people to use
  - PMC Workshop
    - Either Tuesday or Thursday next week
- Appropriate language to use, ADHD, and mobility
- Jocelyn can bring things into the workshop - if we want anything brought up then let Sarah A. know
- **Meg**: can we have training on how to deal with anxiety attack
  - Yes, Ashton will mark it down
- **Jasmine**: invisible disabilities are important
- This is for the board - Ashton suggests one member of each production team
  - Going to start working on resource for drama games for during rehearsals
  - Kosta has a doc - it's on the drive we think

- **External - Laura**:
  - Lot of interest at launch party and at auditions - lots of people want to volunteer
  - Working on master list
  - Working on brainstorming additional lists for repeat offenders - who keep coming back and can handle more
  - Call for set builders going out shortly

- **Internal - Mary**:
  - The first newsletter went out and was posted on Facebook, there was a good response from it.
  - There was also an emergency CU-Expo extra newsletter that went out with all the information for the people who signed up at the expo
  - The second newsletter will be going out on September 22nd and is in progress
  - Issue - please when board members sign up for volunteer tabling hours, please put all the hours you’re available for - because otherwise we have very choppy schedules that don’t work well.

- **Production - Keara**:
  - Cleaned costume room
  - Working on digital inventory of everything - taking a while
  - Started talking to much ado about what they need for their show
  - Purging carp shop - we are going to say what we want and the rest will be thrown out

- **Webmaster - Alex**:
  - Website redesign happened
  - Going to do a bit more redesigning
  - Next set of audition information will go up soon as well as information on the movie night event
  - Going to try to get rid of Wix’s booking app
  - The next set of auditions are going to be separate - just happening on the same day
- If people want to audition for both they can book 2 auditions

- **Treasurers - Kosta & Sarah S.**
  - Working on budgets, going to hash it all out this week
  - Same as normal - reimbursement forms - tracking things
    - Online form again
  - We have a debit card - could potentially be passed on to directors, will need to be discussed
  - Signing authority - need to put one of the treasures on it
  - Don’t ask for Cheques for small amounts - wait till you buy more and need more money

- **Events - Meg & Meghan**
  - Launch party happened
  - Amazing mingling
  - People felt so welcomed
  - Many first years want to get involved
  - Speeches were great
  - Next event is movie night
  - Big amazing s going to be the 75th party which is going to be December 7th
  - Vintage movie night in Southam or River building
  - Recruit volunteers for people to help
  - **Kosta** - launch party was very expensive - 330$
  - **Meghan** - talking to NAC where going to purchase reduced tickets to see “Prince Hamlet” - but they cancelled the show for that night
    - Hadn’t bought the tickets
    - NAC still willing to give us discount - could go to another night but for other price
    - Going to do a poll for what night we want to go and how many tickets - thinking of getting 20 tickets - could bump it up 25

- **AD - Christian & Molly:**
  - Auditions happened - going well - people did well tabling - more so this year there was a good feel for the tone of the person going in - this year we were friendly but professional
  - Olivia and Laura did a great job
  - Office update: shelves is a hazard - need to bolt them to the wall - debating getting rid of it
  - Christian wants us to look for furniture on the side of the road for possibly using in shows
  - **Much Ado About Nothing** - had to change a show date - Saturday night show is now on Thursday night
  - Callbacks are today
  - We have stickers and business cards
Production Updates

- **Much Ado About Nothing - Laura Sumpter**
  - Good auditions
  - 24 callbacks - casting 17
  - Prepping cast list for tonight - process is now that we are going to email out the cast list
  - Not doing calling for callbacks now
  - Molly also likes that it took less time - having information in writing is useful - bolded important information for the email
  - Concrete confirmation of where/when it is / what’s expected
  - Trial running to send out an email with the cast list - if people aren’t happy with a role then they can email us back
  - Then you’re sure who else is in the show
  - This is a trial run - if it doesn’t work then we will try something else
  - Jasmine likes the idea
    - But we need a buffer period for them to deny
    - They need to confirm whether or not
  - Meg doesn’t like the idea - better to have 2 emails
  - Jasmine thinks we should also include 2 emails and put forth volunteer opportunities in the email
  - Molly thinks we can send out 2 and include the cast list in both but have a preface paragraph underneath with volunteer opportunities for those not being cast

Open Forum

- **Keara**
  - If we want to get people involved then we can teach people how to use the lighting board and then we would have assistants for the stage managers
  - Good way to get people who didn’t really know about stage manager positions can get them into the groove
  - Then we also have people who like the lighting board

- **Meghan**
  - Lots of interest in helping on the creative designing aspects
    - Makeup, costume, prop, etc

- **Jasmine**
  - Willing to give the Snapchat to people - trusted volunteer
  - If someone is creative and likes that then that’s a volunteer opportunity
  - Need to figure out a day for January board meeting - Friday the 11th
  - Want before auditions and tech
Motion To Adjourn
First: Jasmine
Second: Alex