



SOCK 'N' BUSKIN BOARD MEETING MINUTES

APRIL 8, 2023

**Meeting Chaired by:
Gabbie Cruz, Artistic Director**

**Prepared by:
Andrea Makris, Artistic Director**

Sock 'n' Buskin General Board Meeting

- Meeting Minutes -

Sock 'n' Buskin General Board Meeting Minutes

APRIL 8, 2023

Meeting Attendance – Saturday, April 8, 2023		
Position	Councillor	Attendance Status
Artistic Director	Andrea Makris	Present
Artistic Director	Gabbie Cruz	Present
Treasurer	Siena Pacheco	Absent
External Coordinator	Naomi Badour	Present
Internal Coordinator	Arianna Fuke	Present
Graphics Coordinator	Lauren McLaughlin	Present
Production Coordinator	Vacant	Vacant
Events Coordinator	Aahana Uppal	Present
Social Media Coordinator	Olivia Rumbell	Present
Webmaster	Levi Nabe	Absent
Outreach & Accessibility	Erin Chappel	Present

Motion to Open

First: Lauren McLaughlin

Second: Naomi Badour

Sock 'n' Buskin General Board Meeting Minutes
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- Meeting Begins -

Round Table Board Updates

Webmaster: Levi Nabe

- Update today's board meeting minutes
- Take down 'Join the Team' Page

Treasurer: Siena Pacheco

- Reimbursing Bo for recording
- Keep Prices at \$15 and \$20 for ticket prices
 - Keep Booking KM for all shows

Events Coordinator: Aahana Uppal

- Having Trivia for the Willies
- Rough Willies Itinerary:
 - 5:30-6:00 - Arrival & set up
 - 7:00-7:30/7:35 – Food & Buffet Style
 - 40 mins for the Willies
 - It is a 'dry' event
- Photobooth
 - Props for the Event/Costume Room
- Divide the Presenters for the Willies
- Voting Form for the Willies Closing on

Social Media Coordinator: Olivia Rumbell

- Post the '3' grid post for CLUE
- Highlight Story for Elephant's Graveyard
- Getting Access to the SnB Facebook Account

Graphics Coordinator: Lauren McLaughlin

- Snapchat Filter for the Willies
- Sock 'n' Buskin Graphics

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- Headshots taken at the Willies for Incoming Board Members
- Photobooth at the Willies

Internal Coordinator: Arianna Fuke

- Put out one more newsletter for the month
 - Congrats to CLUE, information for over the summer
 - Willies Awards Winners
- Closing Documents!

External Coordinator: Naomi Badour

- Volunteer Forms for Clue was sent out.
 - Positive Feedback from Clue Volunteers
- Send out a 'Thank You' email to all Volunteers
 - Instructions on how to add to CCR – deadline June 3rd
- Giving Stagehands Access to a Script
 - Look into an extra copy of the script
- Plan out more organization between production team and volunteers
- Combining two MailChimp streams
- Make a document of volunteer resources
 - Give ushers a tour around the theatre, job description
 - Tabling responsibilities

Outreach & Accessibility: Erin Chappel

- Learn how to use MailChimp for Newsletters
- More volunteer initiatives

Production Updates

- Clue Wrap-Up
 - Positive Feedback on the show overall
 - More rehearsals in the combatives room/ bigger rehearsal space
 - Rehearsal in the KM theatre more often?
 - Feedback as Clients!

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Open Forum

- Amendment Notes for Constitution:
 - Pre-Ambles of our Organization
 - Structure of Organization
 - A few other side amendments
- Will review more at the AGM meeting for public/majority vote

Closing Remarks

- Preparing for the Willies – April 13th, 2023
- Annual General Meeting on April 30th – Time TBD

Motion to Close

First: Lauren McLaughlin

Second: Aahana Uppal

- Meeting Adjourned -