



SOCK 'N' BUSKIN BOARD MEETING MINUTES

MAY 11, 2024

Meeting Chaired by:

Naomi Badour, Artistic Director

Prepared by:

Max Schneider, Internal Coordinator

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Attendance

Position	Councillor	Attendance Status
Artistic Director	Aahana Uppal (she/her)	Present
Artistic Director	Naomi Badour (she/her)	Present
Events and Accessibility	Madison Edwards (she/her)	Present
Graphics Coordinator	Somin An (she/her)	Absent
Internal Coordinator	Max Schneider (he/him)	Present
Outreach Coordinator	Abby Butler (she/her)	Regrets
Production Coordinator	Michael Biason (he/him)	Present
Production Coordinator	Zane Labonté-Hagar (he/him)	Present
Social Media Coordinator	Rey Duff (he/they)	Present
Treasurer	Smridhi Malhotra (she/her)	Present
Volunteer Coordinator	Gabriella Umutesi (she/her)	Absent
Webmaster	Levi Nabe (he/they)	Regrets

Items + Notes

1.0 Opening Business	
Motion to Open	Moved by Madison Edwards; Seconded by Zane Labonté-Hagar. The meeting opens at 10:10 a.m. EST.
2.0 Board Introductions + Icebreaker	
Introductions	All present board members state their name, position, and pronouns.

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3.0 Onboarding	
ADs	<p>One on one meetings with Executives beginning May 12, 2024; going through the week.</p> <p>Reminder to Executives to fill in availability on When2Meet.</p>
Executives	<p>Start and/or finish reading relevant turnover documents.</p> <p>Recommendation to meet with the position's previous Executive.</p>
4.0 Applications	
Director Applications + Proposals	<p>Preliminary applications open May 19th; close June 1st.</p> <ul style="list-style-type: none">- General questionnaire- Three show proposals (brief) <p>Proposals begin June 1st; end June 14th.</p> <ul style="list-style-type: none">- Selected applicants will submit a thorough proposal. <p>Post-proposal interviews take place June 15/16th.</p> <p><i>Dates listed are subject to change.</i></p>
Stage Manager Applications	<p>Applications open June 7th; close June 21st.</p> <p>Interviews take place June 29/30th.</p> <p>All shows will have one Technical Stage Manager and two Production Stage Managers.</p>

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Equity Coordinator Application	Applications open June 7th; close June 21st. Interviews take place June 29/30th.
5.0 Budget	
Previous season's + current budget	Current bank balance is \$87,821.46.
Upcoming budget	New prospective budget due June 23rd. Aahana and Naomi will meet with Smridhi to discuss before the deadline.
6.0 Open Forum	
Gmail + Google Drive	Updated passwords + access for all board members coming this week.
Quorum	Meeting quorum is important for the director proposals + interviews.
Social Media	Director testimonials and/or informational reels/ grid posts in conjunction with director applications.
Slack	Some channels not officially public/ have to be manually joined. Will be managed/ fixed by Aahana and Naomi this week.
7.0 Meeting Adjournment	
Motion to Close	Moved by Madison Edwards; Seconded by Zane Labonté-Hagar. Meeting ends at 10:58 a.m. EST following completion of agenda items.

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Action Items	
Action Items and Responsibilities	All board members: Fill in meeting availability on When2Meet. Smridhi: Draft upcoming budget. ADs: Update passwords; Slack.

- Meeting Adjourned -