



SOCK 'N' BUSKIN BOARD MEETING MINUTES

JUNE 21, 2024

Meeting Chaired by:

Aahana Uppal, Co-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)	Regrets
Graphics Coordinator	Somin An (she/her)	Present
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)	Regrets
Treasurer	Smridhi Malhotra (she/her)	Regrets
Volunteer Coordinator	Gabriella Umutesi (she/her)	Present
Webmaster	Levi Nabe (he/they)	Present

Items + Notes

1.0 Opening Business	
Motion to Open	Moved by Naomi Badour; Seconded by Zane Labonté-Hagar. The meeting opens at 7:02 p.m. EST.
2.0 Round Table	
a) ADs	Banking turnover has been successful; we have a new debit card with raised banking limits (\$2400).

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	<p>All merch has been delivered to Aahana; next step is setting up customer pickup dates.</p> <p>Looking into repainting the tunnel mural; the task should be shifted to someone not on the board. Jocelyn is a good candidate.</p> <p>Aahana working on archiving photos/ other materials; looking into recruiting someone to take over come school year. Would require CCR credit and/ or some other compensation.</p> <p>Google Business verification in progress.</p> <p>Naomi and Aahana writing feedback for director interviews; any board input would be useful.</p> <p>Process of securing show rights beginning, Aahana and Naomi will pass this on to Zane and Michael once more information is available.</p> <p>Researching payment program alternatives for merch; PayPal currently seems like the best option.</p> <p>Request for board members to begin tracking their hours for more accurate job descriptions, turnover documents, etc. Naomi will make a spreadsheet where everyone can track this.</p> <p>To plan accordingly, vacation schedules can be put into Google Calendar (Orange tag; one-off days not</p>
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	necessary).
b) Events	<p>Instagram trivia scheduled for June 24th-28th; more trivia planned for July and August.</p> <p>Launch Party planning: Reached out to various campus locations, Ollie's seems to be the most interested/ best candidate. Scheduled for Sept. 3rd.</p> <p>Carleton Expo: Scheduled for June 3rd. Shift rotations/ availability will be planned later this summer; Max to assist Madi.</p>
c) Graphics	<p>Since last meeting, worked on four graphics (trivia, Pride, etc.)</p> <p>Pride campaign meeting with ADs scheduled for Monday.</p>
d) Internal	<p>Liability waivers finalized, sent to all board members. Clarification made regarding accidental vs. premeditated harm/ injury covered in the waiver. Max will double check with Lindsey (previous Internal Coordinator) and do some research.</p> <p>Working on the updated Constitution as well as five new policies.</p>
e) Outreach	<p>Successfully registered for Capital Pride - August 25th.</p> <p>Reworking Mailchimp software for newsletter.</p> <p>Reaching out to media contacts for new introductions.</p>

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f) Production	<p>KMT will be used for all three shows.</p> <p>Monologue Night to be planned soon.</p> <p>Costume from CMTS to be returned soon; costume/ prop Google form has been finished by Max.</p> <p>Soon beginning director and stage manager guides.</p>
g) Social Media	<p>Accessing Facebook proving to be a challenge, still working on this.</p> <p>Marketing meeting with ADs to be set up soon.</p> <p>Logged into SnB Flickr account, will be shifting that archive onto Google Photos.</p>
h) Treasurer	<p>Smridhi working on a new budget; MOE theatre invoice + second half of NAC gala payment have caused slight delays.</p> <p>Current balance is \$79,842 (probably 74k after NAC payment).</p> <p>Projected ticket sales have gone up; production budgets have increased (\$1575; up from \$1200).</p> <p>Events budget still being worked on.</p> <p>Wish list budget (steamer, new camera, etc.) is at \$4000.</p>
i) Volunteer	<p>Volunteer contract has a shell; needs show-specific details - this will be finalized once scripts arrive.</p>

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	<p>Looking into ways to promote volunteer opportunities - Mailchimp is not sustainable; our free plan subscriber cap is getting close to its limit. Is there a way to remove/ filter out some subscribers?</p> <p>VIP Night (Volunteer Information Party) being planned for fall semester.</p> <p>Working on a volunteer timeline/ volunteer cheat sheet with prod. team and ADs; also reaching out to former volunteers for input on the latter.</p>
j) Webmaster	Meet the Board page, About Us, and social media buttons have all been updated to reflect the 81st season.
3.0 Gmail and Google Drive	
a) Gmail	<p>Make sure to add tags to emails to filter things to each board member's individual folder(s); keeps the main inbox clean.</p> <p>Max has made signatures for everyone.</p> <p>Reminder to mark emails unread unless immediately related to your role.</p> <p>Keep responses limited to a two to three business day cap.</p>
b) Google Drive	On files (docs, forms, etc.), add the season, year, and/ or position to the name for better accessibility.

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4.0 Open Forum	
a) Conflict of Interest Statement	<p>Regarding conflicts of interest, consensus is that a general, simple statement can be written and applied to programs, event speeches, etc.</p> <p>Max to make a conflict of interest policy; applicable for directors, stage managers, etc. Will focus on interview processes, statement formatting, etc.</p>
b) Youth in Theatre Conference	<p>Aahana and Naomi discussing collaboration with uOttawa and other student theatre companies.</p> <p>Panel and/ or expo style; targeting high school/ university students.</p> <p>Relevant contacts include Marlow, Jane Cleveland, Carleton English Department.</p>
c) Events Committee	<p>First project can be the YIT conference; projected for early winter semester.</p>
d) Monologue Night	<p>Michael to meet with ADs before further board discussions.</p> <p>Will be promoted at the Club Expo; slated for the weekend before fall reading week.</p> <p>Theme could be related to Shakespeare.</p> <p>“Directors” would lead workshops and/ or hold meetings with the performers; essentially being a guide during the</p>

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	rehearsal process. Individuals who applied to direct a show will be contacted first.
e) Director/ Stage Manager Workshops	Tabled for next meeting.
f) Equity Coordinator Applications	Zero applications received; application window to be extended. Rey and Abby will reach out to other organizations for contacts. Position may have to be folded into other board roles.
7.0 Meeting Adjournment	
Motion to Close	Moved by Michael Biason; Seconded by Levi Nabe. Meeting ends at 8:56 p.m. EST following completion of agenda items.
Action Items	
Action Items and Responsibilities	All Members: <ul style="list-style-type: none">- Continue any work currently in progress Aahana and Naomi: <ul style="list-style-type: none">- Assign someone to paint the mural- Write feedback for director interviews- Create hour-tracking spreadsheet Max: <ul style="list-style-type: none">- Research liability waivers- Draft a conflict of interest statement Smridhi: <ul style="list-style-type: none">- Finalize budget

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- Meeting Adjourned -