



**SOCK 'N' BUSKIN BOARD MEETING MINUTES**

**AUGUST 13, 2024**

**Meeting Chaired by:**

**Aahana Uppal, Co-Artistic Director**

**Prepared by:**

**Max Schneider, Internal Coordinator**

## Sock 'n' Buskin Board Meeting Minutes

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### Attendance

Position	Councillor	Attendance Status
Artistic Director	Aahana Uppal (she/her)	Present
Artistic Director	Naomi Badour (she/her)	Present
Equity and Accessibility Coordinator	Melissa Elmas	Present
Events Coordinator	Madison Edwards (she/her)	Regrets
Graphics Coordinator	Somin An (she/her)	Regrets
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)	Absent
Volunteer Coordinator	Gabriella Umutesi (she/her)	Regrets
Webmaster	Levi Nabe (he/they)	Regrets

### Items + Notes

1.0 Opening Business	
Motion to Open	Moved by Michael Biason; Seconded by Naomi Badour.  The meeting opens at 6:06 p.m. EST.
2.0 Round Table	
a) ADs	Two ASM positions were swapped.  Director and SM workshops occurred after the last board meeting; each were very successful.

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	<p>To-do list templates were sent to all Board members.</p> <p>Reminder to keep track of hours over the year; this will help with turnover documents.</p> <p>Met with uOttawa theatre company AD; lots of interest for collaboration.</p> <ul style="list-style-type: none"><li>- Potential for a joint event in the fall</li></ul> <p>Anonymous feedback form has been published; it will be permanently open.</p> <p>Next board meeting will be before launch and auditions. Between now and then, prioritize tasks related to these events.</p> <p>Mural is still in progress.</p> <p>Rights for Shows #1 and #3 have been purchased; #2 is still in the works.</p> <p>Reminder to stay up to date with the Google Calendar.</p> <p>Aahana will be reaching out to the Alumni Office soon.</p>
b) Equity	<p>Sent out sensitive content guidelines to production teams.</p> <p>Will be meeting with Gabby to discuss volunteer training, inclusion, etc.</p> <p>Equity/ safety training for production teams is in the works.</p>
c) Events	<p>Ollie's has been secured for the launch event.</p> <ul style="list-style-type: none"><li>- Set up at 5:30</li><li>- Ends at 8:00</li></ul>

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	<p>In the midst of sending email invites to other Carleton clubs.</p> <p>Working with Max on Expo tabling shifts.</p> <p>RSVP form for Launch has been made as well.</p>
d) Graphics	<p>Workshop graphic was posted.</p> <p>Meet the Board graphics are being finalized.</p> <p>Launch party graphic about to be posted.</p>
e) Internal	<p>Director, SM, and ASM contracts are being finalized – should be sent out later this week.</p> <p>The Constitution has been finished.</p> <p>FINAL liability waivers have been written following communication with Carleton's Office of Risk Management. These will be re-sent to board members and production teams later this week.</p> <p>New general COI statement has been written.</p> <p>Expo and audition tabling When2Meets will be published in the next few days.</p> <p>Will be on vacation for the next twelve days; feel free to still get in touch, but no new work will likely be submitted.</p>
f) Outreach	<p>First newsletter has been sent out; working on refining details for the next one.</p> <p>Pride is on August 25th; working with SEO on placements, marketing, registration, etc.</p>

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<p>g) Production</p>	<p>Show #1 production schedule has been sent to the production team.</p> <p>Assisted with the production team switches referenced earlier.</p> <p>Working with Gabby to go over volunteer requirements.</p> <p>General show calendars and Google Drive folders have been shared with all three production teams.</p> <p>There is now a spreadsheet in the Production Coordinator Google Drive folder that has all production team member's contact information.</p> <p>Next steps are the second and third production schedules; official meeting with Show #1 production team to go over sensitive content, etc.</p>
<p>h) Social Media</p>	<p>Almost finished with the Google Photos archive; organized properly.</p> <p>Reminder to send material for the Meet the Board posts.</p> <p>Pride campaign is almost underway.</p> <p>Madi will be doing an Instagram takeover before Launch.</p>
<p>i) Treasurer</p>	<p>Bank balance post-licensing is at \$70,736.28</p> <p>Licensing for Show #1 was \$2,859.70.</p> <p>Licensing for Show #3 was \$1,514.56.</p> <p>Licensing for Show #2 is undetermined.</p> <p>No other purchases have been made since the last board meeting.</p>

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j) Volunteer	Working on cheat sheets for volunteer positions.  Assisting with Pride testimonials.
k) Webmaster	Will be getting in touch with the production teams this week for the individual show pages.  Working on an events calendar; will be getting in touch with Madi.  Previous season's show pages will be up soon.
4.0 Open Forum	
a) Terms of Reference	Individual board position expectations have been significantly shortened in the Constitution; it is now our own responsibility to create our own documents/ policies outlining general expectations. <ul style="list-style-type: none"><li>- Aim to have these done before the October board meeting – not very urgent though</li><li>- Aahana and Naomi will make an outline for what these should look like</li></ul>
a) Board Expectations for Productions	Everyone is expected to be in contact with the production teams at some point.  Board members are expected to be present for major parts of the production process – set construction, tech rehearsals, performances, etc.  Board members can also volunteer for productions this year.
b) Attendance at Pride, Expo, Launch	If board members can't attend Pride, please let <b>Abby</b> know, as well as Aahana and Naomi.

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	<p>If board members can't attend Expo and/or Launch, please let <b>Madi</b> know, as well as Aahana and Naomi.</p> <p>Expo</p> <ul style="list-style-type: none"><li>- Tabling shifts</li><li>- Advertise the launch party; it's on campus this year which is a selling point</li><li>- Go over important dates, Show #1 auditions, etc.</li><li>- Volunteer sign-up sheet</li></ul> <p>Rey will work on a display for the table.</p>
c) Auditions	<p>Audition tabling</p> <ul style="list-style-type: none"><li>- Generally two people at once; keeping track of the check-in</li><li>- Typically 1-2 hours per tabling slot</li><li>- Make a positive impression of SnB</li><li>- Be aware of timing; check in with the production teams between auditions</li></ul>
d) <i>Sing Sing</i> Tickets	<p>Eight pairs of tickets (16 total) have been set aside for SnB.</p> <p>Instagram giveaway; first people to repost a story will receive tickets.</p> <p>Premiere is 7pm at Bytowne Cinema on August 20th.</p>
7.0 Meeting Adjournment	
Motion to Close	<p>Moved by Rey Duff; Seconded by Michael Biason.</p> <p>Meeting ends at 7:21 p.m. EST following completion of agenda items.</p>

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Action Items	
Action Items and Responsibilities	<p><b><i>All Positions</i></b></p> <ul style="list-style-type: none"><li>- Continue working on previously established projects/ tasks</li></ul> <p>Events</p> <ul style="list-style-type: none"><li>- Continue planning Expo and Launch</li></ul> <p>Internal</p> <ul style="list-style-type: none"><li>- Send out tabling calendar for Expo and Show #1 auditions to board members</li><li>- Send liability waivers to board members</li><li>- Send contracts + liability waivers to Show #1 production team</li></ul> <p>Outreach</p> <ul style="list-style-type: none"><li>- Continue planning for Pride</li></ul> <p>Production</p> <ul style="list-style-type: none"><li>- Secure the rights for Show #2</li><li>- Continue working on production schedules for Shows #2 + 3</li></ul> <p>Social Media</p> <ul style="list-style-type: none"><li>- Plan/ post <i>Sing Sing</i> related stories</li></ul>

- Meeting Adjourned -