



**SOCK 'N' BUSKIN BOARD MEETING MINUTES**  
**SEPTEMBER 1, 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
Equity and Accessibility Coordinator	Melissa Elmas	Present
Events Coordinator	Madison Edwards (she/her)	Present
Graphics Coordinator	Somin An (she/her)	Present
Internal Coordinator	Max Schneider (he/him)	Present
Outreach Coordinator	Abby Butler (she/her)	Present Arrived at 10:10 Early departure at 10:30
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 Michael Biason.  The meeting opens at 10:04 a.m. EST.
2.0 Round Table	
a) ADs	New banner and business cards ordered for Expo – there may be an invoice.

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	<p>Meeting with the Print Shop to discuss a partnership.</p> <p>Scripts are in for all three shows.</p> <p>Looking into room bookings – safety waivers, etc.</p> <p>Setting up a meeting with the Alumni office to start an alumni network.</p> <p>Club reaccreditation in the works; board signatures may be required.</p> <p>Insurance renewal is coming up soon, Max and ADs will look into this.</p>
b) Equity	<p>Met with Gabby to discuss volunteer involvement.</p> <p>Finished developing board equity training.</p> <p>Waiting for a response from SafeTalk for additional training.</p>
c) Events	<p>Launch is nearly here!</p> <ul style="list-style-type: none"><li>- Please show up at 5:30 to set up</li><li>- Keep your introductions relatively short; briefly explain your role on the board</li></ul> <p>Expo</p> <ul style="list-style-type: none"><li>- Please be mindful of your and others' time</li><li>- If possible, wear SnB merch or other theatre apparel</li><li>- Laptops are also requested</li></ul>
d) Graphics	<p>Met with Abby to discuss the newsletter.</p> <p>Working on posters for all season's shows.</p>
e) Internal	<p>Liability waivers have been distributed, please send them in as soon as possible.</p>

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	<p>Show #1 production team has been reached out to with their contracts, waivers, and media release forms; waiting on responses.</p> <p>Expo tabling schedule has been published.</p> <p>Audition tabling planner has been posted, please have this filled in by Wednesday.</p>
f) Outreach	<p>Visually updating the newsletter.</p> <p>Successfully organized SnB's Pride involvement; working on strengthening relationships with other organizations.</p>
g) Production	<p>Emailed Show #2/3 production teams about setting up Discords.</p> <p>Will be attending the upcoming OLT prop sale this month.</p> <p>Working with Show #1 audition form; some delays with sensitive content but will be finalized soon.</p> <p>Auditions are being announced on Tuesday and Wednesday in a staggered rollout.</p> <p>Please join Show #1's Discord if not done already.</p> <p>Please put in your preferred contact info in the production contact doc.</p> <p>Pride photos have been edited and passed on to the Charlatan.</p>
h) Social Media	<p>No shared updates.</p> <p>From ADs:</p> <ul style="list-style-type: none"><li>- Please be wary of messages in the Discord; flag is necessary</li></ul>

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	<ul style="list-style-type: none"><li>- Social media calendar available to view on Google Calendar</li><li>- Snb LinkedIn being updated</li><li>- Trivia is ongoing</li><li>- Twitter will be worked on</li></ul>
i) Treasurer	<p>Current bank balance is \$69,024.01</p> <p>Specific show #1 expenses are being discussed with the production team.</p> <p>Will be meeting with the bank in order to be a co-signer on documents; removing NAC identifiers.</p> <p>Please keep up with the reimbursement form/ any purchases you make on behalf of the company.</p>
j) Volunteer	<p>Pride campaign was very successful!</p> <p>Volunteer cheat sheet is being worked on; questions asked by volunteers will be answered on the document.</p> <p>Show #1 volunteer calls coming soon; numbers being finalized.</p> <p>Met with Melissa to discuss informal involvement with cast, crew, and volunteers outside of rehearsals.</p>
k) Webmaster	<p>Show pages being finalized; still waiting on a few of the production members to submit their information.</p> <p>Audition form for Show #1 is finished and ready to be published.</p>
4.0 Open Forum	
a) Vote → role of “Equity and Accessibility Coordinator” to be added to the Constitution (Section 4.1)	Motion to add Equity and Accessibility Coordinator to be added to the Constitution (Section 4.1).

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	<p>Moved by Max Schneider; Seconded by Naomi Badour</p> <p>Unanimous motion to pass.</p>
<p>b) Sharing our space with CMTS</p> <ul style="list-style-type: none"><li>i) Carp shop</li><li>ii) Item storage</li><li>iii) Item overflow</li><li>iv) Keys</li><li>v) Contracts and documentation</li></ul>	<p>The only storage space that CMTS currently has is CUSA's storage – i.e, some bins/ containers.</p> <ul style="list-style-type: none"><li>i) Carp shop<ul style="list-style-type: none"><li>- Due to Snb having no control over the carp shop, this has to be discussed with KMT</li></ul></li><li>ii) Item storage<ul style="list-style-type: none"><li>- CMTS would have a labelled shelf with their items (paid for by CMTS)</li></ul></li><li>iii) Item overflow<ul style="list-style-type: none"><li>- Anything that doesn't fit in the storage unit provided by CMTS would be absorbed by SnB (this would be contractually outlined)</li></ul></li><li>iv) Keys<ul style="list-style-type: none"><li>- SnB would remain the sole keyholder</li></ul></li><li>v) Contracts and documentation<ul style="list-style-type: none"><li>- See Item overflow</li></ul></li></ul>
<p>c) Equity Training</p>	<p>Zane, Madi, Naomi, Aahana, Levi, Michael are all CPR trained.</p> <p>Spreadsheet for training is published, please see what is required for your role.</p> <p>Every training requirement will look slightly different depending on your role.</p> <p>Link at the top of the spreadsheet will send you to the master doc of all the training resources.</p> <p>SafeTALK still not confirmed yet, otherwise everything is good to go.</p>

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	<p>Please contact Melissa if you have any questions; please also send her a screenshot of your completion of every module.</p> <p>Next board meeting is the tentative deadline for this training.</p>
7.0 Meeting Adjournment	
Motion to Close	<p>Moved by Levi Nabe; Seconded by Naomi Badour.</p> <p>Meeting ends at 11:36 a.m. EST following completion of agenda items.</p>
Action Items	
Action Items and Responsibilities	<p><i>All Positions</i></p> <ul style="list-style-type: none"><li>- Continue working on previously established projects/ tasks</li></ul>

**- Meeting Adjourned -**