



SOCK 'N' BUSKIN BOARD MEETING MINUTES
SEPTEMBER 29, 2024

Meeting Chaired by:
Naomi Badour, Co-Artistic Director

Prepared by:
Max Schneider, Internal Coordinator

Sock 'n' Buskin Board Meeting Minutes

SEPTEMBER 29, 2024

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
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)	Present
Webmaster	Levi Nabe (he/they)	Present

Items + Notes

1.0 Opening Business	
Motion to Open	Moved by Madi Edwards, Seconded by Rey Duff. The meeting opens at 10:06 a.m. EST.
2.0 Round Table	
a) ADs	Submitted all insurance forms. Submitted forms / constitution for reaccreditation.

Sock 'n' Buskin Board Meeting Minutes

SEPTEMBER 29, 2024

	<p>Meeting with Alumni office - all board members will have to sign a confidentiality form in order to be in contact with alumni.</p> <p>Theatre Mixer - Oct. 9 at the Rainbow Bistro.</p> <ul style="list-style-type: none">- Tickets will go on sale next week- Graphic is going up on Tuesday <p>Archivist and Events Committee positions have been opened.</p> <p>Will be checking in with Jocelyn about the mural.</p> <p>Looking into booking the combatives room / contacting Marlow for 1984 fight choreo.</p>
b) Equity	<p>Worked with an intimacy coordinator to assist with 1984 rehearsals.</p> <ul style="list-style-type: none">- Payment still necessary/ ongoing <p>Created an anonymous equity cast form.</p> <p>Created a confidential email that streamlines straight to Melissa, meant for one-on-one concerns.</p> <ul style="list-style-type: none">- snbequity@gmail.com- Proper measures should be put in place for when turning over this email/ password
c) Events	<p>Mixer coming soon.</p> <p>Monologue Night at CDCC.</p> <ul style="list-style-type: none">- Oct. 16- Hour for setup- Hour for takedown <p>Pumpkin Carving w/ CMTS</p> <ul style="list-style-type: none">- Oct. 28

Sock 'n' Buskin Board Meeting Minutes

SEPTEMBER 29, 2024

	<ul style="list-style-type: none">- CMTS is taking more of a lead, SnB is purchasing decorations- Graphic responsibility TBD <p>Trivia Night</p> <ul style="list-style-type: none">- Oct. 30- Collaboration with Journalism Society, they are taking more of a lead
d) Graphics	<p>Created 1984 graphics, as well as graphics for Monologue Night.</p> <p>Will be creating more 1984 graphics soon.</p>
e) Internal	<p>Retrieving and organizing 1984 cast + crew documents.</p>
f) Outreach	<p>Next newsletter will be published Oct. 1.</p> <ul style="list-style-type: none">- Show announcements- Cast announcement <p>Will be getting in contact with Ottawa high schools for 1984 shows, will include a discount code for students.</p> <p>Putting together a press release for 1984.</p> <p>ADs will look into TV contacts, will eventually pass on to Outreach.</p>
g) Production	<p>Coordinating Monologue Night.</p> <ul style="list-style-type: none">- Erin, directing- Lara, stage managing- First workshop was last Wednesday <p>Created a Rumors production schedule.</p> <p>Finalized the Rumors Discord.</p> <p>Zane is #thrifting.</p> <p>Old computer is being archived/ backed up.</p>

Sock 'n' Buskin Board Meeting Minutes

SEPTEMBER 29, 2024

	<p>Maintaining contact with KM over showtimes, call times, etc.</p> <p>Two extra 1984 scripts that can be used by board members.</p>
<p>h) Social Media</p>	<p>Bringing back old social media accounts (LinkedIn).</p> <p>Finishing October social media schedule, getting started in November.</p> <p>1984 BTS coming soon.</p> <p>Will send a 1984 marketing meeting When2Meet soon.</p>
<p>i) Treasurer</p>	<p>Current bank balance is \$69,116.16</p> <p>Would be best if external payments (Intimacy Coordinators, etc.) are done through e-transfer.</p> <p>Student levy budget should be coming soon.</p> <p>1984 budget meeting coming soon with production team.</p> <p>Meeting with Scotiabank will be scheduled soon.</p> <ul style="list-style-type: none">- Only two signers allowed, will likely be Naomi and Smridhi
<p>j) Volunteer</p>	<p>Sending emails to volunteers that the Prod Team narrowed down.</p> <ul style="list-style-type: none">- Volunteers are now all in the 1984 Discord <p>Will be planning cast + crew bonding activities.</p> <p>Will attend some rehearsals soon.</p>

Sock 'n' Buskin Board Meeting Minutes

SEPTEMBER 29, 2024

k) Webmaster	1984 ticket page will be finished today; will be published shortly afterwards. Theatre Mixer ticket page will be ready for Oct. 1st. <ul style="list-style-type: none">- Around 35 tickets delegated for Snb Website Privacy Policy is being written.
4.0 Open Forum	
a) Equity and Accessibility Training Modules	Taking suggestions for getting training done. <ul style="list-style-type: none">- Doing modules together- Sending more frequent reminders- Finish before 2025, short-term next board meeting
b) Emails and Google Drive – Best Practices	Please maintain regular cleaning of the inbox; move role-specific messages to folders. In mass emails, Bcc all recipients. <ul style="list-style-type: none">- Main recipient can be SnB; other “public” email accounts Please use email signatures. If reading incoming emails that you are not directly related to, please mark them as unread before closing. When uploading files to Google Drive, please place them in their corresponding folders.
c) Ticket Sales → tabling schedule and review of process	Max will be coordinating a tabling schedule for shows. <ul style="list-style-type: none">- Partnering those who have tabled before with those who haven't- Board members are expected to be available for at least one or two show dates

Sock ‘n’ Buskin Board Meeting Minutes

SEPTEMBER 29, 2024

	Policy will be written for ticket sale/ tabling process.
d) October overview	Mostly already covered previously in the meeting. Keep reading week dates in mind when planning things. Check in on 1984 rehearsals. Rumors auditions will be before the next board meeting.
7.0 Meeting Adjournment	
Motion to Close	Moved by Madi Edwards; Seconded by Michael Biason. Meeting ends at 11:16 a.m. EST following completion of agenda items.
Action Items	
Action Items and Responsibilities	<i>All Positions</i> - Continue working on previously established projects/ tasks

- Meeting Adjourned -