



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

**JANUARY 5, 2025**

**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)	<i>Regrets</i>
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)	<i>Regrets</i>
Treasurer	Smridhi Malhotra (she/her)	Present
Volunteer Coordinator	Gabriella Umutesi (she/her)	<i>Regrets</i>
Webmaster	Levi Nabe (he/they)	Present

### Items + Notes

1.0 Opening Business	
Motion to Open	Moved by Levi Nabe, Seconded by Naomi Badour.  The meeting opens at 10:06 a.m. EST.
2.0 Round Table	
a) Artistic Directors	CUSA Audit was submitted in early December - due to previous discrepancies, it is not entirely accurate. In contact with KM to sort out 80th season cheque discrepancies ( <i>Outsiders</i> and <i>MOE</i> ).

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	<p>Mural application to be emailed tomorrow.</p> <p>Archive meetings ongoing.</p>
b) Equity and Accessibility	<p>Finalized <i>DG</i> sensitive content.</p> <p>Just held an Equity meeting for <i>Rumors</i> regarding welcoming crew, current events, etc.</p> <p>Will be sending an email for <i>Rumors</i> volunteers.</p> <p>Please do the required trainings before the next board meeting!</p>
c) Events	<p>Ongoing booking for Richcraft Hall, obstacles in terms of scheduling a space.</p> <ul style="list-style-type: none"><li>- April 7th is currently the only day available</li><li>- Week/ weekend before the 7th might be better for attendance</li></ul> <p>Have assigned the Events team with tasks, responsibilities, etc.</p> <p>Events:</p> <ul style="list-style-type: none"><li>- Socks 'n' Shawarma (Jan)</li><li>- Valentine's...? (Feb)</li><li>- BIPOC Karaoke (Mar)</li></ul> <p>Board Bonding:</p> <ul style="list-style-type: none"><li>- Weekend in January - next weekend?</li><li>- To take place at Level One - games/ tickets will be covered by the budget</li></ul>
d) Graphics	<p><i>Rumors</i> ticket sales graphic posted.</p> <p><i>Rumors</i> poster being finalized.</p> <p>Headshots are on Jan 12th, should be passed on to Max around the 18th.</p> <p><i>DG</i> volunteer graphic will be done soon.</p>

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	<p>Socks 'n' Shawarma graphic will be done soon as well.</p>
e) Internal	<p><i>Rumors</i> documents are almost finished - one cast/ crew member left.</p> <p><i>DG</i> Prod Team documents have all been received and returned.</p> <p>Only two <i>Rumors</i> bios have been received; will be sending a reminder email this week. (Not Michael!)</p> <p>Alec has asked for an extension on his Director's Note, should be in by mid-week.</p> <p><i>Rumors</i> program is almost ready – needs show-specific information (bios, headshots), but cover and formatting are completed.</p> <p>Tabling for <i>DG</i> Auditions will be posted today! <i>Rumors</i> promotional tabling will come soon.</p>
f) Outreach	<p>Booking spaces for <i>Rumors</i> promotional tabling.</p> <p>Newsletter will be published this week.</p> <p>Working on <i>Rumors</i> press releases, contacts, etc.</p>
g) Production	<p><i>Rumors</i> costume visit at OLT booked for the 12th.</p> <p>All of <i>Rumors</i> is blocked!</p> <p>Meetings with all of the <i>Rumors</i> design heads have been scheduled. Set/ props have already been held.</p>

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	<p>Other projects have included finishing up with leftover <i>1984</i> set pieces, assisting <i>DG</i> prod team with audition prep, sourcing props/ set pieces for <i>Rumors</i>.</p>
h) Social Media	<p><i>Rumors</i> ticket sales have gone up.</p> <p><i>Rumors</i> off-book promo video will be filmed this week.</p> <p>Marketing meeting to be scheduled soon.</p>
i) Treasurer	<p>Current bank balance is \$100,317.55</p> <p>Third and final levy deposit was \$2,949.17 – lower than previous years, Smridhi will be inquiring about this.</p> <p>Will be scheduling a budget meeting with the <i>DG</i> prod team.</p> <p>With ADs, looking into hiring an external bookkeeper.</p> <ul style="list-style-type: none"><li>- If/ when someone becomes available, their position would be voted on.</li><li>- Paid position</li></ul> <p>All reimbursements are cashed/ up-to-date.</p>
j) Volunteer	<p>All <i>Rumors</i> introduction emails have been sent to volunteers.</p> <p>Will be meeting with Fiza for <i>Rumors</i> hair/ makeup.</p>
k) Webmaster	<p><i>DG</i> audition page is ongoing.</p> <p>Will be sending emails to those with virtual auditions to confirm their places.</p> <p><i>Rumors</i> tickets are up and running - 7 sold!</p> <p>Previous Shows page will be live tomorrow.</p>

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3.0 Open Forum	
a) Equity, Diversity, and Inclusion Committee Proposal	<p>Applications to hopefully go out in January.</p> <p>Contracts would go until AGM. Marketing and Finance would be chaired by the same person due to the responsibilities being relatively small.</p> <p>All reps would attend the monthly meetings, but general involvement would depend on the role.</p> <p>Possibility of having closed monthly meetings as well as periodic public town halls.</p> <p>January 18th - tentative date to get the EDI Committee running.</p>
b) Dorian Gray audition tabling + Rumors promotional tabling	<p>See Internal + Outreach notes for more details.</p>
c) AD Elections	<p>Coming up soon! Likely late February or early March.</p> <p>Board elections to come at the end of March/ early April.</p> <p>You will need to prepare a speech highlighting your interest and experience.</p>
4.0 Meeting Adjournment	
Motion to Close	<p>Moved by Michael Biason; Seconded by Levi Nabe.</p> <p>Meeting ends at 11:22 p.m. EST following completion of agenda items.</p>

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Action Items	
Action Items and Responsibilities	<i>All Positions</i> <ul style="list-style-type: none"><li>- Continue working on previously established projects/ tasks</li></ul>

- Meeting Adjourned -