



**SOCK 'N' BUSKIN BOARD MEETING MINUTES**  
**FEBRUARY 9, 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	<i>Regrets</i>
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)	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 Madison Edwards, Seconded by Levi Nabe.  The meeting opens at 10:08 a.m. EST.
2.0 Round Table	
a) Artistic Directors	<i>Rumors</i> busy/ wrapping up.  SEO meeting regarding fall orientation, more to come later in the meeting.

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	<p>Tunnel mural still in the works, the next meeting (TBD) will likely be in person.</p> <p>Archiving meeting to take place in the coming weeks.</p>
b) Equity and Accessibility	<p>E+A form was sent to the cast and crew.</p> <p>The sensitive content for <i>DG</i> has been finalized.</p> <p>Fight choreography for <i>DG</i> is in the works.</p>
c) Events	<p>Flower sales for <i>Rumors</i> has given good insight for what to do/ not do going forwards.</p> <p>The Events team has been working hard; the theme for the Willies has been selected (confidential!). The venue has been booked as well - Richcraft Hall. Guest list is in the works.</p> <p>Brainstorming final fundraisers for spring.</p> <p>Paint event on Wednesday night!</p>
d) Graphics	<p>Volunteer headshots for <i>Rumors</i> will be going up by the end of the weekend.</p> <p><i>DG</i> poster and events graphics will be completed next.</p>
e) Internal	<p><i>Rumors</i> program was completed; work on the <i>DG</i> program will start soon.</p> <p><i>DG</i> volunteer documents to be sent out this week.</p>
f) Outreach	<p>Newsletter has been published.</p> <p><i>Rumors</i> press releases sent out.</p> <p>Got a hold of a new contact for TV-related promotion.</p>

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	<p>Tabling for <i>Rumors</i> has been completed. Residence Commons wasn't nearly as successful as Tory Junction - tabling will not be set here again.</p>
g) Production	<p><i>Rumors</i> wrapping up.</p> <p><i>DG</i> fight choreographer and accent coach have been reached out to.</p> <p><i>DG</i> production meeting will be this week, will focus on set construction.</p>
h) Social Media	<p><i>Rumors</i> content wrapping up.</p> <p><i>DG</i> marketing coming soon; meeting with the production team in the coming days.</p>
i) Treasurer	<p>Current balance is \$87,844.57.</p> <p>\$9,807 was cleared from the Snb account - KM deposits.</p> <p><i>1984</i> tabling records have been uploaded to the full records spreadsheet.</p> <p>Written a proposal for an official procedure of the updated honorariums. More on this during Open Forum.</p> <p>Looking into hiring a bookkeeper - approximately \$300/ month, but this would not be a long-term hire (one or two months).</p>
j) Volunteer	<p>Met with the <i>DG</i> production team to decide on volunteers; almost all have now been completely onboarded.</p> <p>Sat in on tech and dress for <i>Rumors</i>; assisted with volunteer concerns.</p>

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k) Webmaster	Currently tracking <i>Rumors</i> ticket sales; as of the morning over 300 tickets have directly been bought from the website. <i>DG</i> ticket page to be worked on next, as well as general website upkeep.
3.0 Motion to Pass Honorarium Proposal	
a) 2.2: <i>“All members of the executive team that completes their full term, at the discretion of the Board, will receive their honorarium on the date of the Annual General Meeting.”</i>	Motion moved by Smridhi Malhotra, seconded by Madison Edwards.  Unanimous motion to pass.
3.0 Open Forum	
a) Board Check-in	In-camera.
b) Board Election	Deadline to put your name forward for AD is February 10th. Interviews/ voting will take place in the first week of March.  Tentative Board election dates: March 29th and 30th. Outgoing board members will be the review panel.
c) Preparing Turnover Documents	Reread the turnover document that you received, and modify it depending on how you have approached things; what has changed; deadlines; wisdom, etc.  E+A will need to create a turnover document from scratch.  Tentative deadline to be around board elections.
d) Merch	Merch platform going forwards will be a drop-shipper.  New ideas: keychains, mugs, bags, hats.  Merch station at the Willies?

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<p>e) Fall Orientation</p>	<p>Naomi and Aahana met with SEO to discuss fall orientation plans; ideas included a variety show/ full performance of a show. More ideas: select scenes from previous shows (licensing could be tricky), Monologue Night-esque event.</p>
<p>f) Director and Executive Liability Insurance</p>	<p>Would protect board members (e.g. those eventually liable for productions) from things such as removing/ changing lines in scripts; event liabilities, etc.</p> <p>\$1,100 - \$1,800/ year.</p> <p>Smridhi to look further into this; will submit an official proposal at the next board meeting.</p>
<p>4.0 Meeting Adjournment</p>	
<p>Motion to Close</p>	<p>Moved by Naomi Badour; Seconded by Michael Biason.</p> <p>Meeting ends at 11:37 a.m. EST following completion of agenda items.</p>
<p>Action Items</p>	
<p>Action Items and Responsibilities</p>	<p><b><i>All Positions</i></b></p> <ul style="list-style-type: none"> <li>- Continue working on previously established projects/ tasks</li> <li>- Smridhi to research and prepare a proposal for Executive Liability insurance</li> <li>- Max to create a 2024-2025 Policies and Bylaws folder on Google Drive</li> </ul>

**- Meeting Adjourned -**