



SOCK 'N' BUSKIN BOARD MEETING MINUTES
DECEMBER 1, 2024

Meeting Chaired by:
Naomi Badour, Co-Artistic Director

Prepared by:
Max Schneider, Internal Coordinator

Sock 'n' Buskin Board Meeting Minutes

NOVEMBER 3, 2024

Attendance

Position	Councillor	Attendance Status
Artistic Director	Aahana Uppal (she/her)	<i>Regrets</i>
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)	<i>Regrets</i>
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)	<i>Regrets</i>
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 Rey Duff, Seconded by Levi Nabe. The meeting opens at 10:10 a.m. EST.
2.0 Round Table	
a) Artistic Directors	<i>1984</i> sold over 600 tickets! Outsold the previous season's biggest show. <i>Rumors</i> rehearsals are running really well, scenes are all mostly blocked. Generally supporting <i>1984</i> + other events.

Sock 'n' Buskin Board Meeting Minutes

NOVEMBER 3, 2024

	<p>Returned NAC furniture used for <i>1984</i>.</p> <p>Met with the two archivists - Tess and Rebecca - hoping to get them started on the Google Drive.</p> <p><i>Dorian Gray</i> production team has changed - Gillian is taking the place of Madonna. Onboarding to begin soon.</p>
b) Equity and Accessibility	<p>Assisted in <i>Rumors</i> auditions and callbacks.</p> <p>Sent E+A forms to <i>Rumors</i> cast following rehearsals.</p> <p>Published feedback form for <i>1984</i> cast; will likely be extended until Wednesday to accommodate for more responses.</p>
c) Events	<p>Cookie Decorating was very successful!</p> <p>Variety Show taking place at Roosters this week.</p> <p>So far, the Events budget is under its projected expenses by approximately \$500..</p> <p>Going forwards, the events committee will have a spreadsheet that includes plans for all upcoming events.</p> <p>Willie's update: Richcraft Hall or Lagos.</p>
d) Graphics	<p><i>1984</i> graphics and headshots.</p> <p>Will have a meeting with Alec to discuss <i>Rumors</i> graphics/ marketing.</p> <p><i>Rumors</i> poster should be ready by January for earlier promotion.</p>
e) Internal	<p>Sent cast + crew documents to the <i>Rumors</i> team; waiting for four or five still. Will be getting in touch with the remaining few.</p>

Sock 'n' Buskin Board Meeting Minutes

NOVEMBER 3, 2024

f) Outreach	Was in contact with Apt613 and The Charlatan; each put out articles for <i>1984</i> .
g) Production	<p>In contact with OLT for returning costumes.</p> <p><i>Rumors</i> has a complete rehearsal schedule.</p> <p>Volunteer list for <i>Rumors</i> is just about complete.</p> <p><i>Dorian Gray</i> production schedule has gotten a draft.</p> <p>Projector used for <i>1984</i> has been returned to its owner.</p> <p><i>1984</i> couch will be going to the GSRC.</p> <p>Tife from <i>Rumors</i> has the SnB MacBook to work on QLab.</p> <p>The old SnB computer has been transported to Zane's computer temporarily, and will eventually be moved onto the new computer. Extra Google Drive storage might need to be purchased.</p> <p>An SnB Hotmail account has been found - Zane will be looking into what's in it.</p> <p>CMTS will be purchasing a shelf for long-term storage in the costume room</p>
h) Social Media	<p>Will be posting event roundups to Instagram.</p> <p>Will be looking into how to specifically integrate promotions on LinkedIn.</p> <p>Getting started on YouTube interview videos.</p>
i) Treasurer	A few <i>1984</i> reimbursements are still left to pay; the budget generally looks good.

Sock 'n' Buskin Board Meeting Minutes

NOVEMBER 3, 2024

	<p>Current bank balance is \$92,504.21! Thanks to years worth of Square ticket, raffle, and merch payments, an additional \$15,000 has been deposited into our bank account.</p> <p>We received our Fall levy; \$12,202.33.</p>
j) Volunteer	<p><i>Rumors</i> volunteer confirmations will be in the next week or two.</p>
k) Webmaster	<p>Finishing up what's left of <i>1984</i> tickets.</p> <p>Developing the <i>Rumors</i> ticket page.</p> <p>Reaching out to the <i>Dorian Gray</i> team soon to discuss audition requirements.</p>
3.0 Open Forum	
a) 1984 Reflection	<p>Audition forms could have more clarity going forwards in terms of listing the kinds/sizes of roles available.</p> <p>Having more communication from board members during set construction and tech to know who is where and when.</p> <p>Order more programs.</p> <p>Double and triple-check names for the programs.</p>
b) Equity, Diversity, and Inclusion Committee	<p>Committee to support the E+A Coordinator, as well as provide a structure that's built into SnB on a deeper level.</p> <p>Initiating and practicing workshops, having resources for more diverse hair, makeup, and costumes, etc.</p> <p>Open to the broader SnB community; not a sub-committee of the board (fewer participation restrictions).</p>

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NOVEMBER 3, 2024

c) 1984 Feedback Form	In-camera.
4.0 Meeting Adjournment	
Motion to Close	Moved by Levi Nabe; Seconded by Michael Biason. Meeting ends at 12:12 p.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 -