



SOCK 'N' BUSKIN BOARD MEETING MINUTES

SUNDAY SEPTEMBER 12, 2021

**Meeting Chaired by:
Neve Sugars-Keen, Artistic Director**

**Prepared by:
Andrea Makris, Webmaster**

- Meeting Minutes -

Sock 'n' Buskin General Board Meeting Minutes

12/09/21

Meeting Attendance – Sunday, September 12th, 2021		
Position	Councillor	Attendance Status
Artistic Director	Neve Sugars-Keen	Present
Artistic Director	Natascha Sekerinski	Present
Treasurer	Grace Smith	Present
External Coordinator	Martina Peterson	Present
Internal Coordinator	Arianna Fuke	Absent
Graphics Coordinator	Lauren McLaughlin	Present
Production Coordinator	Josiah McLellan	Present
Events and Accessibility	Gabbie Cruz	Present
Social Media Coordinator	Julienne Espiritu	Present
Webmaster	Andrea Makris	Present

Motion to Open

First: Natascha Sekerinski

Second: Gabbie Cruz

- Meeting Begins -

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Constitution Review

- Article 4, sub section 7: By whom and under what conditions what membership may be revoked
 - Membership may be revoked by a vote of 2/3 majority of by board members
 - Status: Amended
- Article 13, sub section 2: Sexual assault clause
 - We may go to the authorities if it is agreed on by the victim and the ADs
 - Status: Amended
- Article 6: “Quorum will consist of... Board Executives who are sitting at present”
- Article 7, sub section 3: Transfer from year to year of board members
 - “Returning Board members may submit a re-application form at the end of each year if they wish to remain on the SnB board for the following year, subject to approval by the ADs”
 - Status: Amended

Round Table - Board Updates

Webmaster: Andrea Makris

- Get Earnest Show Page up and running
- Looking into the show ticket booking of Advance Man
- Update today's board meeting minutes
- Keeping website up to date

Treasurer: Grace Smith

- Reimbursement forms are up to date
- Open a savings account – Talking to someone of the Scotiabank on the Carleton Campus
 - Getting a momentous plus savings account
- Advance man knows their budget and reimbursement info
- Earnest team, closer to audition dates, send in reimbursement information

Events and Accessibility: Gabbie Cruz

- Launch party went successfully!
- Currently preparing for the October event
 - New October event calendar release
 - Perhaps a movie costume night
- Doing risk management form at the top of each month

Social Media: Julienne Espiritu

- In the process of contacting the back to school give away winner
- Board member reveals on Instagram and Facebook

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Graphics: Lauren McLaughlin

- Board headshots ready to be uploaded through the SnB google drive – Board members send to Lauren their preferred picture
 - Other board members should send a preferred headshot to Lauren
- Prepping for Advance Man cast list
- Reaching out to poster producer and working on the advance man poster

Internal Coordinator: Arianna Fuke

Production Coordinator: Josiah McClellan

- Prop room clean-up is coming along
- Production forms for Advance Man are getting sent out to production team of Advance Man
 - Waiting to hear back from casts about sizing for costumes, etc.
- Once Advance man cast is finalized, figuring out

External Coordinator: Martina Peterson

- Got a lot of volunteer sign ups during expo and launch party
- Got a MailChimp list for separate list of volunteers only
- Sending out a call for volunteers for advance man – consulting with Max, Brooke and Sienna

Production Updates

Advance Man

- Advance Man auditions were last night – Call-backs today
 - Thirteen people coming to call-backs at Brewer Park
- Slowly figuring out props for the show
- Waiting for the cast list to be sorted out

The Importance of Being Earnest

- Earnest production assistant stage manager has stepped down from the roll
- Sending out for a call for volunteers after Advance Man

Artistic Director Updates

- Earnest has a new lighting board – Lighting capabilities in the church
- Making sure you are checking MS teams everyday
- Submitting weekly task expectations
- Each board member is expected to work about 5 hours helping out with a show
- It is expected for board members to attend the community events

Covid- 19 Updates

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- On campus possibilities for Advance Man – Outdoors minimize covid risk
 - Until further notice, Advance Man will rehearse off campus
- Fill out Risk assessment form for KM after we have the exact details of the Advance Man cast
 - Looking into further off campus options if not permitted to perform on campus

Open Forum

- Gabbie interested in setting up a workshop for the Fall/Winter semester
 - Winter semester workshop may be a go – Reach out to Ian Gillies near the end of September
- Josiah – If anyone knows of any good locations to rehearse or get together off campus outdoors
 - Neve – the church in the Glebe for rehearsal space, whether KM is allowing us to perform there or not, reaching out to Bronson centre for performance space

Motion to Close

First: Gabbie Cruz

Second: Martina Peterson

- Meeting Adjourned -