



**SOCK 'N' BUSKIN BOARD MEETING MINUTES**  
**SUNDAY, OCTOBER 3RD, 2021**

**Meeting Chaired by:**

**Natascha Sekerinski, Artistic Director**

**Prepared by:**

**Andrea Makris, Webmaster**

**Sock ‘n’ Buskin General Board Meeting Minutes**  
SUNDAY, OCTOBER 3, 2021

**Sock ‘n’ Buskin General Board Meeting**

**- Meeting Minutes -**

<b>Meeting Attendance – Sunday, October 3, 2021</b>		
<b>Position</b>	<b>Councillor</b>	<b>Attendance Status</b>
Artistic Director	Neve Sugars-Keen	Present
Artistic Director	Natascha Sekerinski	Present
Treasurer	Grace Smith	Present
External Coordinator	Martina Peterson	Present
Internal Coordinator	Arianna Fuke	Present
Graphics Coordinator	Lauren McLaughlin	Present
Production Coordinator	Josiah McLellan	Absent
Events and Accessibility	Gabbie Cruz	Absent
Social Media Coordinator	Julienne Espiritu	Present
Webmaster	Andrea Makris	Present

**Motion to Open**

First: Lauren McLaughlin

Second: Natascha Sekerinski

**- Meeting Begins –**

# **Sock 'n' Buskin General Board Meeting Minutes**

SUNDAY, OCTOBER 3, 2021

## **Round Table Board Updates**

### **Webmaster: Andrea Makris**

- Upload today's board meeting minutes to the website
- Add upcoming events to the events calendar
- Finalize Earnest audition timeslot bookings and making sure all audition information corresponds with the google drive
- Clean up the WordPress website
- Start to configure the show ticket booking for Advance Man
- Update the Earnest show page

### **Treasurer: Grace Smith**

- Advance Man Reimbursement forms fulfillment
- Need to schedule an appointment for savings account from Scotiabank
- Finance check from Earnest team

### **Events and Accessibility: Gabbie Cruz**

- October event is upcoming

### **Social Media: Julienne Espiritu**

- Marketing for Earnest auditions
- Marketing for October event
- Promoting Advance Man Tickets
- Want to create more TikTok/Instagram Reels for marketing

### **Graphics: Lauren McLaughlin**

- Graphics for October Event
- Marketing for earnest
- Poster for Advance Man (in contact with Bromely for posters)
  - Mock-up is in the works
- Order posters by second week of October
- Putting up posters around campus

### **Internal Coordinator: Arianna Fuke**

- Working on the newsletter
  - Include auditions for earnest
  - Team responses
  - Mention call for volunteers

### **Production Coordinator: Josiah McClellan**

- Lending out props for Clue: The Musical for uOttawa

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## **External Coordinator: Martina Peterson**

- Volunteer petitions for stagehands and ushers for Advance man
  - Send out a call for volunteers
  - Start drafting sign up forms

## **Artistic Director Updates: Natascha Sekerinski and Neve Sugars-Keen**

- Booked a church downtown for Advance man auditions
- Church in the Glebe for winter show, so hopefully can have rehearsal for Earnest there

## **Production Updates**

- Advance Man:
  - Rehearsals are going well
  - Rehearsal schedule is underway
  - Booking out church rehearsal space for in person rehearsals
  - Search for costumes is underway
- Earnest:
  - Auditions are coming up
  - 10 Auditions slots are filled at the moment
  - New assistant stage manager

## **Open Forum**

- Hopefully will have tech and dress rehearsal in Kailash Mital theatre

## **Motion to Close**

First: Martina Peterson

Second: Lauren McLaughlin

**- Meeting Adjourned -**