



SOCK 'N' BUSKIN BOARD MEETING MINUTES

FRIDAY, NOVEMBER 5TH 2021

**Meeting Chaired by:
Natascha Sekerinski, Artistic Director**

**Prepared by:
Andrea Makris, Webmaster**

Sock 'n' Buskin General Board Meeting

Sock ‘n’ Buskin General Board Meeting Minutes
NOVEMBER 5TH, 2021

- Meeting Minutes -

Meeting Attendance – November 5th, 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	Absent
Webmaster	Andrea Makris	Present

Motion to Open

First: Natascha Sekerinski

Second: Neve Sugars-Keen

- Meeting Begins –

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Round Table Board Updates

Webmaster: Andrea Makris

- Advance Man Ticket sales page has been posted
 - Still waiting on overall capacity – right now capacity is 20 people
- In contact with merch order company
 - Merch order mocks have been created – should be ready to go by Saturday
- Update today’s board meeting minutes

Treasurer: Grace Smith

- Advance man is good – their set budget has increased due to venue change
- Fulfilling reimbursement orders still in progress
- Earnest
 - Talked with Josiah & production team about budget and meet later in November about Earnest Budget
- Liability insurance

Events and Accessibility: Gabbie Cruz

- Escape room night has been postponed due to technical malfunctioning
- Going to plan games night instead over discord
 - Talk with graphics team to create graphics
 - Event is planned for November 9th @ 6:30
- Maybe planning for in-person event (potentially in-person events nights – escape room)

Social Media: Julienne Espiritu

- No notes at this time

Graphics: Lauren McLaughlin

- Rehearsal photos for Advance Man have been posted in the Facebook group chat
- Poster for advance man should be ordered by the end of the day
 - Will send out updates for when the posters come in
- Looking for people to help put the Advance Man posters up around school & the community
- Finishing up graphics for Advance man promo

Internal Coordinator: Arianna Fuke

- Posted the schedule for FOH for Advance Man

Production Coordinator: Josiah McClellan

- Advance Man is coming along
 - Brought most of the props out to the location

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- Tonight, we are moving flats and other set pieces out to the location
 - Painting and papering tonight
- The costumes are now finally figured out and settled
 - The paint and other decorative pieces were bought yesterday
- Earnest still early stages

External Coordinator: Martina Peterson

- Advance man has all the volunteers they need
 - We have lots of helping hands
- Putting up wallpaper and painting the set tonight (with help from board members)
- Currently 1 volunteer usher for Advance Man
 - Might have another volunteer later
- Begin reaching out to volunteers to help with Earnest in December
- In the following weeks, creating the feedback form for Advance Man for Cast and Crew

Artistic Director Updates: Natascha Sekerinski and Neve Sugars-Keen

- Venues – has been chaotic
 - For Anne, we are looking for a different space instead of KM theatre to future problems
 - Looking for spaces ASAP
- We are doing in-person rehearsals on campus in Patterson Hall
 - Filling out risk assessment forms
- We are looking at for rehearsal space for Earnest in case we are not allowed on campus
- Front of house for Advance Man
 - Students and Seniors are \$5, and Adults are \$10
 - Using the square app for people who are paying at the door
 - Making a post about it
 - We are accepting Cash, Credit and Debit online
 - At the end of the night, we must count cash
 - Online ticket sale forum and in-person tickets forum will be in the drive

Production Updates

- Advance Man
 - Tech starts tomorrow (Saturday, Nov 6th)
 - Starting lights tomorrow
 - Costumes are done (& have extra costumes as well)
 - Props are all good
 - Set building tonight
 - Change in cast
 - Centertown church venue is now confirmed
- Earnest
 - Act I was run yesterday
 - Starting basic blocking and scene work
 - Cast is coming along with their characters
 - Having as many rehearsals as possible on campus (starting tomorrow – Act II)
 - No immediate expenditures, nothing financial related yet

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- Looking at costuming next week – looking at what is in the prop room and what needs to be purchased

Open Forum

- Potentially selling some of the stock in the props and costume room as it is getting full
 - Older costumes and props we can get rid of, clearing out a bit of space and making room
- Don't forget to check your task calendars and keeping an eye on your stuff and task reminders
- Liability forums for the classrooms must be filled out

Motion to Close

First: Andrea Makris

Second: Gabbie Cruz

- Meeting Adjourned -