



SOCK 'N' BUSKIN BOARD MEETING MINUTES

SUNDAY, DECEMBER 5, 2021

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

**Prepared by:
Andrea Makris, Webmaster**

Sock 'n' Buskin General Board Meeting

- Meeting Minutes -

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

Meeting Attendance – Sunday, December 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	Present
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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Round Table Board Updates

Webmaster: Andrea Makris

- Update today's board meeting minutes
- Anne show page is ready to go – going to post that in the following weeks
 - Audition page will be posted in the new year
- Update Earnest page

Treasurer: Grace Smith

- Reimbursement Forms
- Updating the budget and making sure the venue reflects the theatre costs
- Updating the budget for Anne and Earnest

Events and Accessibility: Gabbie Cruz

- Cookie for Santa events coming up
 - Confirmed date is Dec 12th, 4-8pm
 - Drop-in event
 - Get graphics set up
 - Volunteer outreach for the event, and to the current cast and crews
 - RSVP required
 - Get supplies for the event for cookie baking
 - Bring Christmas sweaters
 - Arianna grabbing supplies from bulk barn later
- Have a board official event

Social Media: Julienne Espiritu

- Advance Man social media wrap up from the show
 - Post the final bios from the cast members
- Marking from the events
 - Making the playlist for the event
- Anne Audition posts
- Final show posts for Earnest

Graphics: Lauren McLaughlin

- Graphics done for the cookie event, putting in final details
 - Ready to post on social media by Julienne
- Reaching out to poster manufacturer on the show posters for the Importance of Being Earnest
- Photos from Advance Man are edited and ready to be posted

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Internal Coordinator: Arianna Fuke

- Monthly Newsletter roll out
 - Include Holiday themed activity
- Reaching out to Josiah to start including earnest promo in January

Production Coordinator: Josiah McClellan

- Organize the costume room
- Earnest has their costuming set out
 - Props are mostly figured out for the show
- Figuring out a “greenroom” space for Earnest
 - New venue at the arts court

External Coordinator: Martina Peterson

- Volunteer Feedback from Advance Man
 - Recruit the volunteers a little bit earlier in the show process
- Start Coordinating Volunteers for the Importance of Being Earnest

Artistic Director Updates: Natascha Sekerinski and Neve Sugars-Keen

- Make sure to check in with Natascha and Neve after tasks are happening
- Arrange things ahead of time with the Carp shop
- Anne Venue and Rehearsal Time change
 - New dates are now March 23rd-26th and now at The Arts Court
- AD elections & Re-application forums
 - Re-Application Forums are due on the 9th
 - AD elections take place Feb 5th
 - AD’s must prepare a 3–5-minute speech
- Youth Infringement are hosting a consent workshop and are looking for Sponsor
 - On Jan 16th – need a few people to go to the workshop

Production Updates

- Earnest is coming along well
 - First full run through happened yesterday
 - Most of the actors are off book by this point
 - Dates have been moved up one week earlier
- Advance Man is all done!
 - Feedback form has been submitted

Open Forum

- Feedback forum for Advance Man was submitted
 - Preferred most cast warmups and cast bonding games

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- Helping the new members feel welcomed
- Need to update the actor contract forums and highlight the commitment from the cast
 - Perhaps start a google sheet to keep track of the actors and rehearsal attendance in order to keep track of actor accountability for shows
- Continue to mask wearing backstage and continuing to enforce COVID-19
- Hopefully having Anne Auditions in person

Motion to Close

First: Lauren McLaughlin

Second: Gabbie Cruz

- Meeting Adjourned -