



**SOCK 'N' BUSKIN BOARD MEETING MINUTES**

**SATURDAY, FEBRUARY 5<sup>TH</sup>, 2022**

**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**

Saturday, February 5<sup>th</sup>, 2022

<b>Meeting Attendance – Saturday, February 5<sup>th</sup>, 2022</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	Present
Events and Accessibility	Gabbie Cruz	Present
Social Media Coordinator	Julienne Espiritu	Present
Webmaster	Andrea Makris	Present

## **Motion to Open**

First: Gabbie Cruz

Second: Josiah McLellan

**- Meeting Begins -**

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## **Round Table Board Updates**

### **Webmaster: Andrea Makris**

- Update today's board meeting minutes and post it on the website

### **Treasurer: Grace Smith**

- Touched base with the current production teams about their cost productions
- reimbursement forms all up to date

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

- Plan online Trivia Night via Discord
  - With Prizes??
- Willies planning with venue on Champagne Ave Amenities Room
  - Planning the venue, food, and drinks
  - Hollywood theme and rough itinerary

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

- Board intros are going up this week
- Trivia night promo is going up this week
- Waiting on Anne and Earnest show info

### **Graphics: Lauren McLaughlin**

- Board Headshots are going up this week
- Poster for earnest is under way
  - In contact with David Bromely regarding the posters
- Getting started on an Anne poster
- Making little Instagram feed posts
- Start taking photos of Anne and Earnest rehearsals

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

- Hoping to get newsletter out with coming week
  - Thinking about having an interactive element in the newsletter
- If you do the crossword or word-search and send it in they could get entered into a comp or discounted ticket into the show
- Event risk management form

### **External Coordinator: Martina Peterson**

- Contacted the Anne production team about the volunteer roles
- Draft form for the volunteers for Anne and Earnest
- Keep updating the MailChimp

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## **Production Coordinator: Josiah McClellan**

- Sent out the production form for the Anne team for props and costuming and other resources
  - Make a list of new things that need to be bought for any other necessary products

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

- Tickets – Since Anne and Earnest are happening around the same time
  - Offering ticket deal about buying a bundle deal
- Push AD elections back a little bit
- Planning to have Earnest in the Church
  - Finding new performance dates and letting the cast know
  - Hoping for tech rehearsal after reading week

## **Production Updates**

### **Earnest**

- Actors are all starting to get off-book and memorization
- Starting Earnest in-person rehearsals today with a zoom option
- No costumes or props have been bought yet
  - Need to communicate with the treasurer on prop and costume reimbursements

### **Anne**

- Anne Rehearsals are going well
  - Starting in-person today at the church with zoom option available
- Still figuring out scheduling
- Getting volunteers sorted

## **Open Forum**

- Talking about having a ticket bundle for Earnest and Anne on the ticket page.

## **Motion to Close**

First: Gabbie Cruz

Second: Lauren McLaughlin

**- Meeting Adjourned -**