

Pacific Okinawa Players

Board Meeting Minutes

November 3, 2014

Kadena Elementary School, Room C-13

- Members present: Jeanadette Ayres, President; Krista Hurley, Vice President; MiLyn Ward, Recording Secretary; Christine Smith, Artistic Director; Cathy Pickens, Historian; Becky Thomas, Treasurer, and Kate Smithyman, Publicist via speaker phone. Meeting commenced at 5:00 pm.
- Jeanadette
 - Cell phone usage – Originally purchased so Directors would be able to use it instead of their personal phone during a production. It's not getting used often and is an expense we need to look at cutting. Krista Hurley will check our account with Softbank to find out if we are under contract and/or what our options are for going on a prepaid plan.
 - Grandfathered membership – After review of June minutes where it was voted to grandfather members who were current as of August 1st for the entire season, the Board made a motion to amend the guideline to do away with the grandfather clause. All Approved.
 - Dues will be due from every member on Aug 1st for the current season, even if a member joins during the last show of the previous season or during the summer. Dues are due Aug. 1st for the following reasons:
 - Full members have voting rights
 - Allows for efficient accountability of membership
 - All actors/crew members must be current POPs members in order to participate in any production. The organization cannot be held accountable if people choose not to begin their membership earlier in the season.
 - The season begins on August 1st every year.
 - Proposed shows in need of new directors - Jeanadette will send an email out to specific members who might be able to help with these shows (experienced Directors). There was a lot of discussion about the importance of encouraging people not to overcommit to volunteering with too many productions and about holding Directors accountable for not being able to fulfill commitments. It was also acknowledged that unforeseen circumstances arise and the focus should be on preventing negative publicity, not penalizing people who actively volunteer. Kate suggested we not advertise the lineup for the entire year going forward in order to avoid the negative publicity, if a show has to be dropped. All agreed.
 - Christmas Follies – Need someone with Director's experience who can secure a venue. Due to the time constraints, this show may have to be dropped.
 - Pretentious Young Ladies – Jeanadette will contact Heather Havel to find out if she is going to commit to directing this show before seeking out another director.

- PayPal Account – Jeanadette will make sure all recent money that has been uploaded from membership payments is moved before closing the account. The external link directing members to the PayPal account has been removed by Kate.
- Krista Hurley will write the POPs newsletter. Target release date is Dec 1st. Some items that will be included are a President’s Corner submitted by Jeanadette, upcoming audition information, production call for help, membership information, etc.
- The Board will meet at Jeanadette’s house on Nov. 22, 2014 at 1330 to discuss specific roles and responsibilities of Board members.

Meeting adjourned at 5:43
 Respectfully submitted,
 MiLyn Ward
 Recording Secretary

Action Items:

Person(s)	Due Date	Task
AD, Pres, VP	Ongoing	Research all possible actions to gain Army Entertainment support.
MS	ASAP	Follow up with AFN to renew contract for Friday spot.
Jackie	Ongoing	Research information about coins.
Kate	Ongoing	Determine feasibility of POPs representation at Kadena’s Newcomer’s Brief (do we have volunteers)
All Board Members	Nov. 22 13:30	Board meeting to specifically address roles and responsibilities.
Pres	ASAP	Transfer money and close PayPal account