

Pacific Okinawa Players (POPs)
General Meeting Minutes
Tuesday, February 3, 2015
Kadena Elementary School, Room C-13

Meeting called to order @ 6:04 by President Jeanadette Ayres. Minutes from the January 2015 general meeting were approved as written and posted on website.
There were no new introductions.

Officer's Reports

- President, Jeanadette Ayres: No report at this time.
- Treasurer, Becky Thomas: Not present. No report at this time.
- Vice President, Krista Hurley: Not present. Pictures were taken of all of the costumes and props that were inside the cage last month and will be added to the inventory. Costumes and/or props that have been purchased for Peter Pan also need to be added to the inventory.
- Membership Secretary, Grace Leiper: Not present. As of 1/21/2015 we have:
13 Lifetime members, 43 full members, 30 junior members = Total members: 86
*3 members have no forms. They are Rebecca Baylis (full), Lydia McCammon (jr), and Mandy McCammon (full).
- Recording Secretary, MiLyn Ward: Will bring up mailing list question in new business.
- Publicist, Kate Smithyman:
 - We are back on the radio! Our new spot will be the second Wed of every month at 7:15 am. Our first spot will be this month Feb 11th. Kate will need to email the talking points to the station 4 days in advance. Two weeks before she will reach out to the Board and the Directors of the current shows to get their talking points and find out if they would like to provide a guest speaker from the production. We need to arrive at the station 15 minutes before we go on the air.
 - Web promotions for Peter Pan events are up. Charlie Brown auditions will follow soon. Monica Paulsen is producing flyers for You're a Good Man, Charlie Brown. Heather Havel has a designer to help with posters for Pretentious Young Ladies. Kate is available to help with promotional items for all productions.
- Technical Director: Vacant
- Artistic Director, Christine Smith: We sent payment to Tams Witmark and have the Charlie Brown scripts and the piano/CD scores. We are waiting on the orchestra score.
- Historian, Cathy Pickens: Pictures will be taken at dress rehearsals and during the shows. Pictures will be sent to Kate for web promotion. Members are encouraged to share the pictures on their personal Face Book pages. Word of mouth is the best advertisement.

Old Business

- MWR Sponsorship (Ongoing research): The Board will meet at the beginning of March and discuss details. The goal will be for Krista to go back to MWR by the end of March with specific questions that need to be addressed.

- Peter Pan Jr. updates (Christine Smith): We are almost done with blocking and everyone is working hard. We will send out an electronic volunteer sign-up to parents first and then to the general membership. We need crew volunteers that can work every show.

New Business

- Mailing list purpose and current use (MiLyn Ward): There have been questions brought up as to how we utilize our mailing list. The newsletter has only been emailed to members and volunteers are generally solicited from our member's list. What is the purpose of the mailing list and do we need to maintain it when all public information is updated on the webpage?

Discussion ensued and there was a motion made and approved to start emailing the monthly newsletter to all members AND to all contacts on our mailing list, effective immediately. Kate will streamline the volunteer/contact forms so that people who contact POPS with specific questions will get answers, but there will not be options on the form for POPS to specifically contact anyone on the mailing list at a later date for the purpose of volunteer recruitment. Streamlining the forms will encourage those who want to get involved to stay informed via the webpage and contact us when they want to volunteer with a particular production.

- Pay Pal and Contact Forms stating membership without payment (Kate): Pay Pal technology has improved for small business accounts and there is now an option to print spreadsheets and financial data that could help keep track of membership payments. Kate requested approval to continue researching this tool for membership purposes only. She proposes to link Pay Pal to the membership form on the webpage so that the form would not be able to be submitted without payment to Pay Pal. Downloading the membership form will still be an option for anyone not wanting to use Pay Pal. More information about setting up a Pay Pal account for our organization will be researched and presented to the Board.
- New Membership benefit proposal (Krista via email sent to MiLyn): There was discussion about the possibility of adding membership benefits and/or perks to membership. There was agreement that for the \$10 membership fee, the benefits are already well worth the membership fee. Members felt that the monthly newsletter will

make people want to get more involved and become members. No motion was made in regard to this proposal.

- Pretentious Young Ladies (Heather): Auditions will be the 2nd weekend in March. Performance dates are TBD. It is a one act and is not a musical. There is a modern twist to the performance. Heather is open to having an assistant director, if anyone wants to get director's credit. There will be a need for a crew to move large set pieces.
- You're a Good Man, Charlie Brown (Ben): Auditions are March 7th and call backs are March 8th. Age ranges are high school to adult.
- End of the year celebration proposal (Heather Havel): Pot luck dinner/ Talent Show in the Foster Community Theater in lieu of a banquet/ball. Discussion was favorable and it would save money. Tabled until the next Board meeting.

Meeting adjourned at 6:52 pm

Respectfully submitted,

MiLyn Ward

Recording Secretary

Action Items:

| Person | Due Date | Task |
|-----------------|----------|---|
| Jeanadette | ASAP | Find out if there is a plan to add a picture gallery to the website. |
| Membership | On-going | Notify Kate Smithyman, if able to commit to 6 months of working the table at Kadena New Comers' Orientation |
| Membership | On-going | Contact Kate Smithyman, if interested in being part of a marketing committee. |
| Board Members | ASAP | Continue to pursue options MWR sponsorship |
| Board | Ongoing | Discuss information provided by Jackie Weizer about coins for departing members |
| Board | Ongoing | Address communication concerns for standard operating procedures |
| Members | Ongoing | Email POPs membership email with any information for how to do a fundraiser on the different bases. |
| MS | ASAP | Contact members who need to update membership forms. |
| Kate and Krista | ASAP | Pay Pal research for collecting membership fees and streamline contact/volunteer forms on the webpage. |