

## Pacific Okinawa Players

### Board Meeting Minutes

October 5, 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; and Kate Smithyman, Acting Publicist. Meeting commenced at 4:08 pm.
- Jeanadette
  - Dumb lights update - Ben ordered 5 light bulbs. All lights in the theater are set.
- Kate Smithyman
  - AFN Friday spot renewal update – Grace was asked to handle this since she is in direct contact with AFN. We will try to get a spot between the two Snow Queen performance weekends.
  - Web master update (moving data from old to new webpages/storage areas) – old data is all on a disk. Storing pictures on a disk is the best way to store them since Dropbox does not have enough storage space.
  - POPs representation at the Kadena Newcomers’ Orientation – Kate needs to write a very persuasive email stating why POPs should be represented at this event because we must prove that our organization will be beneficial to the Kadena community. Normally, ITT restricts advertising and makes you pay for it. Before we go further with trying to advertise at this event, we need two volunteers who can commit to going to the meeting for the next six months. It is held on Wednesdays at 2pm. Kate will also check into becoming a private organization on Kadena for the purpose of participating in this event.
  - Face Book member group page
    - Update on moving any information/pictures to another location and closing down – Webpage will remain dormant for now, but we are not going to shut it down.
- MTI update
  - Update on whether or not Jaime Lee Jones-Eastman found and returned *Next to Normal* – We have not heard from Jaime yet, but Jeanadette will inform the Board when she does hear from her.
- Jackie
  - Coins for departing members – information is still in the research phase.
- Music/Production
  - We paid ASCAP license renewal of \$121.35.
  - Recent notice from Army Entertainment no longer supporting our theater- The Board needs to find out what “affiliation” means. We will investigate all options for getting back with Army Entertainment.

Krista – Will speak to MWR about “affiliation” and see if becoming a private organization on Torii Station will get POPs sponsored by Army Entertainment again.

Christine – Will ask Amy Cosby, Army Entertainment Rep., if doing a performance on Torii Station will help get us sponsored.

Cathy – Will talk to a contact who is a representative of Army Entertainment in Germany.

- Volunteer update for Snow Queen...is everything covered? Will ask during General Meeting and look into asking the Single Marine Program for help, if needed.
- Were there any plans submitted for a Courtney Fest caroling group? Will ask during General Meeting.
- Set date, if possible, for a meeting specifically to revisit documents, position descriptions, review the constitution and bylaws, and clear up any logistical confusion about responsibilities of the board members. – No date set at this meeting.

#### Other business:

- Treasurer report read by Jeanadette. Becky ordered more checks.
- Clear up communication about who must be a member of POPs (stage crew, cast, etc.).
- Content sent out to our mailing list consists of casting calls and newsletters.
- PayPal account established under Trystan’s name – Jeanadette will research what to do with this account.
- POPs Go Daddy account for hosting our website will be paid for the year by Kate and she will be reimbursed for all past and present receipts.
- Discussion on how to fill the seats for the shows:
  - Friends of the Theater for all members is beneficial to help promote show
  - Cast members need to bring in the audience by advertising to all friends
  - POPs member challenge is to bring at least two people to a show
  - Radio spots
  - Posters
  - Advertise at schools with permission from Principal
- Moving forward with productions without Army Entertainment sponsorship:
  - Christine will contact MTI
  - Ben will contact Tam-Witmark

Meeting adjourned at 5:23

Action Items:

<b>Person(s)</b>	<b>Due Date</b>	<b>Task</b>
AD, VP, Cathy	ASAP	Research all possible actions to gain Army Entertainment support.
MS	ASAP	Follow up with AFN to renew contract for Friday spot.
Jackie	Next Meeting	Research information about coins.
All	ASAP	Set date for Board meeting to specifically address roles and responsibilities.
Pres	ASAP	Explore what to do with PayPal account (close or transfer).