

Pacific Okinawa Players Board Members Meeting Fri Jan 3, 2014

Called to Order at 6:36pm

Members present:

- Trystan Brakefield: President
- Jeanadette Ayres: VP
- Cathy Pickens: Historian
- Christine Smith: Artistic Director
- Grace Leiper: Membership Secretary
- Zaneta Padilla: Publicist
- Todd Hyson: Ombudsman

PayPal-

- PayPal has different parts to its website that specific officers will maintain
- Easily track where expenses and/or sales are going via reports/statements
- PayPal assigns an item # per transaction, making it easier to locate a specific transaction
- Money is transferrable from PayPal account to Community Bank acct. A test has already been done and it was successful.
- Device can be ordered and sent to attach a smart phone and create the capability to take "card" at the window. However, at this time the board is not interested.

PayPal- Debit Card

- There would be a small % fee for each transaction made
- There would be less hands involved with the finances
- Possibly eliminate or lessen the amount of reimbursements given.
- Once our account reaches 2mos membership, we can then look into a debit card, and the board has agreed to revisit this at next month's meeting.

Advertising

- Trystan tested FB advertising with approximately \$30. The money came from the PayPal account. The board agreed that this would fall under the budgeted publicity account.
- Grace mentioned that if you don't put money into a fan/like page, it appears that FB starts "hiding" it.
- Trystan ran the ads for approx. 2days, just in time for her show to open. Our Facebook "Likes" increased by 54. She showed less people reached for POPs once the advertising had ended.
- FB ads also allow you to see how many people we have reached.
- Admin users for our fan page would only handle these ads.
- We can set whatever amount of \$ to use for FB advertising, and how long/often they run. The max being that you've reached the amount you've put in. Money is not charged until ad is stopped or money runs out.
- Using the FB ads was suggested to be left up to the current director, and then from there contact the Publicist to work out ad details.
- To help with getting our name out there, Cathy suggested that she could come in once a

week to take pictures, and then post them to FB, having members tagged, to be seen by their friends.

- Board discussed whether any kind of advertising for shows should come from the publicity budget, instead of the individual budget for the shows. Decision tabled and will be discussed at a later meeting.

#### Dropbox

- Doing well with forms constantly being updated.
- Dropbox allows the option to share a file with a member/non-member without having “login” access to the account itself.
- From membership forms to treasurer reports, etc., Dropbox helps keep records organized digitally.
- Side note: Membership forms are not available on the website yet; however, Trystan will look into getting that taken care of.
- POPs will receive an email each time someone does something within the account or a shared file.
- Dropbox also eliminates the use of flash drives/zip drives, and it is free up to 5GB.
- Storage can be increased for a small fee for up to one year, but at this time 5GB is plenty.

#### Tams-Whitmark

- We have an outstanding bill for Tams-Whitmark for \$1,152.50, all in regards to Wizard of Oz.
  - 1) \$179.59 for “Expedited” shipping fees, which Army Entertainment does not cover for us
  - 2) \$45 for 3 missing regular scripts
  - 3) \$65 for 1 conductor’s script
  - 4) \$865 2mos worth of late fees, even though we were 3months late
- We must pay the bill or lose our good standing with them. Board agrees to pay, however it must also be presented to the membership due to the amount being over \$200.
- Further discussion reflected that better accountability must to happen in order to prevent this situation from reoccurring.

#### Finance

- Our account balance increased after deposits from the revenue from *Snow White*.

Motion to adjourn and seconded. Meeting adjourned at 8:03pm.

Respectfully submitted

Jeanadette Ayres, VP  
Acting Recording Secretary

Yuen 1/6/14 10:53 AM

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