

**Pacific Okinawa Players**  
**Board Meeting Minutes**  
**Foster Library**  
**April 18, 2015**

**Members present: Jeanadette Ayres, President; Krista Hurley, Vice President; MiLyn Ward, Recording Secretary; Christine Smith, Artistic Director; Cathy Pickens, Historian; Kate Smithyman, Publicist; and Monica Poulsen, Technical Director.**  
**Meeting commenced at 1:10 pm.**

- Requests for future POPs productions (presented by Ben Ayers via email to the board)
  1. (ASAP) Schematic of the stage dimensions.  
**We have a schematic now. A PDF was created and will be located and added to Dropbox.**
  2. A sound board box to store and transport wireless receivers and sound board safely.  
**Monica Poulsen will research the following:**  
**1<sup>st</sup> Sound board with a minimum of 24 analogue channels and sound board box**  
**2<sup>nd</sup> Personal mics**  
**3<sup>rd</sup> Boundary mics**  
**As of this date, our ceiling mics are in good working order. We could use one more to enhance sound quality. Jeff Fauver was emailed for sound design input. Randy Pickens will be asked to help design the storage/transport of the new sound board.**
  3. Establish a database of all pops members interested in helping in all behind stage activities.  
**Krista Hurley has updated all membership databases. Members receive monthly newsletters. Our mailing list receives monthly email blasts.**
  4. A new communications system and headsets during productions.  
**This item was tabled for now. We may want to research individual headsets with wireless packs in the future.**
  5. A list of places to advertise on island and prices for each.  
**Katy Smithyman has an excel spreadsheet with this information and will upload it onto Dropbox. We will continue to look for free advertising opportunities.**
  6. An after action report for actors, tech crew, and directors for previous plays in order to not repeat same mistakes.  
Types of questions suggested for after action report:  
What was the highlight of your experience in (blank) production?  
What aspect/s of the production do you think could be improved?  
If you have any advice to give to the next person in your position what would it be?  
How likely are you to continue to be a part of POPs in the future?)

**Kate Smithyman will work with Ben Ayres and Monica Poulsen in order to develop questions on Survey Monkey. For now, this survey will be used with the You're a Good Man, Charlie Brown to give the Director feedback and to see if there is useful information that the Board could use as helpful suggestions of Do's and Don'ts for future productions. If information proves useful, this kind of survey might be used POPs wide in the future. There will need to be a process put into place for evaluating and communicating the information.**

7. An inventory of all the props/ tech in storage and list of contact information of other theater troupes in town that may be able to assist in borrowing props.

**Krista Hurley has been working on updating our inventory information. It was suggested that when breaking set and deciding to get rid of something that is no longer useful, a list of items be created by the Director and sent to Krista Hurley for inventory control purposes. The cage needs to be reorganized. Randy Pickens will be asked to see if it is feasible to make partitions to help section off areas of the cage. Kate Smithyman will look into digital technology that might help make a picture inventory.**

**There are no other theater troupes in town besides the high school drama departments. We will continue to build good relationships with the drama teachers at the high schools.**

- Is there a plan to add a picture gallery to the website?  
**Kate Smithyman and Krista Hurley will work together to incorporate links on the public webpage for “Best of” and “Archived” pictures. Cathy Pickens, or the future Historian, will put pictures on a DVD and give it to Kate to upload onto the web. Members will be able to copy any picture they want from the web.**
- Presidential Awards  
**Christine Smith nominates:**
  - **Ben Ayres for his participation in lighting design for Snow Queen, Peter Pan, Jr, and for Directing You're a Good Man, Charlie Brown.**
  - **Jackie Weiser for her support with working the sound board for three shows.**
  - **Krista Hurley for her support in many areas of need to include, but not limited to, volunteering during every show, driving people home, and helping actors learn lines.**
- Discuss voting regulations. At the last membership meeting, a member asked about absentee ballots.  
**There are two versions of the Constitution and the Board needs to research and find out which one is the latest version. One version states that members must be present in order to vote, and the other version makes no mention of it at all. At this time, there will be no absentee ballots. Members must be present at the meeting in order to vote.**
- Nominations and Elections – POC Audrey Wiggins – a new gmail account has been set up to receive nominations.

Proposed schedule:

Accept nominations through Thursday, April 30th

Publish a ballot with the slate of candidates on Monday, May 4th

Count the votes at the May 11th meeting so that our new & re-elected officers may be prepared to serve on 1 June (per the Constitution).

**The ballots should contain an additional blank space for nominations accepted from the floor during the next general membership meeting.**

- Discuss option of becoming private organization on Kadena  
**Monica Poulsen will fill out the following paperwork and submit it to Mami Iwahashi**

**Financial Management**

**18th Force Support Squadron /FSRF**

**Kadena AB, Japan**

1. Request for Approval to become a PO
2. Constitution and Bylaws
3. Copy of Liability insurance. (or " waiver of insurance request)
4. Officers Roster (You can use yours but DEROS info is required.)

**We must be a private organization with Kadena in order to fundraise on Kadena. Officers should send their name, address, and DEROS to Monica so she can add it to the Officer Roster form.**

**Jeanadette Ayres will contact Dawn Benbow to find out if we have a copy of our liability insurance on file.**

- Membership Recognition (Jackie) - Coins for departing members and guidelines for who gets one and what they represent.

**This item will be tabled until next season.**

Meeting adjourned: 3:52pm

Action Items

| Person(s)               | Due Date     | Task   |
|-------------------------|--------------|--|
| President and Publicist | ASAP         | Draft letter of inquiry to POC at Camp Zama  |
| President               | ASAP         | Contact Dawn Benbow for copy of liability insurance.   |
| Publicist and VP        | ASAP         | Research adding picture links to public web page.  |
| Publicist               | ASAP         | Create Survey Monkey for after action report   |
| Publicist               | ASAP         | Research cost of membership envelopes and send screenshot to Board for approval before ordering. |
| Publicist               | ASAP         | Research digit inventory tracking possibilities  |
| Publicist               | ASAP         | Upload advertising contacts onto Dropbox   |
| VP                      | Now – May 16 | Manage Pay Pal ticket sales for You're a Good Man, Charlie Brown.                                |

|               |               |  |
|---------------|---------------|--|
| VP            | Before May 16 | Establish protocol with Director for reporting items that will be discarded when breaking set. |
| Tech Director | ASAP          | Submit paperwork for becoming a PO on Kadena.  |
| Tech Director | ASAP          | Research cost to replace sound board and protective case                                       |
|               |               |  |