

Pacific Okinawa Player
BOARD MEETING MINUTES
Kadena AB Library
November 16, 2015

Attendees:

President (vacant)	Artistic Director-Christine Smith
Vice President-Krista Hurley	Technical Director
Treasurer-Becky Thomas	Publicist-Kate Smithyman
Membership Secretary-Monica Poulsen	Historian-Cathy Pickens
Recording Secretary – Mandy McCammon (acting)	

Meeting called to order at 6:05p.m.

Old Business

1. Membership Secretary will be PCSing o/a Jan. How to fill this vacancy?
2. **Membership cards** – Grace found the membership cards. Monica will contact Grace to obtain those cards.
3. **Free Show v Friends of Theater (FOT)**. No change to current practice.
4. **Update Officer Binders on DropBox.**
 - a. **Box Office instructions** – Cathy will ask Christine if she has that already something created for that.
Instructions need to be improved for:
 - i. processing “free show” for members
 - ii. counting money at end of show
 - iii. how tickets correlate to money received

Email address: www.dropbox.com,
username: popsmembership@gmail.com, pw: Popsboard2016. (must use the period)
5. **Schilling Rec Center** –Mention this at every membership meeting to remind members to submit a show.

New Business

1. **Special Election. Audrey Wiggins will run the special election to fill the** following vacancies: president, recording secretary, membership secretary (later), ombudsman
2. **Quarterly and Annual Reporting.** Past due. Krista and Becky will work together to complete.
3. **Constitution/Bylaws Updates.** Multiple different copies of both. Will defer to the 3rd quarter Board meeting.
4. **POPs Ball.** Purpose: End of year celebration and scholarship recognition. No budget earmarked from POPs. All funds raised through max of two fundraisers. Audience: anyone who worked on a show during the season.
5. **Workroom Clean out.** Will re-do in January as a part of the set build for Harmony High.
6. **MLK Event.** This was a request from the community to perform a skit that looks at what society was like before and after MLK. Performance is scheduled for MLK day in Jan (Jan 15?). Will email members to see who may be interested in doing it on their own.
7. **Summer workshops** to develop talent. (did not discuss)
8. **Private Org on KAB.** Status. (did not discuss)

9. **Okuma Event.** Request from MWR; “Wild West” theme. Sent a request to the organizers for more information but have not heard back.

Meeting Adjourned at 7:42 pm.

Action Items

Task	Due	Who
Get membership cards from Grace	Dec2	Monica Poulsen
Get Box Office Instructions from Christine	Dec 2	Cathy Pickens
Remind members at every meeting about Schilling Tinsel Town		Christine Smith
Obtain a copy of the custodian memo template to remove J Ayres name as custodian from bank account	Dec 2	Becky Thomas

Prepared by: Krista Hurley

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