

PACIFIC OKINAWA PLAYERS

Board Meeting

June 2, 2013

Board Members Present: Trystan Brakefield, President; Kristin Renfro, Vice President; Jackie Groth, Treasurer; Christine Smith, Artistic Director; Grace Leiper, Membership Secretary; Erica Stewart, Publicist; Cathy Pickens, Historian; Yuen Liang, Recording Secretary. Meeting commenced at 2:02pm.

POPs Bylaws and Constitution: The President briefly reviewed the contents of the Bylaws and Constitution, which were just recently updated and voted in by the membership at the last General Meeting. The President discussed the need for Board Members to act professionally and to follow theater etiquette, as one previous Board Member was recalled for repeated offenses. Board members are not required to memorize these documents but are asked to review them and understand their contents.

Board Member Interactions: The President gave an overview of how each Board member's responsibilities involved sending reports to other Board members and helping each other edit and review reports.

The President advised that there should not be negative comments about other board members in front of the general membership and at official events.

Officers' Updates:

1. The current Vice President will be leaving island in September and has been advised to submit a letter of resignation with the last day she will serve in her office. Submitting a resignation letter will allow the Board to open her office up for nominations at the next General Meeting.
2. The current Ombudsman will be leaving island later this year and will also be advised to submit a letter of resignation so that the Board can call for nominations.

Display cases: MCCS advised last season's Publicist that they will begin charging an ad fee to use the two marquee cases in front of the theater. The new Publicist will inquire with MCCS for the ad rates for these cases.

Season Posters: The new Publicist will begin work on the season poster after the vote on proposals at the next General Meeting.

Promotional opportunities: Other promotional opportunities were discussed, including

- Base Bulletins: each military base issues a regular e-bulletin.
- SLO's: School Liaison Officers, who can announce shows to the schools. Can contact the District Superintendent's Office (DSO) for their information.
- The Vice President suggested running an ad in the movie theaters, which are run by AAFES.

- FRO bulletins: there is some question as to whether FROs are allowed to announce non USMC/MCCS events, but apparently some FROs do so, and we should make sure to get in their bulletins.
- The Treasurer suggested that each show should advertise allowing members to pre-purchase tickets and thus can pre-pay for show t-shirts. There are some logistical hurdles to such a promotion, such as confirming the shirt design, sourcing colors, and doing multiple shirt orders (e.g., with and without cast names), but they could be overcome if the production plans ahead.

TV commercial: TV commercial: pending final edits from Joe. In the meantime, the Artistic Director requested that AFN put the old commercial back on air.

Business cards: The Publicist will have the business cards for the new season designed once the shows for next season have been voted upon. The Board agreed that last year's design was nice, but that putting a couple more similar images in the rotation may help to differentiate the seasons while keeping a consistent POPs brand.

Keys: A new key has been issued for the side door to the Auditorium. The President has signed for it with MCCS. The Board requested that someone look into removing the lock to the men's room, as the door has been locked during a performance, and the only person with the key is the Facility Manager.

Food at General Meetings: The Board decided against having food at General Meetings, as many people who attend them are trying to get through the meeting efficiently. Also, they determined the funds would be better spent on events such as set building.

Upcoming events: Next general meetings will be August 19th, September 16th and October 7th. August 26th was originally suggested but that is the first day of school, and many teachers who are POPs members will be busy. The POPs annual BBQ will be September 7th. Information Booth at the Kadena BX to promote the first show of the season will be September 28th and 29th. The President will request reservations for both events. The President asked the Publicist to have the season poster and business cards done before the Information Booth days.

Budget Review: Line items—The POPs camera is with member Casi Denman, who was reimbursed for the item. She will be contacted to return the camera. The Technical Director will be contacted to confirm the estimated budget for the upkeep of technical equipment in inventory.

AACT membership renewal: The Artistic Director received a request for renewal from AACT. POPs' membership to AACT expires 1 September. The Board approved a 3-year renewal for \$330. A separate General Membership vote is not needed because (1) POPs require this membership in order to exist as a community theater; (2) when prorated annually, the cost is less than the \$200 limit.

Proposals: Since having too many shows over the Christmas season would spread POPs' resources too thin, The Board decided that the General Members would be asked to vote for either the Christmas Pantomime or It's a Wonderful Life radio show to run over the Christmas

season. Lifetime Member Melanie Bales will be proposing a Christmas Variety Show at the next General Meeting. Since it will not require funds from POPs, it will be voted on separately.

Voting schedule for 2013-14 season: Given the hectic end-of-season performance schedule, the Board decided to change the timing of the vote on proposals and the vote for the 2014-2015 Board. Show proposals will be due on March 1st, with a General Membership vote at the April meeting. Nominations for the Board will be taken at the April meeting, with the vote for officers to occur in May.

Meeting adjourned at 3:54 PM.

Respectfully submitted,
Yuen Liang
POPS Recording Secretary