

Pacific Okinawa Players

Board Meeting
March 28, 2014

Members present: Jeanadette Ayres, President; Grace Leiper, Membership Secretary; Jackie Weizer (formerly Groth), Treasurer; Christine Smith, Artistic Director; Cathy Pickens, Historian; Yuen Liang, Recording Secretary. Meeting commenced at 3:35 pm.

- PayPal update: The Paypal personal account is still open but the funds have been transferred out of it. It is ready for closure. Next step is to transfer the funds to a business account.
- Membership gift certificates as MCCA sponsor giveaway items: Recording Secretary was the Publicist last season and confirmed we can continue to offer gift certificates for a free membership to fulfill our MCCA sponsorship agreement, as in the past season.
- Annual member dinner/ball: The committee has found availability at the Habu Pit but is waiting on other venues to reply. Habu Pit has held the dates for us for a week and we need to respond today. Membership Secretary called the Butler O'Club during the meeting to check availability: they confirmed they have availability, but their minimum per person is \$35, which the Board agreed is beyond the budget of most members. Board agreed unanimously to call the Habu Pit to see if May 31st is available; if not, we will take the original date of May 16th.
- Scholarship: deadline for applications is April 26th. This year's committee comprised of Cathy, Heather, Marie, and Christine. Scholarship budget needs to be voted upon by membership, but possibly \$2000-2500 can be available. However, given upcoming expenses such as replacing the sound board (see next bullet point), this number will most likely need to be lowered.
- Sound board update: Mr. Phil Snook (**Christine – please confirm spelling?**) looked at the sound. We currently have a top-of-the-line brand board, but he does not think we need to spend as much. Equipment items that may be needed next season:
 - New amplifier
 - New sound board. Estimated cost for a new mid-level brand board is \$3000.
 - Extension pack that can plug into a line of the main board to include more microphones.
 - Sound board case to protect it from dusts, spills, etc. Estimated cost \$400.He needs to conduct further tests and will try to bring in his own equipment. The next board will need to set a Tech Budget (with or without a Tech Director in place) to have a buffer or "down payment" for this and future seasons.
- Publicist resignation: Zaneta Padilla submitted her resignation as Publicist by email to the President. The Board accepts her resignation. Yuen Liang has volunteered and is appointed temporary Publicist until someone else volunteers at the April General Meeting; if no one, then at elections at the May General Meeting.
- Night of One Acts (NoA) update: The show currently does not have a budget, as the original director was allowed to submit the proposal to the previous Artistic Director (AD) without a dollar amount entered. The current director of the show will give an estimated budget to AD given current and projected expenses. Board recommends

including at least the amounts for printing tickets and programs and t-shirts for the production team. POPs precedence before Trystan as President has been to include production team t-shirts as a show expense, not a general POPs expense.

- Future protocol for replacing directors? Zaneta also resigned as Assistant Director in Night of One Acts. President wants to minimize negative impact of director resignations. Board determined that the Director has the right to resign from a show, and must come to the Board to discuss the possibility of resignation as early as possible. The Director also has the right to suggest an alternative director (hopefully, the Assistant Director already in place), but the Board makes the final decision as to whether the show can continue with the alternate.
- Other business:
 - Current website is missing a lot of forms and photos. Publicist needs to go to webmaster to take steps to get the forms and photos that were on the old site onto the new site.
 - Board decided that lunch for set-building days and crew t-shirts should be accounted for as part of a show's budget and not a general POPs expense, since the benefits accrue only to that show and not to others.
 - Other shows on island: Kubasaki's *_A Very Potter Musical_* will be performed May 1, 2, & 3 at 7:00 PM at KBHS Auditorium and 17th Dinner Theatre at O'Club; Dinner theater at the O'Club. Lester Middle School will present *_The Little Mermaid_* May 15th 6:30pm at LMS Gym.
 - Proposal forms: we are currently using a sample form created a couple of seasons ago. Artistic Director will start creating a new, shorter template.
 - Membership Drive moved to August: Membership Secretary proposes moving membership renewals to August only. For example, if someone pays \$10 to be a member in May 2014, they will have to pay \$10 again in August to be considered a member for the 2014-2015 season. Board approved this proposal.
 - Next meetings:
 - Monday 14 April – Foster Auditorium (date changed due to spring break)
 - Monday 12 May – AEIS Cafeteria (date change due to Golden Week)
 - Monday 2 June - Amelia Earhart Intermediate School Cafeteria

Meeting adjourned at 5:35pm.

Respectfully submitted,
 Yuen Liang
 Recording Secretary

Action Items:

Person	Start Date	Due Date	Task
AD	3/28/14	May, then Fall	Further evaluation of sound board and propose specific replacement brands/products with actual prices
AD	3/28/14	Fall '14	Proposal form revision
MS/NOA	3/28/14	Apr GM	Estimated NoA budget: \$1500 per original proposal from

Director			Tony Bird
Pres & Treas	3/28/14	Jun GM	Paypal open business account
Pub	3/28/14	Apr GM	Set timeline with webmaster on when old forms & photos can be back up on the website
Pub	3/28/14	Apr GM	Convert member form to google form; ask webmaster re current format and work with existing format if possible.
Publicist	3/28/14	7 days	Respond to FB Group requests (reassigned from MS 3/3/14); get admin permission from President

Addendum:

- Updates from President on Action items from board meeting on March 3, 2014:
 - After checking with the SEO about the statute of limitations on documents, we can start to digitize older audit binders. We can keep 3 years' worth of physical binders (including this season).
 - Passwords and access have been reviewed and organized.