

Pacific Okinawa Players
Board Meeting Minutes
KES Room C 13
May 18, 2015

Members present: Jeanadette Ayres, President; Krista Hurley, Vice President (via cell phone); MiLyn Ward, Recording Secretary; Christine Smith, Artistic Director; Cathy Pickens, Historian; Kate Smithyman, Publicist; and Monica Poulsen, Technical Director. Meeting commenced at 5:20 pm.

- Scholarship Award Discussion:

The Board reviewed the current financial standing of the organization and estimated the startup costs that would be needed for next season.

Estimated balance of the treasury after all proceeds and expenses from You're a Good Man, Charlie Brown was presented at the meeting.

Estimated startup costs for next season: Sound equipment (microphone sets, sound cords, sound board/case, etc.) – approximately \$5,000 - \$7,000, Show proposals - \$5,000.

A minimum of \$10,000 is needed for startup costs for next season. Based on this projection, the Board decided to propose a scholarship award budget of up to \$2,000.

This amount will be voted on by membership at the next general membership meeting.

The budget will include a meal payment for the winners and one parent at the POPs Ball.

The scholarship committee will structure how the scholarship will be awarded.

Scholarship amount will be awarded based on application and audition.

Scholarship award winners will be notified by the evening of May 23, 2015.

There was discussion as to whether or not to write the check out to the college/university or to the recipient. It was decided that the scholarship award check will be written out to the recipient this year.

- POPs Ball:

There is no budget for the ball. We will get an update on the ball from Victoria Stewart.

- Thoughts for next season:

Make sure there are no overlapping show schedules.

Kate Smithyman proposed that, based on marketability and designing the season, the Board should have more of a say so in the show proposals.

Kathy Pickens commented that we have to remember that our community is not a stable one due to transfers in and out and we are a volunteer organization. We must be careful when scheduling shows so we don't burn out our volunteers.

We have a light show lineup so far, but more shows can be added as the season progresses. We are only advertising shows as they come up, so we can add or drop a show, if needed, without negative consequences.

It was suggested that Directors bring proposals to the Board first before presenting to membership for voting.

- Krista Hurley called for a new officer board meeting as soon as possible at the beginning of next season.

Meeting adjourned: 5:53 pm

Respectfully submitted,

MiLyn Ward

Recording Secretary

Action Items:

Person(s)	Due Date	Task
President and Publicist	ASAP	Draft letter of inquiry to POC at Camp Zama
Publicist	ASAP	Research cost of membership envelopes and send screenshot to Board for approval before ordering.
RS	1 st of every Month	Send mailing list export file to Publicist.
RS	Continually	Monitor for expired/PCS members and move them to the mailing list.
AD and Treasurer	ASAP	Send new inventory list (props/costumes) to VP.