

Pacific Okinawa Player
BOARD MEETING MINUTES
Kadena AB Library
Thursday, September 3, 2015

Attendees:

- | | |
|------------------------|----------------------|
| ✓ President | Artistic Director |
| ✓ Vice President | ✓ Technical Director |
| Treasurer | Publicist |
| ✓ Membership Secretary | ✓ Historian |
| Recording Secretary | |

Meeting called to order at 4:09 pm.

1. Community Contacts

- a. Schilling Rec Center – Schilling Rec center asked POPs to perform a play for Tinsel Town 2015 however no play proposals were submitted by the deadline so POPs declined. They have offered us another opportunity to do something (a play?) at Eggsplosion in March and/or Tinsel Town 2016. March may not be do-able since our season has already been set but Tinsel Town 2016 is a real possibility. If POPs decides to do Tinsel Town 2016, then someone will need to submit a show proposal in the spring for that.
- b. Okinawa Enlisted Spouses Club (KAB) – POPs was invited to participate in their Kick-Off Social on Tuesday, Sept 15 from 6:30pm – 9pm at the Rocker NCO Club. Vendors and organizations can setup a promotional table between 6pm – 6:30pm. POPs VP will attend and will donate 2 show tickets to Spelling Bee.
- c. VP met with MCCS main office over the summer to discuss MCCS sponsoring dinner theaters and having POPs perform the plays. If MCCS sponsors, then they will advertise the event and sell tickets. POPs would be contracted to do the play and would receive a fee for their service. The meeting was attended by several MCCS high level staff members. MCCS is concerned that their quality standards be met and asked POPs to submit a formal proposal. That has not been done.
- d. POPs received a post from Tony Jenkins, Prof Emeritus of the Okinawa Prefectural University of Arts. Prof Jenkins wrote to inform POPs about the Pembroke Players Japan Tour 2015. They are presenting Shakespeare's The Comedy of Error at the Okinawa Christian University in Nishihara. The troupe is from Cambridge University and they visit Japan annually. Date of performance is Oct 3rd. Doors open at 4:30 and performance is from 5p-7p. Entrance is free.

2. POPs Show Updates

- a. "Spelling Bee" – due to family obligations, one cast member may not be able to participate. Another individual will be auditioning tonight as a replacement. The FOT and Opening shows on Wed and Thurs, Oct 14th and 15th do not currently have a venue. We are still waiting for approval from MCCS to use the theater. However the 2nd and 3rd shows have been booked at the Kadena USO. The Director is currently working with the FRO on Camp Courtney to find a venue on Courtney for the weekend of Oct 22nd – 24th.
- b. "No No" – still looking for someone to play the piano; may have a lead with the Okinawa Prefectural University of the Arts. The suggestion was made to ask the high schools if they have a student who might be willing and able to do. The benefit for a high school student is that they can add this experience to their college application or scholarship application.

3. **Membership.**

- a. Membership Secretary will be PCSing o/a Jan and will start looking for a replacement.
- b. As of Sept 1st, all members who did not renew will be moved to the mailing list. The Gmail account is being updated to reflect those changes. Will contact any Board member not current on their dues.

4. **Membership cards** – We cannot locate the new membership cards. There was a lot of discussion over whether or not we need membership cards since their only purpose is to record which members had used their free show. The decision was made to forego getting new membership cards and instead use a checklist to keep track of the free shows. Also members need to know that free shows do not apply to dinner theaters or other similar events.

5. **Free Show v Friends of Theater (FOT).** The discussion of membership cards led to a discussion about the need for the “free show” benefit for members. Especially considering that members have the opportunity to attend the FOT performance at no cost. We also need to clarify what constitutes a “friend”. Is it the POPs member? Is it the immediate family member of a POPs member? What if the POPs member has no immediate family on island? Can a friend of the member attend FOT? These issues need to be hashed out and will be discussed at the next Board meeting.

6. **POPs Mailing List.** POPs continues to receive email contact forms from the website from people wanting to be added to the mailing list but we don’t communicate to the list on a regularly scheduled basis. Since the mailing list is a marketing tool, we should send out information to it monthly. This will ensure that non-members are being *poked* regularly and reminded of our existence. The Board should be queried prior to the mailing for any items that need to be included. [Post meeting follow-up.... Continued discussion regarding the mailing list determined that the current schedule for communicating to the mailing list is appropriate and should be maintained.]

7. **Update Officer Binders on DropBox.** The POPs DropBox is the official archival for POPs’ enduring records. There is a folder on the DropBox for every Board member. Board members should keep their electronic binder updated with the most current information for their position so that POPs has a historical record of its activities, and so that organizational continuity is maintained even as the people change. Logon information for the DropBox is below.

- a. www.dropbox.com,
- b. username: popsmembership@gmail.com, pw: Popsboard2016. (must use the period)

Meeting Adjourned at 5:36pm.

Action Items

Task	Due	Who
Update officer binder on DropBox (see #7)	Sept 30, 2015	All Board Members

Prepared by: Krista Hurley, Vice President