

**Pacific Okinawa Players (POPs)**  
General Meeting Minutes  
Monday, December 1, 2014  
Kadena Elementary School, Room C-13

Meeting called to order @ 6:08 by President Jeanadette Ayres. Minutes from the November 2014 general meeting were approved as written and posted on website.

**Officer's Reports**

- President: Will discuss in old business
- Treasurer: Not present. Will give summary of this month and next month at the next meeting.
- Vice President: 1). Krista will be conducting a POPs inventory and is trying to locate information about the last one that was done. Inventory is not in Treasurer's binder from the last audit. Past files will be searched for the latest inventory or Krista will start from scratch. 2). Krista will be sending out the monthly newsletter. The Dec. 2014 newsletter was sent to all members and to people on our mailing list. Future newsletters will be sent to members only. A list of active members will be included in the newsletters and Krista will be CC'd on emails about membership.
- Membership Secretary: Not present. Krista reported that we have 90 full, 47 junior, and 13 lifetime members.
- Recording Secretary: Email was sent out to membership asking for a volunteer Santa for the III MEF Band concert. There is also a request to help judge Far East auditions from Ms. Henderson, the new drama teacher at Kadena High School. If interested, please notify us at the POPs membership email.
- Publicist: Not present
- Technical Director: Vacant
- Artistic Director: We have received the MTI show kit that included the scripts, but they forgot to include the music CD and choreographer CD. They have been contacted and everything will be coming soon.
- Historian: All unedited pictures from Snow Queen will be given to Heather Havel. It will be left up to the cast to get copies. Future Directors, please encourage cast members to be cooperative when the Historian is taking pictures. It is the Historian's job to capture the production but she is not a professional photographer. There was a question about whether or not we will be adding a picture gallery to the POPs website and Jeanadette will find out if that is the plan.

**Old Business**

- Army Entertainment updates: Krista will meet with Mr. Shingabi to discuss the option for becoming a private organization on Torii and to get the paperwork.

- Peter Pan Jr. updates: Registration is Sat., Dec. 6<sup>th</sup> from 9-12 for ages 8-18. Auditions for older actors will be on Monday and the younger ones will be on Tuesday, but there is flexibility. There are 36 parts.
- Directors for upcoming shows updates: There was no feasible way to get a Director and venue for Christmas Follies. Jeanadette will confirm if Heather will be able to direct Pretentious Young Ladies. If Heather is unable to direct, Jeanadette will contact lifetime members for support in finding a director.
- Challenge Coins update: Jackie Weizer has contacted Jay Mill Products and Services. Price for the coins will depend on many variables (size, 2D/3D, how many colors, apoxy, mold, and much more). There is a 100 coin minimum order and there is no discount. The mold cost is a one-time cost per design. This is not something that is to replace the President's Reward. The Board will have to determine the guidelines for qualifying for a coin, as well as the affordability during these times when we are not sponsored by Army Entertainment and present options to the membership at a future date.

### **New Business**

- Ben Ayres presented a newly revised proposal for You're a Good Man, Charlie Brown. There will be an increase of \$3000 from the original budget to include Royalties. Increased ticket prices are \$7 child, \$15 adult. Budget was determined with 200 seats and 8 performances in mind. Ben motioned to increase his total budget to \$4,450, 2<sup>nd</sup> by Christine, Motion carried. Dates are TBD depending on availability of theater.
- Other discussion about cost of Royalties ensued. You pay for the size of your hall. It doesn't matter how many tickets you sell.
- Issues referred to the Ombudsman, Jackie Weizer
  1. Tickets for Family members during shows: should be one policy determined by POPs and not vary by individual directors. Since Friends of the Theatre performance is already offered to provide a free show to family members, family members should be expected to pay for additional admission to performances. Possible discounts for parent of minor cast member may be offered due to need to transport cast member to/from theatre? Family members who prefer to attend but

not pay may volunteer their time in some way (work the house: usher, concessions, box office, raffles, etc.).

- Discussion/Recommendations:
  - All members should pay for a show unless they are volunteering for that performance, regardless of having to drive a minor cast member to the theater.
  - Create a handbook to use for guidance.
  - Write policy on audition registration forms.
  - Update all binders that get handed down.
  - There is a lot of miscommunication.
- 2. Raffle Tickets should be sold to paying ticket attendees only and possibly limited once someone has won (especially if that someone is a family of a cast member). We want paying audience members to be encouraged to purchase raffle tickets and t-shirts cost POPs money! Family members can purchase t-shirts through the show at cost.
  - Discussion/Recommendations:
    - Raffle prizes are part of the overall budget
    - Should not matter who wins the raffle
    - Should be more transparency (Prizes labeled 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc./ winners should not choose their prizes)
- 3. Communication about upcoming shows should be on the web
  - The Board decided it was best not to advertise beyond the next production because of our loss of sponsorship from Army Entertainment and the uncertainty of funding and/or Directors.

The board will revisit processes and procedures and work toward improving communication and standards of practice.

Meeting adjourned at 7:15 pm

Respectfully submitted,

MiLyn Ward

Recording Secretary

Action Items:

<b>Person</b>	<b>Due Date</b>	<b>Task</b>
Jeanadette	ASAP	Contact Heather Havel about Directing Pretentious Young Ladies. If she is unable, seek out new Director.
Jeanadette	ASAP	Find out if there is a plan to add a picture gallery to the website.
Membership	On-going	Notify Kate Smithyman, if able to commit to 6 months of working the table at Kadena New Comers' Orientation
Membership	On-going	Contact Kate Smithyman, if interested in being part of a marketing committee.
Board Members	ASAP	Continue to pursue options for getting back under Army Entertainment's sponsorship
Ben Ayres	ASAP	Contact Armed Forces Entertainment
Board	Ongoing	Discuss information provided by Jackie Weizer about coins for departing members
Board	Ongoing	Address communication concerns for standard operating procedures