

Pacific Okinawa Players
Board Meeting Minutes
September 7, 2014

- Members present: Jeanadette Ayres, President; Krista Hurley, Vice President; Becky Thomas, Treasurer; MiLyn Ward, Recording Secretary; Christine Smith, Artistic Director; Cathy Pickens, Historian; and Kate Smithyman, Acting Publicist via cell phone. Meeting commenced at 4:08 pm.

- Dumb lights update
 - All lights in the theater will be checked and replaced, if needed.
- Foster mail box update
 - The Foster Post Office is full and will not add us to a waiting list, as of June 2014.
- Flash mob update
 - Could not take place at this time, but we are considering the event for a later date.
- AFN Friday spot renewal update
 - Grace Leiper is following up with AFN. The contract is not signed, yet, but all parties are aware that POPs wants the Friday spot.
- Correspondence with people trying out for AFN commercials or any kind of casting calls
 - The membership secretary will send a mass email to those who don't get a call back for AFN or other casting calls. "Thank you for auditioning."
 - Directors send a mass email out to people who audition but don't get a call back for their plays .
- Snow Queen update
 - Everything is on schedule and the dates are the second and third weekends in October.
- Web master update (moving data from old to new webpages)
 - Kate Smithyman has been updating the public Face Book website with Snow Queen, general meeting, and other information over the summer. She will research putting a public calendar on the page in order to send alerts for upcoming events. Grace Leiper is currently the only board member who has access to the contact form. Kate will answer all messages coming into POPs through the public Face Book page. She will work with all show producers to create events for their shows on the page. If other board members would like training on the public website, contact Kate.
- Face Book member group page
 - The effort required to maintain the Face Book group page is more than the value generated. There isn't a lot of information posted on the page and every request to join takes research to assure POPs membership. We'll end the Face Book group page after all important information has been reviewed and relocated to another storage area, to include any pictures.
- MTI update (Were perusals found or did we pay \$30?)
 - We paid \$15 for one perusal that was missing. Jaime Lee Jones-Eastman will look for *Next to Normal* and return it or pay for it, if she can't find it.
- Collection of deposit for replacement cost of perusals/scripts
 - This practice is in place with this new season. Directors should make a spreadsheet with names and collect at least a \$25 deposit for each perusal/script. The money is returned when the script is returned. If the script is more than \$25,

remember to add a shipping cost cushion to the amount of money that is collected as a deposit.

- Board member resignation update
 - Tanna Taubenheim has stepped down as publicist. Kate Smithyman is the acting publicist.
- Assistant treasurer
 - At this time, there is no need for an assistant treasurer. Other board members who have signature authority on the bank account will help out if the treasurer is unavailable. Erica Stewart is the house manager and can count money at the box office and concession. Jeanadette Ayers will make sure Erica is comfortable doing that job, if needed.
- Publicist update
 - Kate Smithyman is the acting publicist. She will go to Kadena FSS on Wednesday 9/10 to personally speak to the contact person about having POPs representation at their welcome aboard event.
 - We will be making nominations for new publicist at the general meeting.
 - The Publicist will answer all messages coming in from the public Face Book page.
- The Recording Secretary will answer and/or forward all emails from the member gmail account.
- \$475 was previously approved and paid to MCCA Okinawa Guide to cover the cost of the POPs ad in the magazine.
- Show T-shirts are paid individually. The show budget should cover the cost of T-shirts for crew members only.
- Yuen found a POPs flash drive and will mail it to us.
- Coins for departing members
 - Need to research and bring information back to the next meeting.
- Music
 - ASCAP license renewal is \$121.35, if paid by 9/10. This is a necessity for playing music at shows that goes beyond the regular show music, like intermission. It is also need for the Christmas Follies. Christine Smith will pay it with her debit card and submit a reimbursement.
- In order to alleviate any confusion, Christine Smith is the sole contact for the Foster Community Theater.
- Finances
 - Quarterly report was mailed.
 - Meeting minutes were sent to Dawn Benbow at MCCA.
 - Annual budget needs to be completed.
 - Checks will be ordered in a simpler form going forward.
- Krista Hurley suggested the board have a meeting specifically to revisit documents, position descriptions, review the constitution and bylaws, and clear up any logical confusion with responsibilities of the board members. All were in favor and will set a date after the Snow Queen performance.
- The next Board meeting will be October 5th at 4pm in the Foster Library. Kate will reserve the room.

Meeting Adjourned at 6:25pm

Action Items:

Person(s)	Due Date	Task
AD	ASAP	Renew ASCAP license
Kate Smithyman	ASAP	Following up with AFN to renew contract for Friday spot.
Jackie	Next Meeting	Research information about coins
President	ASAP	Speak to Erica Stewart about helping to count money at the show.
Ben/Jeanadette Ayers	Next Meeting	Inspect all lights. Research and purchase dumb lights and any other lights that need to be replaced.