

## PACIFIC OKINAWA PLAYERS

General Membership Meeting

March 3, 2014

Foster Library

Meeting called to order @ 6:17 PM by President Jeanadette Ayres. Minutes from February 2014 the meeting were approved as written and posted on website.

### **Officer's Reports**

- Treasurer: For privacy reasons, this report is only announced at the meeting.
- Membership Secretary: Have had trouble accessing a computer to update membership information. March and April bios for the newsletter are set so no drawing held today. There have recently been lots of requests to be added to our mailing list. Reminder that online requests for membership need to be followed up by member dues.
- Publicity: On behalf of the Publicist who is not present, the President requested three volunteers are requested to help plan this year's member dinner with her. There is no money in the budget for this event, so a per-plate cost of no more than \$15.00 per member is suggested.

### **Old Business**

- Aristocats Kids:
  - Show results: The performances attracted 1,043 attendees. Friends of the Theater night had 65 attendees. Gross revenue for Aristocats was \$6,532.21, not including tickets sold through ITT, which has not yet deposited to our account. The production underspent its \$3100 budget as per the original proposal by about \$400. The show director thanked the hard-working production team and especially the talented children in the cast, who were rightfully proud of their performances.
  - Viral Facebook promotions: The Historian suggested that future productions take lots of photos during the rehearsal period, including set build days, costume parade days, choreography days, etc. Her weekly Facebook administrative email reports were showing large increases in view count on the Aristocats page whenever they put up photos during the rehearsal period. These increases were due to people Liking photos and Sharing them on their own page.
- A Night of One Acts: Auditions will be held on March 5<sup>th</sup> at the Foster Auditorium at 6pm. Minimum age is 16+. Dates of performances: 24 April, Friends of the Theater; 26 April, 2 shows; 27 April, matinee; 2 May, evening show; 3 May, 2 shows; 4 May, matinee.

### **New Business**

- Proposals: the following Proposal forms were submitted for the 2014-15 season.
  - You're a Good Man, Charlie Brown: presented by Ben Ayres. Small cast: 3-4 males and 3-4 females ages 14+. Budget \$1650 for April/May show dates.
  - Snow Queen: presented by Heather Havel. An Appalachian adaptation of a story by Hans Christian Andersen. August auditions for October performances. Cast of 7-8 males and 7-8 females with a flexible cast of +/-2, ages 10 or 12+. Budget \$3750.

- Disney’s Peter Pan, Jr.: presented by Christine Smith. Based on the Disney classic. Cast of 8 males, 8 females, and 20 chorus, children ages 8 to high school senior with an adult production team. Budget \$4200
- Still open: Christmas show, possibly at the USO. If interested, please submit proposal (4 copies) on or before the next General Meeting.

**Other Business**

- FB advertising fraud: recent tech press has mentioned Facebook advertising fraud. We need to be aware of such scams as we pay for advertising on Facebook.
- KAB advertising venues: a member observed the lack of POPs advertising on Kadena. This is because 18FSS does not allow non-profits similar to POPs’ status post flyers on base. However, there are other ways to advertise: due to the research from the University of Phoenix marketing class, we can find distribution lists of the various units and other supported organizations on base, and list our events in those weekly emails. [RS addendum: also, we can request to be added to the announcements page in the *Samurai Gate* newspaper.]
- Membership signup: the Membership Secretary will be revising the membership renewal procedures to increase efficiency. More details to follow.
- Scholarship committee: The Artistic Director will create a panel of no more than 5 members to review the scholarship applicants for this year. Amount to be offered and other details are still pending.
- PayPal: all payments through PayPal are suspended for the time being. Ticket sales and membership renewals will have to be done with cash or check. PayPal will be restarted when the accounting for payments can be done more efficiently.
- Lighting software: member Ben Ayres used it for Aristocats and it works well. He is currently using it on his laptop but recommends that POPs get its own laptop to house the software. Laptop operating system would need to be Windows XP or later; details can be provided upon request. Suggestions for getting the laptop include (1) asking for member donations in the next newsletter; (2) checking Okinawayardsales.com; (3) check DRMO sales.
- Sound board: While working on sound for Aristocats, the Treasurer and member Mr. Dolan have determined that the sound board needs to be replaced. Knobs and connections are old, missing, and don’t work properly. Research needs to be done on whether the sound board can be fixed, or whether we can purchase a refurbished one. The one we currently own has 15-30 channels; member Ben Ayres estimated a refurbished board can be purchased for \$3000-5000. Member Susan Parada-Waters will ask a friend to help with the evaluation.

Meeting adjourned at 7:16 PM.

Respectfully submitted,  
Yuen Liang  
Recording Secretary

**Action Items:**

Person	Due Date	Task
MS (Member Secy)	<i>Before Apr mtg</i>	Reply to FB requests

Publicist	May	Create committee to plan Member Dinner
Publicist	<i>Apr for NOA</i>	Send future POPs announcements to Kadena distribution lists [and Samurai Gate per RS addendum above]
MS	<i>May</i>	Create new membership renewal procedures
AD	April GS	Create scholarship committee/panel
RS	April GS	Search for laptop on Okinawayardsales.com
MS	March	Announce request for laptop donation in monthly newsletter
Susan	April GS	Research DROM (?) sales to purchase laptop
Susan	April GS	Request friend to evaluate sound board