

PACIFIC OKINAWA PLAYERS

Board Meeting
November 1, 2013

Members present: Trystan Brakefield, President; Jeanadette Ayres, Vice President; Jackie Groth, Treasurer; Christine Smith, Artistic Director; Grace Leiper, Membership Secretary; Zaneta Padilla, Publicist; Cathy Pickens, Historian; Yuen Liang, Recording Secretary; Todd Hyson, Ombudsman.

Others in attendance: Kate Smithyman

Meeting commenced at 4:07pm.

Audit report: Copies of the Statement of Cash Disbursements and Statement of Cash Receipts for 1 July – 30 June of 2012-2013 and 2013-2014 were distributed for the Board to review.

New website: a new member, Kate Smithyman, created a new POPs website last week and showed some screenshots of the mock-up site. The site would be hosted by GoDaddy.com, which has a new web editor with user-friendly features, e.g., allows user to link to Facebook photo galleries (which as a 200 photo limit per gallery). Costs \$10/month. The new website cannot link to email, but Ms. Smithyman suggested that we use MailChimp which has a free service. Next steps:

- Find out how to transfer the account to POPs; maybe sign it to the Publicist?
- Ms. Smithyman will provide login information to the Board and asked for all members to review the site for suggestions.

Scripts:

- The Wizard of Oz scripts have still not reached the publisher. The Treasurer just found the reimbursement form for the package sent, and the postal receipt with tracking number was dated 13 September 2013.
- Sweeney Todd perusal is still missing.
- Given recent difficulties with scripts and perusals, the Artistic Director will begin asking Assistant Directors and Directors for a refundable deposit for each perusal, just as actors currently give deposits to Directors for their scripts in each specific show.
- *Update 4 November 2013: Wizard of Oz scripts were sent back in May but had to be resent in September because box was lost at the Post Office. One script went into a PCS move and will be returned when TMO is received. Sweeney Todd script is in transit Artistic Director.*

T-shirts: Survey results show that the majority want a black, non-season specific shirt. Next steps: Recording Secretary will contact Sandy about redesigning the POPs ad to fit as a t-shirt. She will also create an order form to ask for type of shirts desired (regular unisex, women's fitted, dri-weave).

Lifetime membership: the President wanted the Board to help her think about potential candidates for a Lifetime membership award this season.

Budget: The Treasurer was concerned about the number of checks she has had to write lately. Other officers mentioned that due to the cancellation of recent events, the season will just not

make as much money. Current season's budget will not be overhauled now, but these are next steps to be taken:

- Change our expense categories to align with those of the auditor.
- Have a budget with more realistic projections for next year.
- Present it at the beginning of the season, announcing any significant changes from the previous season(s).
- A member vote is not needed to approve budget, but it should be presented to them and their questions answered.
- Resume announcements at general meetings of final revenue, expenses, and profit numbers once the finances for a show are closed.

Marketing Presentation: University of Phoenix will present its findings to the Board later this month.

Meeting adjourned at 5:44pm.

Respectfully submitted,
Yuen Liang
POPS Recording Secretary