

## PACIFIC OKINAWA PLAYERS

Board Meeting  
February 3, 2014

Members present: Jeanadette Ayres, President; Jackie Groth, Treasurer; Christine Smith, Artistic Director; Grace Leiper, Membership Secretary; Zaneta Padilla, Publicist; Cathy Pickens, Historian; Yuen Liang, Recording Secretary. Meeting commenced at 6:45pm.

- Move PO Box: Board approves moving from Futenma to Foster. President will contact Foster to check viability and next steps.
- Business cards: New business cards have been ordered, but no one has seen the new design to know whether they have Trystan's name on them. Board moves to remove Officers' names from future business cards in case of resignations.
- Passwords and Access: passwords should be changed whenever there is a change in officers. In case of emergencies, there should never be only one person accessing a POPs account.
  - Dropbox- should be accessible to all board members to add/edit documents and forms.
  - [POPsMembership@gmail.com](mailto:POPsMembership@gmail.com)- currently accessible only to Grace; at least one other person needs access.
  - PayPal- bank signatories get access (Treasurer, President, and one other Board Member)
  - Website- at minimum, Publicist and Webmaster get access
- University of Phoenix Marketing Study: Professor who headed the study wanted a follow-up meeting. A meeting date was proposed to him; POPs awaits his reply.
- PayPal: There are problems with the current PayPal setup. The Treasurer spent over 5 hours trying to pull itemized details from the account for the Audit Binder. Next steps:
  - Create a new business/non-profit account that utilizes POPs' Tax ID number and hopefully provides more detail for reporting and compliance purposes. President will ask SEO for our Tax ID.
  - Delete personal PayPal account: Our previous President set up POPs' PayPal account under her own personal Social Security Number. This account must be deleted as soon as we can find a way to remove the funds from the account.
  - There was inconsistent communication and reporting regarding who would pay for the per-transaction fees PayPal charges. Board did not know of or approve the waiving of such charges for products sold on the website.
  - Have the webmaster shut down online purchases until the above tasks have been completed.
  - Treasurer and President [and Publicist??] will meet with Webmaster to learn how to use the PayPal back end.
  - When PayPal is relaunched on the website, POPs will only sell show tickets until the pricing structure is determined for other products.
  - Debit Card will not be approved: while having a debit card would make paying the mobile phone bill much easier, there is too much opportunity for card abuse if it gets lost or is used by an irresponsible member.
- Excel Spreadsheet: starting with Aristocats Kids, Jackie will start tracking show expenses against the amount originally budgeted by the show proposal.

- Directors' Packet: President will discuss over e-mail.
- Stage Manager Toolkit: Yuen will ask the Board and show directors to review a list of items to include in this toolbox. Already requested are sewing items, glow sticks and tap lights for backstage, and batteries. Given recent abuse of POPs property and funds, rules will be set regarding the use of this kit. Items in toolbox will be replenished by the show that last used it, with denial of membership renewal and request for replenishment funds if a show's production team does not comply.
- Member Dinner: Publicist will ask for quotes from Jack's Place, Kadena Clubs, etc. for a budget of \$10-12 per person. Treasurer cannot guarantee POPs will provide any funding; if possible, it will be a bonus.
- Scholarship: the cycle for determining funds available for scholarships is May to May, rather than August-June, to allow for consideration of profits from more shows in the current season. Given that we would like to start each season with at least \$8000 in the account, the amount of money available for scholarships this year may be lower than in recent seasons. Updates on scholarships will be provided at the next meeting.
- T-shirts: Board agreed to raise prices of t-shirts sold to public and members to \$20 from \$15 in the near future, perhaps offering a discount to members before the price increase.

Meeting adjourned at 7:43pm.

Respectfully submitted,  
Yuen Liang  
Recording Secretary