

## Pacific Okinawa Players (POPs)

General Meeting Minutes  
Monday, September 8, 2014

Meeting called to order @ 6:07 PM by President Jeanadette Ayres. Minutes from the June 2014 general meeting were approved as written and posted on website.

Welcome to new members: Rebecca, Elle and Kelsey, Meghan Smith, Jordan

### **Officer's Reports**

- President: Two board members have resigned and we will nominate a new publicist and a new technical director during new business. We have a proposed budget of \$22,000 minus expenses of ~ \$10,000
- Treasurer: All financials are updated and corrected. For privacy reasons, the details of this report are only announced at the meeting.
- Vice President: Nothing to report at this time.
- Membership Secretary: Membership totals: 13 lifetime members, 81 full members, and 48 junior members for a total of 129 members. We are no longer tracking membership by the month. An email was sent out to all members who need to renew their membership. If membership is not renewed, your contact information will be moved from membership contacts to general contacts. There is a month leeway. AFN commercial and other casting calls are only sent out to current POPs members.

Benefits of membership:

- AFN commercial casting calls are a resume builder
- One free POPs performance
- Membership appreciation ball

Associate members are actors who do not have SOFA status. If you get cast in a show, you must become a POPs member.

- Recording Secretary: The membership gmail account will be checked regularly and emails forwarded to the appropriate people.
- Publicist: Kate Smithyman is the acting publicist. She has updated the public POPs website and has worked with the Snow Queen Director to update show information on the site over the summer. She will be transferring information and pictures from the Face Book member group page to other storage areas so that we can close the group page. The Face Book group page is too much work to maintain and doesn't provide enough information to make it worth the time.
- Technical Director: Vacant
- Artistic Director: Army Entertainment requires us to be AACT members. As AACT members, we will renew our ASCAP license to allow us to use music between scenes and for Christmas Follies.
- Historian: Kathy is here to help with anything the show needs for pictures, etc.

### **Old Business**

- Newcomers' Orientation (NOWA) Booth: POPs has two slots per month at the USMC/MCCS Newcomers' Orientation. Reminder dates will be emailed out to members. The commitment is from ~ 6:30-9am. Notification will be given, if no one is available to attend. We still have a Power Point that runs during the presentation. Kate Smithyman has been attending over the summer. Heather Havel also volunteered over

the summer. You can leave around 7am and come back at 8:30 to talk about POPs.

Krista Hurley is the current POC for MCCS. She will remove her name and add Kate's name. Please contact Kate, if you can volunteer.

- Kate Smithyman is going Wednesday, October 10<sup>th</sup>, to make contact in person about showcasing POPs at the Kadena Newcomers' Orientation.
- AFN radio spot updates – 1<sup>st</sup> Thursday morning at 7am (guaranteed), 3<sup>rd</sup> Friday at 4:00 (contract needs to be signed). Kate is taking over responsibility for getting the paperwork signed. Grace will continue to go on air, but she needs to know what to promote.
- Snow Queen Director, Heather Havel, update
  - We had a big turnout for auditions
  - We need volunteers for the backstage running crew and the front of the house.
  - Set build is 9/21, 1pm-6pm, and 9/27, 9am- 5pm
  - Email: pops.snowqueen@yahoo.com
- Flash mob to promote POPs awareness
  - The plan was to introduce the new season with a flash mob but the choreographer was not available at that time. It will be something we'll think about at a later date. There were volunteers from the floor who were interested in helping.
- Jackie Weizer POPs Coin update:
  - The only way we currently have to give thanks to our members is the Lifetime Award, and you have to be a member for a very long time to get it. POPs could use coins for different purposes as ways to give thanks. It's in the research phase right now and an update will be given at the next meeting.
- At this time, there is no need for an assistant treasurer. Scheduling conflicts will be worked out with other members of the board who are authorized to withdraw and deposit money.

### **New Business**

- Publicist nominations:
  - Kate Smithyman was nominated by Monica Paulsen.  
Kate has been the acting publicist throughout the summer. She has attended the NOWA fairs, AFN radio spots, promoted Snow Queen on FB, maintained the POPs website throughout the summer, and is trying to acquire a table at the Kadena Newcomer's Brief. She has goals to help everything associated with publicity run smoothly and she has 8+ years of experience in marketing small businesses. She is passionate about theater.
- Technical Director nominations:

- Jackie Weizer nominated herself.

Jackie is experienced in working with the mics and is eager to help in all areas of technology.

Jackie read the job descriptions of both positions to the members.

- Courtney Fest December 6<sup>th</sup> and 7<sup>th</sup>
  - MCCS contacted Christine to request a caroling group for Courtney Fest. If someone wants to head up this group, to include choosing the music and setting up rehearsals, write a plan and submit it to Christine by 9/15 or she will let MCCS know we are not able to do it at this time.
  - Discussion that generated from this topic:
    - Are we going to require a Director's credit for someone to head up this group since they will be representing POPs? No solid answer was given, but it was suggested to find a mentor with a Director's credit and write a plan to present to the board.

Meeting adjourned at 7:07pm

Respectfully submitted,

MiLyn Ward

Recording Secretary