

APPROVED

POSSUM POINT PLAYERS

EXECUTIVE COMMITTEE MINUTES

February 16, 2021

- I. **CALL TO ORDER** – Zoom meeting. Chairperson Micheal Murnin called the meeting to order at 4:36 PM Members present were: Michael Murnin, Andrew Hertzberg, Louise Hartzell, Jim Hartzell, Anthony M Policastro, Kenney Workman, Cheryl Graves, Rosanne Pack, Dawn Conaway, Nina Galerstein and Gwyneth Sharp. Quorum was confirmed.

II. APPROVAL OF MINUTES

A. **Approval of January 19, 2021 minutes** - After properly moving (Nina Galerstein) and seconding (Cheryl Graves) the minutes were approved. **CLOSED**

B. **Approval of e-mail vote February 7, 2021 minutes** - After properly moving (Jim Hartzell) and seconding (Rosanne Pack) the minutes were approved. **CLOSED**

C. **Approval to Trustees meeting February 11, 2021 minutes**

Rosanne Pack suggested that the minutes include the discussion about face shields used by Lorraine Steinhoff-Leavel at Clear Space Theater. The minutes will be amended as follows: Since Lorraine Steinhoff-Leavel had performed using a face shield with Clear Space Productions, her input was requested. She explained that the shield provide a good coverage for the face and allowed performances to take place without spacing limitations. She indicated that the shields were easy to clean between performances. They were not very costly.

After properly moving (Jim Hartzell) and seconding (Rosanne Pack) the minutes were approved as amended. They will be forwarded to Marsha Shull, Chairperson of Artistic Committee with that amendment. **CLOSED**

III. REPORTS

A **Treasurer**

1. Financial report (Atch 1) was presented. Highlighted items included

a. Balance sheet shows a significant drop since last year at this time.

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b. Income has dropped significantly but expenses have not dropped as much. There is a significant cost to keep things running. **INFO**

B. Executive Administrator

1. The Radio Theater show has sold 52 tickets. There are a few left but some of that depends on how many people are in the party. The performance will be loaded to the Possum You Tube site for additional streaming. The question was how much would viewing that cost. Kenney Workman made a motion that was seconded by Nina Galerstein that viewing charge would be \$10 per view. The motion carried. **CLOSED**

2. We are working with ThunderTix for ticket sales this year. They have a surcharge of \$1.39 per ticket. A discussion took place about how much to charge for upcoming production. The plan is to add a \$2 surcharge to tickets to cover the expense of ThunderTix. Discussion also took place about the \$1 discount for seniors and students. It makes sense for the discount to go up to \$2 to cover the cost of the ticket increase. Once all that is put in place, it will result in the following ticket prices. Comedy and Drama productions will cost \$20 for seniors/students and \$22 for the general population. Musical productions will cost \$25 for seniors/students and \$27 for the general population. After properly motioning (Kenney Workman) and seconding (Nina Galerstein) the suggested new ticket prices were approved. **CLOSED**

3. The Delaware Division of the Arts is having a "Do more in 24" program for the 24 hour period of March 4th-5th. Donations made to non-profits throughout the State will be awarded a proportionate amount of the money they have set aside based upon the amount donated. Dawn will be sending out notices as we get closer since it is a specific period for the donations. **OPEN**

4. The building use form for the Diamond Dance production has not yet been received. Kenney contacted them during the meeting and they indicated that they had put it in the mail earlier in the day. We should receive it soon. **OPEN**

5. There are several organizations that we belong to and pay annual fees for that:

a. The Delaware Alliance for Non-Profits has a \$125 annual fee. The return on that investment is minimal. The question is whether to renew it for the coming year. A motion was made by Nina Galerstein and seconded by Louise Hartzell to not renew the membership for this year. The motion carried. **CLOSED**

b. We also belong to both the Western Sussex and Georgetown Chambers of Commerce. It is also time for their annual renewal. The return on that investment appears to be of value. So it makes sense to renew. After properly motioning (Kenney Workman) and seconding (Cheryl Graves) the motion to renew membership in both was carried. **CLOSED**

C. Artistic Committee

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1. Rosanne Pack reported that Nina Galerstein will be replacing Lorraine Steinhoff-Leavel as the Artistic Committee representative on the Executive Committee. **INFO**

2. The Committee approved the new Artistic Committee Secretary position. **INFO**

3. Broadway Springs Back had not been approved at the Artistic Committee but that was later changed at the Trustees meeting (Item II C above). **INFO**

4. The Possum Juniors had a meeting. The new PJ's President and Artistic Committee representative is Olivia Farro. **INFO**

D. Fund Raising Committee

1. Cheryl Graves reported that there had not yet been a formal committee meeting awaiting moving further along with All the Fixins fund raiser. Two of the committee members will have moved by the time of the show. **INFO**

2. The fund raiser All the Fixins is scheduled for June 26th.

a. It is still planned as an outdoor event.

b. The plan for the food has changed. The food truck idea would have been too expensive with essentially no profit. The new plan is to get the main course catered. The side dishes would be then provided by Possum. Attendees would enter via one door, fill their plate and then exit via a second door.

c. There is a need to check with Junior the musician to make sure he is available for the rain date.

d. A discussion took place about the associated auction. There will be a need to be more flexible with auction items this year. Some of the past donors may not be in a position to support things because of finances related to COVID-19. Gwyneth Sharp indicated that she still thinks that The Cultured Pearl and Arenas will participate. However, she requested that she be the one to contact them. We may need to be more creative with items for the silent auction as well.

OPEN

E. Building and Grounds

1. Jim Hartzell indicated that an office leak had been repaired. **INFO**

IV. OLD BUSINESS

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A. 2021 Season.

1. Cobb has been postponed **CLOSED**

2. Vanya and Sonia and Masha and Spike is expected to be an outdoor production
OPEN

3. All the Fixins will be an outdoor production. Other information about the production can be found in Item III D 2 above. **OPEN**

4. Hay Fever is currently scheduled for the June time frame. However, we have just received word that the director has some medical issues that will prevent her from doing the production at this time. She indicated that she would really like to do it at some point in the future. The cast has already been selected. However, one cast member has withdrawn due to COVID concerns. The Reading Committee had suggested Silent Sky as a future production with few cast members. It would require that a director be named if it was to be performed. Kenney Workman indicated that he might be able to direct. Much of this falls within the purview of the Artistic Committee. Jim Hartzell made a motion that was seconded by Nina Galerstein that the item be referred to the Artistic Committee to arrange for a new production and director for it to replace Hay Fever. The motion was carried. **OPEN**

5. Broadway Springs Back has been approved as an April Production. Michael Murnin had met with the director Steven Dow.

a. They are getting ready to do auditions

b. They have requested that the dates be changed to the weekends of both April 16th -18th and April 23rd - 25th. Discussion took place about the number of back to back shows that would be occurring. There was also a concern about the April weather being cool for an outdoor production. There were a number of options about how many shows and how many weekends the production should cover. After further discussion, Kenney Workman made a motion that was seconded by Nina Galerstein that the production itself encompass four performances (Friday night, Saturday matinee and night, Sunday matinee) on the weekend of April 16th - 18th. The following weekend would be held as a rain date but could be used for further performances depending on how the first weekend goes. The motion was carried with one Nay vote.

OPEN

6. Location of the outdoor stage has been decided. A group of individuals including dec construction and light/sound have suggested that it be constructed by the side door cast entrance. That door will be upstage. The platform will be 48 inches high. **CLOSED**

7. The Radio Theater production was discussed at item III B 1 above. **CLOSED**

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8. Jim Hartzell presented a proposal related to the plaques. The current available plaques will be grouped together by years. Those for which we do not have plaques will have a framed display created. It will be taken to Artistic Committee for approval before any work is done. After properly moving (Jim Hartzell) and seconding (Andrew Hertzberg) the plan was approved. **OPEN**

9. LED lights for the shop - no update at this time **OPEN**

10. Bar supervisor job description approval - this was presented last month and can be found as Attachment 7 to the January 19, 2021 minutes. It has been reviewed. After properly motioning (Louise Hartzell) and seconding (Rosanne Pack) the job description was approved. **CLOSED**

V. NEW BUSINESS

A. 50th Anniversary Season - Nina Galerstein indicated that the reading committee would normally start reading plays for the 2023 season soon. Plays for the 2022 season had already been selected. However, last month the Executive Committee decided that they would advertise the 2022 season as the 50th anniversary season with a special celebration in November 2023 to reflect the very first Possum performance of the play Carnival. The question for the reading committee is whether we want to stick with the planned shows for 2022 or do something special to reflect the 50th anniversary season. Because of the complexity of the project, it made sense to set up a special 50th Anniversary Committee. Jim Hartzell made a motion that the President appoint a 50th Anniversary Committee be formed consisting of at least three members from both Executive and Artistic Committee plus Dawn Conaway the Executive Administrator. The motion was seconded by Nina Galerstein (who will chair the committee and be an Artistic Committee representative on it). The motion was carried. Nina Galerstein indicated that she would chair the committee. Michael Murnin appointed her to the position. Andrew Hertzberg, Louise Hartzell and Gwyneth Sharp volunteered to serve as Executive Committee members on it. **OPEN**

VI. ITEMS FOR ARTISTIC COMMITTEE NOTIFICATION OR INFORMATION

A. New ticket prices as an informational item

B. 50th Anniversary Committee and celebration plan

C. Replacement production and director for Hay Fever in the June time frame

VII. ANNOUNCEMENTS - None this month

VIII. NEXT MEETING DATE - March 16th at 4:30 PM INFO

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IX. ADJOURNMENT -There being no further business a motion was made (Jim Hartzell) and seconded (Rosanne Pack) to close the meeting at 6:15 PM

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Attachment 1

2:09 PM
02/16/21
Cash Basis

Possum Point Players Profit & Loss Prev Year Comparison January 1 through February 16, 2021

	Jan 1 - Feb 16, 21	Jan 1 - Feb 16, 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
Advertising & Sponsors	1,000.00	0.00	1,000.00	100.0%
BAR				
Concession	0.00	189.63	-189.63	-100.0%
Tips	0.00	236.00	-236.00	-100.0%
BAR - Other	0.00	1,012.34	-1,012.34	-100.0%
Total BAR	0.00	1,437.97	-1,437.97	-100.0%
CONVENIENCE FEES	3.60	170.40	-166.80	-97.9%
Direct Public Support				
Individ, Business Contributions	375.00	12,010.00	-11,635.00	-96.9%
Total Direct Public Support	375.00	12,010.00	-11,635.00	-96.9%
Donations - Cash	0.00	10.00	-10.00	-100.0%
Government Grants				
State Grants	3,517.18	0.00	3,517.18	100.0%
Total Government Grants	3,517.18	0.00	3,517.18	100.0%
Grants	0.00	20,000.00	-20,000.00	-100.0%
Interest Income	0.00	5.21	-5.21	-100.0%
Other Types of Income				
Advertising Sales	0.00	300.00	-300.00	-100.0%
Total Other Types of Income	0.00	300.00	-300.00	-100.0%
Program Income				
Membership Dues	12,205.00	7,132.50	5,072.50	71.1%
Total Program Income	12,205.00	7,132.50	5,072.50	71.1%

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Possum Point Players Profit & Loss Prev Year Comparison January 1 through February 16, 2021

	Jan 1 - Feb 16, 21	Jan 1 - Feb 16, 20	\$ Change	% Change
Ticket Sales				
GIFT CERTIFICATES	0.00	-50.00	50.00	100.0%
Ticket Sales - Other	661.50	19,462.00	-18,800.50	-96.6%
Total Ticket Sales	661.50	19,412.00	-18,750.50	-96.6%
Total Income	17,762.28	60,478.08	-42,715.80	-70.6%
Gross Profit	17,762.28	60,478.08	-42,715.80	-70.6%
Expense				
Awards and Grants				
Cash Awards and Grants	400.00	0.00	400.00	100.0%
Total Awards and Grants	400.00	0.00	400.00	100.0%
Bank Fees	88.71	180.73	-92.02	-50.9%
Building & Grounds maintenance	431.46	136.10	295.36	217.0%
Business Expenses				
Business Registration Fees	135.00	25.00	110.00	440.0%
Total Business Expenses	135.00	25.00	110.00	440.0%
Contract Services				
Outside Contract Services	1,068.80	2,845.58	-1,776.78	-62.4%
Total Contract Services	1,068.80	2,845.58	-1,776.78	-62.4%
Costumes	0.00	44.78	-44.78	-100.0%
Facilities and Equipment				
Equip Rental and Maintenance	1,581.01	208.00	1,373.01	660.1%
Janitorial Services	250.76	834.86	-584.10	-70.0%
Mortgage Interest	289.39	465.83	-176.44	-37.9%
Rent, Parking, Utilities	644.11	0.00	644.11	100.0%
Total Facilities and Equipment	2,765.27	1,508.69	1,256.58	83.3%
Lighting & Sound	0.00	29.98	-29.98	-100.0%
Music	0.00	105.62	-105.62	-100.0%

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Possum Point Players Profit & Loss Prev Year Comparison January 1 through February 16, 2021

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	Jan 1 - Feb 16, 21	Jan 1 - Feb 16, 20	\$ Change	% Change
Operations				
Postage, Mailing Service	281.83	110.00	171.83	156.2%
Printing and Copying	78.40	189.59	-111.19	-58.7%
Supplies	0.00	226.44	-226.44	-100.0%
Telephone, Telecommunicatio...	257.01	437.64	-180.63	-41.3%
Total Operations	617.24	963.67	-346.43	-36.0%
Other Types of Expenses				
Advertising Expenses	0.00	600.99	-600.99	-100.0%
Insurance - Liability, D and O	1,591.00	0.00	1,591.00	100.0%
Total Other Types of Expenses	1,591.00	600.99	990.01	164.7%
Payroll Expenses	576.49	622.27	-45.78	-7.4%
Props	26.99	365.88	-338.89	-92.6%
Royalties-Scripts-Scores	0.00	4,292.15	-4,292.15	-100.0%
Set	0.00	439.44	-439.44	-100.0%
Utilities	1,239.52	1,818.63	-579.11	-31.8%
Wages	6,987.79	7,542.66	-554.87	-7.4%
Total Expense	15,928.27	21,522.17	-5,593.90	-26.0%
Net Ordinary Income	1,834.01	38,955.91	-37,121.90	-95.3%
Net Income	1,834.01	38,955.91	-37,121.90	-95.3%

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Possum Point Players Balance Sheet Prev Year Comparison As of February 16, 2021

	Feb 16, 21	Feb 16, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
County Bank-Checking	16,007.21	45,243.19	-29,235.98	-64.6%
County Bank-MONEY MARKET	77,423.24	87,556.23	-10,132.99	-11.6%
Petty Cash	50.00	50.00	0.00	0.0%
Total Checking/Savings	93,480.45	132,849.42	-39,368.97	-29.6%
Accounts Receivable				
Accounts Receivable	-239.50	129.00	-368.50	-285.7%
Total Accounts Receivable	-239.50	129.00	-368.50	-285.7%
Other Current Assets				
DELAWARE COMMUNITY FOUNDATI...	-824.18	-824.18	0.00	0.0%
Undeposited Funds	8,133.50	8,133.50	0.00	0.0%
Total Other Current Assets	7,309.32	7,309.32	0.00	0.0%
Total Current Assets	100,550.27	140,287.74	-39,737.47	-28.3%
Fixed Assets				
Accumulated Depreciation	-493,875.00	-493,875.00	0.00	0.0%
Building	925,855.55	925,855.55	0.00	0.0%
Equipment	138,616.51	137,116.51	1,500.00	1.1%
Furniture & Fixtures	4,056.75	4,056.75	0.00	0.0%
Furniture and Equipment	5,626.28	3,089.90	2,536.38	82.1%
Land	20,000.00	20,000.00	0.00	0.0%
Total Fixed Assets	600,280.09	596,243.71	4,036.38	0.7%
TOTAL ASSETS	700,830.36	736,531.45	-35,701.09	-4.9%

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Cash Basis

Possum Point Players Balance Sheet Prev Year Comparison As of February 16, 2021

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	Feb 16, 21	Feb 16, 20	\$ Change	% Change
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	-1,237.37	-1,039.62	-197.75	-19.0%
Total Accounts Payable	-1,237.37	-1,039.62	-197.75	-19.0%
Other Current Liabilities				
Overdraft Loan	-156.75	-156.75	0.00	0.0%
Payroll Liabilities	619.45	622.78	-3.33	-0.5%
Total Other Current Liabilities	462.70	466.03	-3.33	-0.7%
Total Current Liabilities	-774.67	-573.59	-201.08	-35.1%
Long Term Liabilities				
Mortgage	28,689.98	42,918.00	-14,228.02	-33.2%
Total Long Term Liabilities	28,689.98	42,918.00	-14,228.02	-33.2%
Total Liabilities	27,915.31	42,344.41	-14,429.10	-34.1%
Equity				
Retained Earnings	671,081.04	655,231.13	15,849.91	2.4%
Net Income	1,834.01	38,955.91	-37,121.90	-95.3%
Total Equity	672,915.05	694,187.04	-21,271.99	-3.1%
TOTAL LIABILITIES & EQUITY	700,830.36	736,531.45	-35,701.09	-4.9%