

# APPROVED

## POSSUM POINT PLAYERS

### EXECUTIVE COMMITTEE MINUTES

April 20, 2021

- I. **CALL TO ORDER** – Zoom meeting. Chairperson Micheal Murnin called the meeting to order at 4:35 PM Members present were: Michael Murnin, Louise Hartzell, Jim Hartzell, Anthony M Policastro, Kenney Workman, Cheryl Graves, Rosanne Pack, Dawn Conaway, and Gwyneth Sharp. Absent were Andrew Hertzberg and Nina Galerstein. Quorum was confirmed.

#### II. APPROVAL OF MINUTES

A. **Approval of March 16, 2021 minutes** - After properly moving (Jim Hartzell) and seconding (Rosanne Pack) the minutes were approved. **CLOSED**

B. **Approval of e-mail vote April 10, 2021 minutes** - After properly moving (Kenney Workman) and seconding (Jim Hartzell) the minutes were approved. **CLOSED**

#### III. REPORTS

##### A Treasurer

1. Financial report (Attachment 1) was presented. The “Do More for 24” campaign raised \$6,588 in direct donations and the State match was \$10,700. That was a significant boost to the income. After properly motioning (Jim Hartzell) and seconding (Kenney Workman) the report was accepted by the Chairperson Michael Murnin without further objection. **CLOSED**

##### B. Executive Administrator

1. Broadway Springs Back had a total of 279 attendees through Thundertix sales. The Sunday show had 107 seats sold with three singles left unsold. The lot was large enough to have supported more seats if we had desired to do so. The bar made \$702.02. Thanks to the Trustees who helped provide hosting duties. **INFO**

2. Vanya, Sonia, Masha and Spike have so far sold 111 tickets. There will be upcoming announcements of the play in Constant Contact. **INFO**

3. The Delaware Division of the Arts’ “Do More in 24” program resulted in a grant of \$10,700 as noted above in the Treasurer’s report. When added to the original grant amount of \$18,300 that makes the DDOA total donation amount to \$29,000. **INFO**

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4. Summer camp announcement will be going out in Constant Contact. The drama camp is scheduled for July 12-16. The theater academy is scheduled for July 19-23. There will be 25 students maximum for each camp. **INFO**

5. An announcement about the need for bar volunteers at upcoming performances has been sent out. Kenney Workman indicated that there have not yet been any responses. **INFO**

### C. Artistic Committee

1. A revised budget for Vanya, Sonia, Masha and Spike was approved because of the potential increased income from the greater number of outdoor seats. **INFO**

2. The Committee approved Silent Sky matinee performances to be moved to 6 PM. **INFO**

3. The Producers move out of the fall 2021 time slot was approved. **INFO**

4. The Marvelous Wonderettes was approved to replace the Producers as the fall musical in 2021. **INFO**

5. The Possum Juniors building use form was approved. **INFO**

6. Logan Lynch had provided a building use form for a production. The Artistic Committee recommended that he work with the On The Edge group to address doing the production. **INFO**

### D. Fund Raising Committee

1. Cheryl Graves reported on A Country and Blues Broadway Jamboree:

a. She presented a proposed budget (Attachment 2). It included the costs for tables, utensils, etc. A question arose about the need to rent body mics for the production. We have 12 mics now and there are 16 cast members. So there is a need to rent four. The two oldest mics needed replacing and donors for each mic provided the cost of them. There was also a need for two cordless mics. Those too had been donated. After properly motioning (Louise Hartzell) and seconding (Jim Hartzell) the budget was approved. **CLOSED**

b. A question arose as to recognition of the donors of the microphones. It was suggested that the recognition be included in the program with the silent and live auction item donors. **INFO**

c. There will be a need for many volunteers. There will be needs for the serving line. There will be needs for seating people. There will be a need for cleaning tables afterward. Cheryl Graves and Rosanne Pack will contact the Possum Junior advisors (Lorraine Steinhoff-Leavel and Ashley Workman) to have them work with the PJ's to provide assistance in these endeavors. **OPEN**

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d. Cat Baker is collecting donations for both the live and silent auctions.

### INFO

#### **E. Building and Grounds**

1. Jim Hartzell reported:

a. The plaques project is ongoing. There is a need to find space to lay out the plaques and arrange them. With all the upcoming events, it will need to wait until there is a break in the action for that to happen. **INFO**

b. The stage has been completed on the side of the building. It was used for Broadway Springs Back. **CLOSED**

### IV. OLD BUSINESS

**A. 50th Anniversary Committee** - Nina Galerstein will provide a report at the next meeting. **OPEN**

**B. Diamond Dance** live streamed their performance. Their contribution for the hall rental was \$1800. They did a terrific job cleaning up afterward. **CLOSED**

**C. Seaford Community Concert Association (SCCA)** - They sent out an announcement to their members about purchasing tickets for Broadway Springs Back. They indicated that very few people had streamed their Christmas concert so they did not think there would be a large response if we offered to stream the show. **CLOSED**

### V. NEW BUSINESS

**A. Vanya, Sonia, Masha and Spike** budget was presented (Attachment 3). After properly moving (Jim Hartzell) and seconding (Gwyneth Sharp) the proposed budget was approved **CLOSED**

**B. The Marvelous Wonderettes** - five plays were considered as potential replacements for the Producers. The Marvelous Wonderettes was selected by the Reading Committee. It was approved by Artistic Committee. The usual audition process will be followed. After properly moving (Jim Hartzell) and seconding (Rosanne Pack) both The Marvelous Wonderettes as a replacement play and John Hulse as the director were approved. **CLOSED**

**C. Logan Lynch Building Use proposal** - Logan Lynch presented a building use proposal to the Artistic Committee (Attachment 4). The building use form indicated that the production would be held under the aegis of On The Edge productions. In 2018 Logan had another production. There were significant problems afterward. Those issues were documented in an 18 page collection of e-mails and communications. A letter was crafted by then Executive

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Committee President Jonathan Sharp (Attachment 5) addressing those concerns. However, by that time, it was several months later so the letter was not sent out. Most of the issues had to do with physical changes that had been made to the theater for the production. Those changes were never put back to their original state. That is one of the conditions of the building use proposal. One response from Logan was that he thought subsequent productions would reset things the way they wanted them. Rosanne Pack made a motion that was seconded by Gwyneth Sharp that the documentation be sent to the archivist to keep on file, It was approved with one nay vote. In the meantime Logan will work with On The Edge for the production. **CLOSED**

**D. Social Media presence** - Devon Lynch wants to set up a social media presence for Possum Point focusing on Instagram as the platform. As an example he has already created sample montages for the upcoming productions. The poster of the production is the centerpiece. It is surrounded with images suggestive of the theme of the production. Any of the postings will be approved in advance by Dawn Conaway and Rosanne Pack. **INFO**

**E. Publicity** - a Cape Gazette photographer was at the Broadway Springs Back Sunday performance. He took multipole photos and is working on an article for this Friday's Cape Gazette. Information has been sent to other local publications as well. **INFO**

**F. The Producers** - Artistic Committee agreed to postpone it to a later date. The 50th anniversary seasons will begin with a musical revue in June 2022. It will then run from Dec 2022 through November 2023. The fall spot between the musical revue and the December show is still open. After properly moving (Jim Hartzell) and seconding (Kenney Workman) the committee agreed to move the Producers to the fall 2022 time slot with one nay vote. **CLOSED**

## VI. ITEMS FOR ARTISTIC COMMITTEE NOTIFICATION OR INFORMATION

**A.** Volunteers are needed to help with the fund raiser. The Possum Juniors will be asked for their assistance thorough their advisors.

**B.** Logan Lynch should continue to work with On the Edge for his production

**C.** The Producers were moved to fall of 2022

## VII. ANNOUNCEMENTS - None this month

## VIII. NEXT MEETING DATE - May 18th at 4:30 PM **INFO**

**IX. ADJOURNMENT** -There being no further business a motion was made (Louise Hartzell) and seconded (Gwyneth Sharp) to close the meeting at 6:30 PM

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## Attachment 1

As of April 20, 2021

|                                 |                                        | Apr 20, 21        | Apr 20, 20        | \$ Change         |
|---------------------------------|----------------------------------------|-------------------|-------------------|-------------------|
| <b>ASSETS</b>                   |                                        |                   |                   |                   |
| Current Assets                  |                                        |                   |                   |                   |
| Checking/Savings                |                                        |                   |                   |                   |
|                                 | County Bank-Checking                   | 27,242.03         | 35,970.09         | -8,728.06         |
|                                 | County Bank-MONEY MARKET               | 77,429.50         | 97,155.58         | -19,726.08        |
|                                 | Petty Cash                             | 50.00             | 50.00             | 0.00              |
|                                 | <b>Total Checking/Savings</b>          | <b>104,721.53</b> | <b>133,175.67</b> | <b>-28,454.14</b> |
| Accounts Receivable             |                                        |                   |                   |                   |
|                                 | Accounts Receivable                    | 129.00            | 129.00            | 0.00              |
|                                 | <b>Total Accounts Receivable</b>       | <b>129.00</b>     | <b>129.00</b>     | <b>0.00</b>       |
| Other Current Assets            |                                        |                   |                   |                   |
|                                 | DELAWARE COMMUNITY FOUNDATION          | -824.18           | -824.18           | 0.00              |
|                                 | Undeposited Funds                      | 8,133.50          | 8,133.50          | 0.00              |
|                                 | <b>Total Other Current Assets</b>      | <b>7,309.32</b>   | <b>7,309.32</b>   | <b>0.00</b>       |
|                                 | <b>Total Current Assets</b>            | <b>112,159.85</b> | <b>140,613.99</b> | <b>-28,454.14</b> |
| Fixed Assets                    |                                        |                   |                   |                   |
|                                 | Accumulated Depreciation               | -493,875.00       | -493,875.00       | 0.00              |
|                                 | Building                               | 925,855.55        | 925,855.55        | 0.00              |
|                                 | Equipment                              | 138,616.51        | 137,116.51        | 1,500.00          |
|                                 | Furniture & Fixtures                   | 4,056.75          | 4,056.75          | 0.00              |
|                                 | Furniture and Equipment                | 5,626.28          | 3,089.90          | 2,536.38          |
|                                 | Land                                   | 20,000.00         | 20,000.00         | 0.00              |
|                                 | <b>Total Fixed Assets</b>              | <b>600,280.09</b> | <b>596,243.71</b> | <b>4,036.38</b>   |
|                                 | <b>TOTAL ASSETS</b>                    | <b>712,439.94</b> | <b>736,857.70</b> | <b>-24,417.76</b> |
| <b>LIABILITIES &amp; EQUITY</b> |                                        |                   |                   |                   |
| Liabilities                     |                                        |                   |                   |                   |
| Current Liabilities             |                                        |                   |                   |                   |
| Accounts Payable                |                                        |                   |                   |                   |
|                                 | Accounts Payable                       | -1,237.37         | -1,083.37         | -154.00           |
|                                 | <b>Total Accounts Payable</b>          | <b>-1,237.37</b>  | <b>-1,083.37</b>  | <b>-154.00</b>    |
| Other Current Liabilities       |                                        |                   |                   |                   |
|                                 | Overdraft Loan                         | -156.75           | -156.75           | 0.00              |
|                                 | Payroll Liabilities                    | 541.43            | 490.58            | 50.85             |
|                                 | <b>Total Other Current Liabilities</b> | <b>384.68</b>     | <b>333.83</b>     | <b>50.85</b>      |
|                                 | <b>Total Current Liabilities</b>       | <b>-852.69</b>    | <b>-749.54</b>    | <b>-103.15</b>    |
| Long Term Liabilities           |                                        |                   |                   |                   |
|                                 | Mortgage                               | 26,743.90         | 38,152.38         | -11,408.48        |
|                                 | <b>Total Long Term Liabilities</b>     | <b>26,743.90</b>  | <b>38,152.38</b>  | <b>-11,408.48</b> |
|                                 | <b>Total Liabilities</b>               | <b>25,891.21</b>  | <b>37,402.84</b>  | <b>-11,511.63</b> |
| Equity                          |                                        |                   |                   |                   |
|                                 | Retained Earnings                      | 671,081.04        | 655,231.13        | 15,849.91         |
|                                 | Net Income                             | 15,467.69         | 44,223.73         | -28,756.04        |
|                                 | <b>Total Equity</b>                    | <b>686,548.73</b> | <b>699,454.86</b> | <b>-12,906.13</b> |
|                                 | <b>TOTAL LIABILITIES &amp; EQUITY</b>  | <b>712,439.94</b> | <b>736,857.70</b> | <b>-24,417.76</b> |

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|                                 |  |  |  |  | Jan 1 - Apr 20, 21 | Jan 1 - Apr 20, 20 |
|---------------------------------|--|--|--|--|--------------------|--------------------|
| Ordinary Income/Expense         |  |  |  |  |                    |                    |
| Income                          |  |  |  |  |                    |                    |
| Advertising & Sponsors          |  |  |  |  | 1,000.00           | 0.00               |
| BAR                             |  |  |  |  |                    |                    |
| Concession                      |  |  |  |  | 0.00               | 189.63             |
| Tips                            |  |  |  |  | 12.00              | 236.00             |
| BAR - Other                     |  |  |  |  | 125.00             | 1,012.34           |
| Total BAR                       |  |  |  |  | 137.00             | 1,437.97           |
| CONVENIENCE FEES                |  |  |  |  | 6.80               | 168.06             |
| Direct Public Support           |  |  |  |  |                    |                    |
| Corporate Contributions         |  |  |  |  | 56.09              | 26.55              |
| Individ, Business Contributions |  |  |  |  | 375.00             | 12,860.00          |
| Total Direct Public Support     |  |  |  |  | 431.09             | 12,886.55          |
| Donations - Cash                |  |  |  |  | 767.50             | 10.00              |
| Government Grants               |  |  |  |  |                    |                    |
| State Grants                    |  |  |  |  | 21,320.62          | 14,780.00          |
| Total Government Grants         |  |  |  |  | 21,320.62          | 14,780.00          |
| Grants                          |  |  |  |  | 0.00               | 20,000.00          |
| Interest Income                 |  |  |  |  | 6.26               | 19.56              |
| Other Types of Income           |  |  |  |  |                    |                    |
| Advertising Sales               |  |  |  |  | 0.00               | 300.00             |
| Total Other Types of Income     |  |  |  |  | 0.00               | 300.00             |
| Program Income                  |  |  |  |  |                    |                    |
| Membership Dues                 |  |  |  |  | 16,715.00          | 7,820.00           |
| Total Program Income            |  |  |  |  | 16,715.00          | 7,820.00           |
| Rentals                         |  |  |  |  |                    |                    |
| Rent Revenue - Debt Property    |  |  |  |  | 1,800.00           | 0.00               |
| Total Rentals                   |  |  |  |  | 1,800.00           | 0.00               |
| Special Events Income           |  |  |  |  |                    |                    |
| Special Events Contributions    |  |  |  |  | 6,588.56           | 0.00               |
| Total Special Events Income     |  |  |  |  | 6,588.56           | 0.00               |
| Ticket Sales                    |  |  |  |  |                    |                    |
| GIFT CERTIFICATES               |  |  |  |  | 0.00               | -50.00             |
| Ticket Sales - Other            |  |  |  |  | 1,954.00           | 26,160.00          |
| Total Ticket Sales              |  |  |  |  | 1,954.00           | 26,110.00          |
| Total Income                    |  |  |  |  | 50,726.83          | 83,532.14          |
| Gross Profit                    |  |  |  |  | 50,726.83          | 83,532.14          |
| Expense                         |  |  |  |  |                    |                    |
| Awards and Grants               |  |  |  |  |                    |                    |
| Cash Awards and Grants          |  |  |  |  | 400.00             | 0.00               |
| Total Awards and Grants         |  |  |  |  | 400.00             | 0.00               |
| Bank Fees                       |  |  |  |  | 93.97              | 180.73             |
| Building & Grounds maintenance  |  |  |  |  | 1,716.23           | 555.10             |
| Business Expenses               |  |  |  |  |                    |                    |
| Business Registration Fees      |  |  |  |  | 135.00             | 25.00              |

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## Attachment 2

### ALL THE FIXINS COUNTRY AND BLUES JAMBOREE

Saturday, June 26, 2021. Rain Date: Sunday, June 27, 2021

Current Date: April 18, 2021

Preparer's Name: Cheryl Graves

#### Proposed Income: Based on 150

|                |             |
|----------------|-------------|
| Ticket Sales:  | \$ 9,000.00 |
| Silent Auction | \$ 1,000.00 |
| Live Auction   | \$ 2,000.00 |
| 50/50 Raffle   | \$ 500.00   |

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\$ 12,500.00

#### Proposed Expenses:

\*\*Please note that several items will be donated/paid for by others, thus subtracted from total expenses.

|                       |             |
|-----------------------|-------------|
| Music Director        | \$ 1,000.00 |
| Add'l Music Expense   | \$ 100.00   |
| Rental of 4 Body Mics | 450.00      |
| Props                 | \$ 100.00   |
| Set                   | \$ 200.00   |
| Rental-Linens         | \$ 192.00   |
| Food, based on        |             |
| \$10.00 per person    | \$ 1,500.00 |

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\$ 3,542.00

**TOTAL PROFIT:** \$ 8,958.00

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\*\*These items have been donated, and, therefore, not included in expenses.

|                                                                     |             |
|---------------------------------------------------------------------|-------------|
| Two (2) handheld<br>body mics                                       | \$ 600.00   |
| Add'l musicians                                                     | \$ 500.00   |
| Interpretor                                                         | \$ 200.00   |
| Rentals (Tables +<br>Delivery Fee                                   | \$ 234.50   |
| Paper Products<br>(Plates, Napkins, Utensils,<br>Decorations, etc.) | \$ Not Sure |
| Contributed for<br>Food                                             | \$ 750.00   |
|                                                                     | <hr/>       |
|                                                                     | \$ 2,284.50 |



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## Attachment 3

[illegible]

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Attachment 4

## POSSUM POINT PLAYERS

### PERFORMANCE APPROVAL AND BUILDING USAGE AGREEMENT- PAGE 1 OF 3

(For building, facilities and/or resources by PPP affiliates or PPP associated special events coordinators.) (Approved by Artistic Committee 12/7/20 and Executive Committee Artistic 12/15/20) AFFILIATE OR SPECIAL EVENTS COORDINATOR NAME On

The Edge

NAME AND DATE(S) OF EVENT Heroes of The Fourth Turning Aug 19th,

20th & 21st

LOCATION OF EVENT: POSSUM HALL OTHER (LIST) The Outdoor Stage / Parking Lot

PRIMARY CONTACT Logan Hunter PHONE 302.682.4857

E-MAIL [logan.hunter.director@gmail.com](mailto:logan.hunter.director@gmail.com)

ALT. CONTACT Fred Dean E-MAIL fred@deanteamsells.com

**USAGE** - Please enter dates and times of areas needed AND personnel that you are requesting **1.**

**AREAS** (Date(s) and time(s))

Kitchen: N/A Green Room: June 27th Until Aug 7th Lobby: June 27th to Aug. 7st

Shop: (when avail.) 7/17 - 8/14 Theater: (when avail.) 8/1- 8/15

Lights/sound/EFX 8/13 - 8/21

**2. PERSONNEL** (Dates and times)

Set Construction: n/a Lights / Sound / EFX: (if avail.) 8/13- 8/18 Makeup: n/a

Costumes: n/a Props: n/a Refreshments:  
n/a

**3. OTHER**

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Please list any Lighting / Sound / EFX equipment and resource needs not listed above: The show requires the use of outdoor sound equipment for multiple sound effects and may require the use of body mics (Five Body Mics). Besides that the show will need to make use of the outdoor lighting equipment. (Ten Moving Lights and Four Positions.)

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## Attachment 5

Logan,

The Trustees of the Possum Point Players (Executive Committee and Artistic Committee) have discussed problems that appear to have been created by your workshop this past August. While I indicated to you previously about the repositioning of the large speaker over the stage, other issues have been brought to my attention since then showing that you have failed to comply with the agreement of the Building Use Form, which you signed. These failures have caused considerable effort by others to essentially "clean up after you." Here is a listing from a number of people responsible for general condition of the stage, sound, light and costumes.

I am sending this to you with the request that you respond.

Thank you.

Jon Sharp, President PPP  
Cc: all members of Trustees

The pipe that hung the teaser was still laying on the floor backstage. This was done by PJs, but when Braeden was asked about putting it back up, he said that you agreed to do it. You confirmed to Jim Hartzell that you would.

There was a scrim wire taken down and never put back up. (Another thing that was partially caused by the PJs). The teaser was hung on another scrim wire and never put back.

There were a number of ropes left on stage. They were used to tie the legs back.

The main center speaker was turned around to be used as a monitor. You did offer to help Chuck fix this, but your offer was two weeks after your show closed. It was necessary to return the speaker position quickly.

The shop was a mess. Tools were used and dropped where they were used. Buckets, bins, rope, screws, and tools were not put back where they were found. Although this may be partially the fault of PJs, the fact of the matter is that your show was the last to use the space.

On the surface, the sound/light booth was left with trash still in it and various wires strewn about with mics, fixtures, etc., laying around, not returned where they were found. Major changes to the lighting rigs took place on the stage and bars and were not repositioned to our basic plot.

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The sound system was tampered with as well. The main audience center cluster was turned in to face the stage to provide "monitors" for the cast to hear, and the system was not powered up and down properly (this was evident because some units were physically in the off position where all units should be always in the "on" position to allow the sequencer to do its job.) The equalizer settings were wiped out, compressor positions changed and the "loop" these units were in, was unplugged from the board.

Considerable effort has been made by Chuck Cutsail and Chase Schirmer to make the light and sound system reliable and in a documented format. It's terrible to think we are almost back to square one after two years. On the good side, we know the system so well that it can be put together again (and has been "reset" for the most part). The sound system is designed for absolute simplicity, and other than faders the sequencer power button there is really nothing else that needs to be touched.

At the back of the stage, there is a snake with 8 mix jacks. The cover was removed and left hanging with mix cables stuck in it. Although it was possible to have it working for the next show, it needed more attention.

Chase and Chuck were frustrated with the condition in which the area was left. They were also puzzled by the lack of communication from you. You were obviously having problems based on some of the changes that took place. A phone call could have saved a lot of pain. There were 6 stage/backstage monitors that simply needed to have their volume turned up. Instead you turned around a permanently placed speaker.

After Marsha Schull complained to you about a costume rack left back stage, it was returned. However, it was missing part of a costume left on the rack, and there were costumes from your show that were never picked up. While there was an issue with PJs, it was addressed successfully with Braeden. The costume issues were minor compared to the sound & lighting issues. However, all of these issues had a major impact on the next main stage show.

The bottom line is that we are paying the price for you not living up to your agreement.

An ironic consequence of your failure is our resolve to develop policies and procedures to prevent a similar impact in the future. We will now better document settings and procedures for light and sound systems, general stage maintenance, and costumes and will attempt to have backup persons for all these areas.

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