

# APPROVED

## POSSUM POINT PLAYERS

### EXECUTIVE COMMITTEE MINUTES

May 18, 2021

- I. **CALL TO ORDER** – Zoom meeting. Chairperson Micheal Murnin called the meeting to order at 4:39 PM Members present were: Michael Murnin, Andrew Hertzberg, Anthony M Policastro, Kenney Workman, Cheryl Graves, Rosanne Pack, Dawn Conaway, and Gwyneth Sharp. Absent were Louise Hartzell, Jim Hartzell and Nina Galerstein. Quorum was confirmed.

### II. APPROVAL OF MINUTES

**A. Approval of April 20, 2021 minutes** - After properly moving (Kenney Workman) and seconding (Andrew Hertzberg) the minutes were approved. **CLOSED**

### III. REPORTS

#### **A Treasurer**

1. Financial report (Attachment 1) was presented. Broadway Springs Back showed a profit of \$5,000 for the four performances. After properly motioning (Andrew Hertzberg) and seconding (Gwyneth Sharp) 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. **INFO**

2. Vanya, Sonia, Masha and Spike have sold 350 tickets. An indoor production would have been limited to 312. That is about \$1000 less in profit. Sunday was a busy day and attendees would have been limited if it had been indoors. **INFO**

3. Silent Sky has so far sold 96 tickets. **INFO**

4. Summer camp update. The drama camp has nine enrollees. The theater academy has 9 enrollees. The plan was for 25 students maximum for each camp. However, new guidelines may allow that to increase if signups pick up. **INFO**

5. The new Delaware State guidelines are due to go into effect on Friday May 21st. However, on the day of the meeting, there was an update. It was the 29th modification. It stated that masks and social distancing were no longer necessary for vaccinated individuals. However, masks remain necessary for unvaccinated individuals. **INFO**

6. All the Fixins' has so far sold 11 tickets. **INFO**

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7. With the number of attendees known ahead of time, we have been able to only put up enough chairs to match the number of attendees. It has made moving things easier. **INFO**

### **C. Artistic Committee**

1. The Reading Committee is reviewing the plans for the 2022 season. **INFO**

2. The Producers may be postponed until after the 50th anniversary season. The plan was to do a 50th Anniversary special performance in June. Then the 50th anniversary season would start with the Christmas 2022 show and run through the following year. However, that would put The Producers in between the June celebration and the Christmas show making it a somewhat awkward fit. **INFO**

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

4. John Hulse was approved as director of The Marvelous Wonderettes. **INFO**

5. The budget for Silent Sky was approved . **INFO**

6. The On The Edge production that Logan Lynch was involved in was deemed incomplete at the time of the meeting. It was tabled until the next meeting. **INFO**

7. Jim Hartzell was approved as the director of A Gentleman's Guide to Love and Murder. It was a possible production for the 2022 season. However, the 2022 season has not been presented or finalized or approved yet. That would make the selection of a director appear premature. It made more sense once that season was finalized to assess the director status for all of the shows due to be performed. **INFO**

### **D. Fund Raising Committee**

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

a. Things are progressing according to plan so far. **INFO**

b. The plan for food was to purchase it at a local venue. However, someone has stepped forward who has a large barbecue grill and can get chickens at cost. The costs for the two approaches will be compared to see which direction to go. **INFO**

c. There have been three music rehearsals so far and so that part of things is going well. **INFO**

d. Tickets are on sale and advertising is ongoing. **INFO**

2. Kenney Workman reported the following:

a. The bar location should be where it was for the last performance. If attendance is large, there should be a consideration for adding a second bar. **INFO**

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b. Trustees should consider sponsoring a table and have friends attend with them. **INFO**

**E. Building and Grounds** - no report this month

### IV. OLD BUSINESS

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

### V. NEW BUSINESS

**A. COVID-19 current recommendations** - The CDC is now recommending that vaccinated individuals resume normal activities (Attachment 2). Non-immunized individuals needed to continue wearing masks under certain circumstances as noted in the chart. Governor Carney announced on the day of this meeting that vaccinated individuals will no longer need to wear masks or social distance. However, unvaccinated individuals should continue to wear masks. Based upon that information the plan is to have the June Executive Committee meeting back at Possum Hall. **CLOSED**

**B. Silent Sky Budget** - After properly motioning (Kenney Workman) and seconding (Rosanne Pack), the budget (Attachment 3) for Silent Sky was approved. **CLOSED**

### VI. ITEMS FOR ARTISTIC COMMITTEE NOTIFICATION OR INFORMATION

**A.** There is a need for clarification of the plans for the 2022 season

### VII. ANNOUNCEMENTS -

**A. Instagram** - Devon Lynch has continued his work on Instagram in support of Possum productions. An example of that is related to Silent Sky. Given the fact that it involves a strong heroine, he is adding comments from women who have played heroines not he Possum stage. The goal is to increase awareness and to increase users of Possum's Instagram account. **INFO**

**B. Do More in 24** - The program resulted in a raffle of \$100 to a Possum member. Andrew Hertzberg was the winner of the raffle. He elected to donate the \$100 back to Possum. **CLOSED**

### VIII. NEXT MEETING DATE - June 15th at 4:30 PM at Possum Hall **INFO**

**IX. ADJOURNMENT** -There being no further business a motion was made (Rosanne Pack) and seconded (Andrew Hertzberg) to close the meeting at 5:41 PM

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## Attachment 1

3:45 PM  
05/15/21  
Cash Basis

### Possum Point Players Balance Sheet Prev Year Comparison As of May 15, 2021

	May 15, 21	May 15, 20	\$ Change	% Change
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
County Bank-Checking	28,637.85	31,093.97	-2,456.12	-7.9%
County Bank-MONEY MARKET	77,436.29	97,163.54	-19,727.25	-20.3%
Petty Cash	50.00	50.00	0.00	0.0%
Total Checking/Savings	106,124.14	128,307.51	-22,183.37	-17.3%
Accounts Receivable				
Accounts Receivable	129.00	129.00	0.00	0.0%
Total Accounts Receivable	129.00	129.00	0.00	0.0%
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	113,562.46	135,745.83	-22,183.37	-16.3%
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	138,616.51	0.00	0.0%
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	597,743.71	2,536.38	0.4%
<b>TOTAL ASSETS</b>	<b>713,842.55</b>	<b>733,489.54</b>	<b>-19,646.99</b>	<b>-2.7%</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	-1,237.37	-1,083.37	-154.00	-14.2%
Total Accounts Payable	-1,237.37	-1,083.37	-154.00	-14.2%
Other Current Liabilities				
Overdraft Loan	-156.75	-156.75	0.00	0.0%
Payroll Liabilities	1,390.65	579.71	810.94	139.9%
Total Other Current Liabilities	1,233.90	422.96	810.94	191.7%
Total Current Liabilities	-3.47	-660.41	656.94	99.5%
Long Term Liabilities				
Mortgage	25,763.56	37,226.23	-11,462.67	-30.8%
Total Long Term Liabilities	25,763.56	37,226.23	-11,462.67	-30.8%
Total Liabilities	25,760.09	36,565.82	-10,805.73	-29.6%

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05/15/21  
Cash Basis

**Possum Point Players**  
**Balance Sheet Prev Year Comparison**  
As of May 15, 2021

	<u>May 15, 21</u>	<u>May 15, 20</u>	<u>\$ Change</u>	<u>% Change</u>
Equity				
Retained Earnings	671,115.35	655,231.13	15,884.22	2.4%
Net Income	16,967.11	41,692.59	-24,725.48	-59.3%
Total Equity	688,082.46	696,923.72	-8,841.26	-1.3%
TOTAL LIABILITIES & EQUITY	<u>713,842.55</u>	<u>733,489.54</u>	<u>-19,646.99</u>	<u>-2.7%</u>

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3:44 PM  
05/15/21  
Cash Basis

## Possum Point Players Profit & Loss Prev Year Comparison January 1 through May 15, 2021

	Jan 1 - May 15, 21	Jan 1 - May 15, 20	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Advertising & Sponsors	1,000.00	0.00	1,000.00	100.0%
BAR				
Concession	-53.74	189.63	-243.37	-128.3%
Tips	113.00	236.00	-123.00	-52.1%
BAR - Other	520.79	1,012.34	-491.55	-48.6%
<b>Total BAR</b>	<b>580.05</b>	<b>1,437.97</b>	<b>-857.92</b>	<b>-59.7%</b>
CONVENIENCE FEES	6.80	168.06	-161.26	-96.0%
Direct Public Support				
Corporate Contributions	56.09	45.43	10.66	23.5%
Individ, Business Contributio...	375.00	15,540.00	-15,165.00	-97.6%
<b>Total Direct Public Support</b>	<b>431.09</b>	<b>15,585.43</b>	<b>-15,154.34</b>	<b>-97.2%</b>
Donations - Cash	767.50	10.00	757.50	7,575.0%
Fundraising Events	6,595.00	0.00	6,595.00	100.0%
Government Grants				
State Grants	21,320.62	14,780.00	6,540.62	44.3%
<b>Total Government Grants</b>	<b>21,320.62</b>	<b>14,780.00</b>	<b>6,540.62</b>	<b>44.3%</b>
Grants	0.00	20,000.00	-20,000.00	-100.0%
Interest Income	13.05	27.52	-14.47	-52.6%
Other Types of Income				
Advertising Sales	0.00	300.00	-300.00	-100.0%
<b>Total Other Types of Income</b>	<b>0.00</b>	<b>300.00</b>	<b>-300.00</b>	<b>-100.0%</b>
Program Income				
Membership Dues	17,115.00	7,820.00	9,295.00	118.9%
<b>Total Program Income</b>	<b>17,115.00</b>	<b>7,820.00</b>	<b>9,295.00</b>	<b>118.9%</b>
Rentals				
Cost of Rent Rev - Debt Prop	1,800.00	0.00	1,800.00	100.0%
<b>Total Rentals</b>	<b>1,800.00</b>	<b>0.00</b>	<b>1,800.00</b>	<b>100.0%</b>
Ticket Sales				
GIFT CERTIFICATES	0.00	-50.00	50.00	100.0%
Ticket Sales - Other	12,597.00	26,160.00	-13,563.00	-51.9%
<b>Total Ticket Sales</b>	<b>12,597.00</b>	<b>26,110.00</b>	<b>-13,513.00</b>	<b>-51.8%</b>
<b>Total Income</b>	<b>62,226.11</b>	<b>86,238.98</b>	<b>-24,012.87</b>	<b>-27.8%</b>
<b>Gross Profit</b>	<b>62,226.11</b>	<b>86,238.98</b>	<b>-24,012.87</b>	<b>-27.8%</b>
<b>Expense</b>				
Awards and Grants				
Cash Awards and Grants	400.00	0.00	400.00	100.0%
<b>Total Awards and Grants</b>	<b>400.00</b>	<b>0.00</b>	<b>400.00</b>	<b>100.0%</b>
Bank Fees	463.12	180.73	282.39	156.3%
Building & Grounds mainten...	1,809.22	705.10	1,104.12	156.6%
Business Expenses				
Business Registration Fees	135.00	25.00	110.00	440.0%
Taxes - Not UBIT	25.00	0.00	25.00	100.0%
<b>Total Business Expenses</b>	<b>160.00</b>	<b>25.00</b>	<b>135.00</b>	<b>540.0%</b>

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05/15/21  
Cash Basis

## Possum Point Players Profit & Loss Prev Year Comparison January 1 through May 15, 2021

	Jan 1 - May 15, 21	Jan 1 - May 15, 20	\$ Change	% Change
<b>Contract Services</b>				
<b>Outside Contract Services</b>	3,317.57	5,502.30	-2,184.73	-39.7%
<b>Total Contract Services</b>	3,317.57	5,502.30	-2,184.73	-39.7%
<b>Costumes</b>	348.81	199.98	148.83	74.4%
<b>Facilities and Equipment</b>				
Equip Rental and Maintenance	2,015.39	208.00	1,807.39	868.9%
Janitorial Services	981.85	2,095.60	-1,113.75	-53.2%
Mortgage Interest	689.34	1,100.43	-411.09	-37.4%
Rent, Parking, Utilities	3,915.07	255.24	3,659.83	1,433.9%
<b>Total Facilities and Equipment</b>	7,601.65	3,659.27	3,942.38	107.7%
<b>Lighting &amp; Sound</b>	621.68	29.98	591.70	1,973.7%
<b>Music</b>	0.00	156.03	-156.03	-100.0%
<b>Operations</b>				
Postage, Mailing Service	420.83	863.62	-442.79	-51.3%
Printing and Copying	120.34	189.59	-69.25	-36.5%
Supplies	188.33	276.31	-87.98	-31.8%
Telephone, Telecommunicati...	1,404.09	874.90	529.19	60.5%
<b>Total Operations</b>	2,133.59	2,204.42	-70.83	-3.2%
<b>Other Types of Expenses</b>				
Advertising Expenses	1,182.83	1,037.49	145.34	14.0%
Insurance - Liability, D and O	3,122.00	1,490.00	1,632.00	109.5%
Memberships and Dues	100.00	100.00	0.00	0.0%
Other Costs	465.00	25.00	440.00	1,760.0%
<b>Total Other Types of Expenses</b>	4,869.83	2,652.49	2,217.34	83.6%
<b>Payroll Expenses</b>	1,450.17	1,393.73	56.44	4.1%
<b>Props</b>	26.99	365.88	-338.89	-92.6%
<b>Royalties-Scripts-Scores</b>	3,698.20	4,292.15	-593.95	-13.8%
<b>Set</b>	582.51	600.22	-17.71	-3.0%
<b>Utilities</b>	0.00	4,803.33	-4,803.33	-100.0%
<b>Wages</b>	17,775.66	17,496.78	278.88	1.6%
<b>Total Expense</b>	45,259.00	44,267.39	991.61	2.2%
<b>Net Ordinary Income</b>	16,967.11	41,971.59	-25,004.48	-59.6%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Drama camp	0.00	-214.41	214.41	100.0%
PPP Readers Theater	0.00	150.00	-150.00	-100.0%
Theatre Academy	0.00	-214.59	214.59	100.0%
<b>Total Other Income</b>	0.00	-279.00	279.00	100.0%
<b>Net Other Income</b>	0.00	-279.00	279.00	100.0%
<b>Net Income</b>	<b>16,967.11</b>	<b>41,692.59</b>	<b>-24,725.48</b>	<b>-59.3%</b>

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## Attachment 2

### Choosing Safer Activities

Accessible link: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/participate-in-activities.html>

	Unvaccinated People	Examples of Activities	Fully Vaccinated People
		<b>Outdoor</b>	
Safest		Walk, run, wheelchair roll, or bike outdoors with members of your household	
		Attend a small, outdoor gathering with fully vaccinated family and friends	
		Attend a small, outdoor gathering with fully vaccinated and unvaccinated people	
Less Safe		Dine at an outdoor restaurant with friends from multiple households	
Least Safe		Attend a crowded, outdoor event, like a live performance, parade, or sports event	
		<b>Indoor</b>	
Less Safe		Visit a barber or hair salon	
		Go to an uncrowded, indoor shopping center or museum	
		Ride public transport with limited occupancy	
		Attend a small, indoor gathering of fully vaccinated and unvaccinated people from multiple households	
Least Safe		Go to an indoor movie theater	
		Attend a full-capacity worship service	
		Sing in an indoor chorus	
		Eat at an indoor restaurant or bar	
		Participate in an indoor, high intensity exercise class	

#### Get a COVID-19 vaccine



**Prevention measures not needed**



**Take prevention measures**

Wear a mask, stay 6 feet apart, and wash your hands.

- Safety levels assume the recommended prevention measures are followed, both by the individual and the venue (if applicable).
- CDC cannot provide the specific risk level for every activity in every community. It is important to consider your own personal situation and the risk to you, your family, and your community before venturing out.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

CS204153E



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## Attachment 3

### DRAMA BUDGET TEMPLATE

SHOW AND SHOW DATES: SILENT SKY - June 4, 5, 6, 11, 12, 13, 2021

CURRENT DATE: 4/20/2021 PREPARER'S NAME: John Hulse

#### NOTES FOR BUDGET WRITERS:

1. This is an Excel Spreadsheet. If you are using Excel, totals will change when you change the amounts.
2. These figures are just historically based guidelines. EXCEPT for the item Promotion below you should consult with your directorial staff and adjust these numbers to more closely reflect estimated needs for YOUR show.

#### PROPOSED

#### INCOME

Ticket Sales	\$7,560 *
Other income (Specify)	\$0
Total	\$7,560

#### Expenses

Costumes	\$500
Hair/Makeup	\$300
Lighting and Sound	\$175
Promotion, Fixed Cost (Printing, Mailing, Advertising)	\$600
Props	\$200
Royalties/Scripts/Music Permission Rights	\$920
Set	\$500
Total	\$3,195

Contribution to overhead:

\$4,365

*	6 PERFS.	AT	\$ 21.00	AT	60% OF	100 SEATS
Avg of \$20 & \$22						

4/30/2018