

APPROVED

POSSUM POINT PLAYERS

EXECUTIVE COMMITTEE MINUTES

August 17, 2021

- I. **CALL TO ORDER** – Chairperson Micheal Murnin called the meeting to order at 4:43 PM. Members present were: Michael Murnin, Anthony M Policastro, Kenney Workman, Rosanne Pack, Dawn Conaway, Louise Hartzell, Jim Hartzell, Nina Galerstein and Gwyneth Sharp. Absent were Andrew Hertzberg and Cheryl Graves. Quorum was confirmed.

II. APPROVAL OF MINUTES

A. **Approval of July 27, 2021 minutes** - Section III B 6 had a sentence about grant writing. That is not the case. The sentence needs to be deleted. After properly moving (Kenney Workman) and seconding (Jim Hartzell) the amended minutes were approved. **CLOSED**

B. **Artistic Committee chair input on minutes** - Copies of the draft Executive Committee minutes are sent to Marsha Shull as Chair of Artistic Committee as info. The draft minutes are sent to members of the Executive Committee for any changes to the minutes. If Marsha sees changes that need to be made, they should be routed through Rosanne Pack and Nina Galerstein so that the representatives to the Executive Committee remain in the loop of any such changes. **CLOSED**

III. REPORTS

A. Treasurer

1. Financial report (Attachment 1) was presented. Jim Hartzell made a motion seconded by Rosanne Pack to accept the Treasurer's report. Motion was carried. **CLOSED**

2. The building mortgage is now under \$20,000. **INFO**

B. Executive Administrator

1. Possum Juniors summer performance had 63 attendees at the first show and 60 attendees at the second. The third show was rained out. A video of the performance might be set up in the theater for those who could not attend due to the rain. Profit from the performance was very good. There was a great deal of praise for the project from the patrons. Each performance was followed by a question and answer session. **INFO**

2. The Distinguished Young Women event went well. **INFO**

3. Heroes of the Fourth Turning - Constant Contact notification has gone out. A program has been created. Tickets will be general admission sold at the door. **INFO**

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4. The audition notice for Elf has been arranged for Constant Contact. **INFO**
5. The Marvelous Wonderettes postcard has been created with Elf auditions announced on the reverse side. **INFO**
6. The 2022 membership season newsletter will need to go out. Artwork for Calendar Girls and A Gentleman's Guide to Love and Murder are still needed. The title of the Christmas Show along with artwork is needed for completion of the newsletter. **OPEN**
7. Care of the grass and gardening around the theater is needed. Jim Hartzell indicated that Building and Grounds will take care of it. **CLOSED**
8. Kenney Workman indicated that it makes sense to move the Saturday performances of Elf to matinees to make it easier for children to attend. That would also allow the addition of a Saturday evening show if ticket sales are brisk. He made a motion to that effect seconded by Nina Galerstein. The motion was carried. **CLOSED**

C. Artistic Committee

1. A rain date of August 22nd for Heroes of the Fourth Turning was approved. **INFO**
2. John Hulse, the Director of the Marvelous Wonderettes, discussed his pre-show plans. They include an antique car show and a DJ playing 50's music before the show. The plan was to start 90 minutes before show time. Artistic Committee had discussed whether this was informational to them or required approval. The decision was that it was just informational. Executive Committee members expressed some concern about the 90 minute suggested time frame. That was longer than usual. It would require asking volunteers like ticket sales, bar sales, hosts, etc to arrive earlier and work longer hours than usual. That made it more of an issue about resource availability. After discussion Jim Hartzell made the following motion seconded by Nina Galerstein: Any pre-show activities involving resources (including time) of Trustees, employees or volunteers must first be approved by both the Executive and Artistic Committees. Motion was carried. A second motion was made by Louise Hartzell and seconded by Nina Galerstein that pre-show activities for The Marvelous Wonderettes be limited to 60 minutes before show start time. Motion was carried. **INFO**
3. A new policy for future Possum Junior shows was presented (Attachment 2) and approved to replace the old one. **INFO**
4. Formal Job Descriptions for Artistic Committee members did not include the need to work with the Possum Juniors for their productions. There is a need to make sure that things like meetings with the various chairs and checklists for completion of items are created, etc. The job descriptions will be updated to reflect this. **INFO**

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5. The 50th Anniversary Committee is working on ads to be include with MPT.

INFO

6. The 50th Anniversary Committee and Reading Committee were working on selecting the 2022 Christmas Show. It appeared redundant to have two committee working on the same thing. It made sense that this particular time, show selection should fall under the purview of the special Anniversary Committee. Jim Hartzell made a motion seconded by Kenney Workman that the process for show selection for the 50th Anniversary season be left to the 50th Anniversary committee. The motion was carried with one abstention (Nina Galerstein).

CLOSED

D. Fund Raising Committee

1. 50th Anniversary Gala - a question arose as to whether the planned gala was to be the fund raiser for that year or if a separate fund raiser was still needed. This will need to be addressed by the committee. **OPEN**

E. Building and Grounds -

1. Jim Hartzell provided a written update on projects (Attachment 3) **INFO**
2. There are issues with the security cameras not working or being missing that will need to be addressed. **OPEN**
3. A question was raised to the Fire Marshall about the actual need for a fire lane. He has proposed coming out to inspect and give us an answer. **OPEN**
4. The upstairs flooring still needs repair. Rosanne Pack is researching a flooring person who could do that. **OPEN**

IV. OLD BUSINESS

A. On the Edge production - Michael Murnin had communicated the curfew requirements to Fred Dean. They were passed on to director. One of those requirements was that the building be vacated by 11 PM each night. There have been two nights this week during tech rehearsal that the 11 PM curfew has not been met. The initial response was that the curfew was never communicated. The requirements were made clear to the director going forward. **INFO**

V. NEW BUSINESS

A. August 22nd rain date for Heroes of the Fourth Turning - This date was approved by an e-mail vote of the Executive Committee on August 14th. Kenney Workman made a motion seconded by Jim Hartzell that the e-mail vote be accepted. The motion carried. **CLOSED**

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B. Rainout performances - A question arose as to who made the call to cancel a performance for rain. There are three people involved. They are Dawn Conaway, Michael Murnin and Chase Schirmer. **CLOSED**

C. Respect at committee meetings - there have been instances where communication at committee meetings has not always been as respectful as it should be. Anthony Policastro will work on providing a general statement on congenial communication. **OPEN**

VI. ITEMS FOR ARTISTIC COMMITTEE NOTIFICATION OR INFORMATION

A. Draft Executive Committee minutes corrections will be through Rosanne Pack and Nina Galerstein as representatives of the Artistic Committee.

B. Saturday performances of Elf moved to matinees

C. Decisions by directors that include additional Possum Point resources over and above the usual need approval.

D. Marvelous Wonderettes pre-show would begin 60 minutes before the show instead of 90 minutes.

e. 50th Anniversary Committee will select the shows for the 50th Anniversary season

VII. ANNOUNCEMENTS - None this month

VIII. NEXT MEETING DATE - September 21st at 4:30 PM at Possum Hall **INFO**

IX. ADJOURNMENT -There being no further business a motion was made (Jim Hartzell) and seconded (Rosanne Pack) to close the meeting at 6:22 PM

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Attachment 1

5:28 PM

08/16/21

Cash Basis

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

	Aug 16, 21	Aug 16, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
County Bank-Checking	20,527.05	24,861.48	-4,334.43	-17.4%
County Bank-MONEY MARKET	92,045.91	97,179.74	-5,133.83	-5.3%
Petty Cash	50.00	50.00	0.00	0.0%
Total Checking/Savings	112,622.96	122,091.22	-9,468.26	-7.8%
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	120,061.28	129,529.54	-9,468.26	-7.3%
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	5,626.28	0.00	0.0%
Land	20,000.00	20,000.00	0.00	0.0%
Total Fixed Assets	600,280.09	600,280.09	0.00	0.0%
TOTAL ASSETS	720,341.37	729,809.63	-9,468.26	-1.3%
LIABILITIES & EQUITY				
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	1,359.69	583.57	776.12	133.0%
Total Other Current Liabilities	1,202.94	426.82	776.12	181.8%
Total Current Liabilities	-34.43	-656.55	622.12	94.8%
Long Term Liabilities				
Mortgage	21,790.91	34,420.91	-12,630.00	-36.7%
Total Long Term Liabilities	21,790.91	34,420.91	-12,630.00	-36.7%
Total Liabilities	21,756.48	33,764.36	-12,007.88	-35.6%

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5:28 PM		Possum Point Players				5:28 PM	
08/16/21		Balance Sheet Prev Year Comparison				08/16/21	
Cash Basis		As of August 16, 2021				Cash Basis	
		Aug 16, 21	Aug 16, 20	\$ Change	% Change		
Equity							
Retained Earnings		671,115.35	655,231.13	15,884.22	2.4%		
Net Income		27,469.54	40,814.14	-13,344.60	-32.7%		
Total Equity		698,584.89	696,045.27	2,539.62	0.4%		
TOTAL LIABILITIES & EQUITY		720,341.37	729,809.63	-9,468.26	-1.3%		
Assets							
Accounts Receivable		128.00	128.00	0.00	0.0%		
Accounts Payable		128.00	128.00	0.00	0.0%		
Total Assets		128.00	128.00	0.00	0.0%		
Other Current Assets		0.00	0.00	0.00	0.0%		
Long Term Assets		0.00	0.00	0.00	0.0%		
Total Long Term Assets		0.00	0.00	0.00	0.0%		
Total Assets		128.00	128.00	0.00	0.0%		
Accounts Payable		128.00	128.00	0.00	0.0%		
Accounts Receivable		128.00	128.00	0.00	0.0%		
Total Liabilities		128.00	128.00	0.00	0.0%		
Other Current Liabilities		0.00	0.00	0.00	0.0%		
Long Term Liabilities		0.00	0.00	0.00	0.0%		
Total Long Term Liabilities		0.00	0.00	0.00	0.0%		
Total Liabilities		128.00	128.00	0.00	0.0%		

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5:27 PM
08/16/21
Cash Basis

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

	Jan 1 - Aug 16, 21	Jan 1 - Aug 16, 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
Advertising & Sponsors	1,000.00	0.00	1,000.00	100.0%
BAR				
Concession	-185.54	211.91	-397.45	-187.6%
Tips	318.67	236.00	82.67	35.0%
BAR - Other	3,401.34	1,012.34	2,389.00	236.0%
Total BAR	3,534.47	1,460.25	2,074.22	142.1%
CONVENIENCE FEES	6.80	174.41	-167.61	-96.1%
Direct Public Support				
Corporate Contributions	102.00	45.43	56.57	124.5%
Individ, Business Contributio...	625.00	23,760.12	-23,135.12	-97.4%
Total Direct Public Support	727.00	23,805.55	-23,078.55	-97.0%
Donations - Cash	1,817.50	10.00	1,807.50	18,075.0%
Fundraising Events	15,105.00	0.00	15,105.00	100.0%
Government Grants				
State Grants	21,320.62	24,780.00	-3,459.38	-14.0%
Total Government Grants	21,320.62	24,780.00	-3,459.38	-14.0%
Grants	0.00	20,000.00	-20,000.00	-100.0%
Interest Income	22.67	43.72	-21.05	-48.2%
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	20,290.00	7,870.00	12,420.00	157.8%
Total Program Income	20,290.00	7,870.00	12,420.00	157.8%
Rentals				
Cost of Rent Rev - Debt Prop	1,800.00	0.00	1,800.00	100.0%
Total Rentals	1,800.00	0.00	1,800.00	100.0%
Ticket Sales				
GIFT CERTIFICATES	0.00	-50.00	50.00	100.0%
Ticket Sales - Other	30,595.60	25,910.00	4,685.60	18.1%
Total Ticket Sales	30,595.60	25,860.00	4,735.60	18.3%
Total Income	96,219.66	104,303.93	-8,084.27	-7.8%
Gross Profit	96,219.66	104,303.93	-8,084.27	-7.8%
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	1,133.36	189.31	944.05	498.7%
Building & Grounds mainten...	2,341.69	1,153.29	1,188.40	103.0%
Business Expenses				
Business Registration Fees	135.00	25.00	110.00	440.0%
Taxes - Not UBIT	25.00	0.00	25.00	100.0%
Total Business Expenses	160.00	25.00	135.00	540.0%

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Cash Basis

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

	Jan 1 - Aug 16, 21	Jan 1 - Aug 16, 20	\$ Change	% Change
Contract Services				
Accounting Fees	0.00	750.00	-750.00	-100.0%
Fundraising Fees	0.00	10.00	-10.00	-100.0%
Outside Contract Services	6,107.44	7,100.41	-992.97	-14.0%
Total Contract Services	6,107.44	7,860.41	-1,752.97	-22.3%
Costumes	608.34	199.98	408.36	204.2%
Dinner expense	149.86	0.00	149.86	100.0%
Facilities and Equipment				
Equip Rental and Maintenance	2,812.93	328.00	2,484.93	757.6%
Janitorial Services	1,972.94	2,313.21	-340.27	-14.7%
Mortgage Interest	1,043.06	1,621.48	-578.42	-35.7%
Rent, Parking, Utilities	5,989.28	472.79	5,516.49	1,166.8%
Total Facilities and Equipment	11,818.21	4,735.48	7,082.73	149.6%
Lighting & Sound	621.68	29.98	591.70	1,973.7%
Makeup & Hair	89.64	0.00	89.64	100.0%
Music	1,113.85	156.03	957.82	613.9%
Operations				
Postage, Mailing Service	475.83	1,062.62	-586.79	-55.2%
Printing and Copying	232.74	226.56	6.18	2.7%
Supplies	887.77	297.18	590.59	198.7%
Telephone, Telecommunicati...	1,935.02	1,552.63	382.39	24.6%
Total Operations	3,531.36	3,138.99	392.37	12.5%
Other Types of Expenses				
Advertising Expenses	1,182.83	1,187.49	-4.66	-0.4%
Insurance - Liability, D and O	4,478.00	2,980.00	1,498.00	50.3%
Memberships and Dues	100.00	100.00	0.00	0.0%
Other Costs	465.00	25.00	440.00	1,760.0%
Total Other Types of Expenses	6,225.83	4,292.49	1,933.34	45.0%
Payroll Expenses	2,205.66	2,202.60	3.06	0.1%
Props	264.78	365.88	-101.10	-27.6%
Royalties-Scripts-Scores	5,230.56	4,292.15	938.41	21.9%
Set	1,462.95	600.22	862.73	143.7%
Sound	600.00	0.00	600.00	100.0%
Utilities	0.00	6,000.58	-6,000.58	-100.0%
Wages	27,600.41	27,968.40	-367.99	-1.3%
Total Expense	71,665.62	63,210.79	8,454.83	13.4%
Net Ordinary Income	24,554.04	41,093.14	-16,539.10	-40.3%
Other Income/Expense				
Other Income				
Drama camp	0.00	-214.41	214.41	100.0%
Gift Shop	20.00	0.00	20.00	100.0%
PPP Readers Theater	0.00	150.00	-150.00	-100.0%
Theatre Academy	4,855.50	-214.59	5,070.09	2,362.7%
Total Other Income	4,875.50	-279.00	5,154.50	1,847.5%

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5:27 PM
08/16/21
Cash Basis

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

	Jan 1 - Aug 16, 21	Jan 1 - Aug 16, 20	\$ Change	% Change
Other Expense				
Program Admin Allocations	1,960.00	0.00	1,960.00	100.0%
Total Other Expense	1,960.00	0.00	1,960.00	100.0%
Net Other Income	2,915.50	-279.00	3,194.50	1,145.0%
Net Income	27,469.54	40,814.14	-13,344.60	-32.7%

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Attachment 2

Policy on Relationship between Artistic & Possum Juniors Summer Show

This policy is to improve the communication between the Possum Juniors and the Artistic Committee. It is hoped that this will provide needed support and guidance while allowing PJs to develop skills & express their creativity.

1. Upon approval as director for the PJ summer show the director along with the PJ Advisors shall contact the Director Selection Chair of the Artistic Committee. This is to go over the Director's manual. This will assist the Director & Advisors to know expectations & identify potential problem areas.
2. The PJ Show Director upon deciding on their chosen chairs for each area of production (props, EFX/Sound/Lighting, costumes, makeup, set construction) along with publicity will advise the Artistic chairs of the corresponding department of their choices. All pertinent contact information should be given to the Artistic Chairs. At least 2 months prior to the Summer Show, the PJ Director & PJ Advisors shall schedule a production meeting that includes all chairs of production & corresponding Artistic Chairs.
3. Artistic Committee chairs will provide support, guidance & encouragement throughout the production process to their corresponding production chairs. Weekly contact is ideal.

APPROVED

Attachment 3

B & G TASKS – 8/16/21

1. Repair floor in costume storage room: **SEARCHING FOR PROFESSIONAL HELP**
2. Install light/fan in cast bathroom **TO DO**
3. Install new pipe to south wall of costume construction **DONE**
4. Apply tile to sides of bar cabinets
5. Install ballast in shop light **NEED TO THINK ABOUT REPLACING FIXTURES**
6. Fix men's cast bathroom door
7. Replace/repair outside wall sconces **DONE**
9. Rehang plaques **IN PROGRESS**
10. Fix/replace/adjust/add to building security cameras. **TO DO**
11. Repair/replace/remove FIRE LANE sign in North end of parking lot **CONTACTED
FIRE MARSHALL**
12. Replace paper towel dispenser in women's bath on second floor **TO DO**
13. Replace MEN and LADIES signs on upstairs bathroom doors
13. Remove shelving from costume storage **TO DO**

Help with any of these projects would be great. Thanks. Jim