

APPROVED

POSSUM POINT PLAYERS

EXECUTIVE COMMITTEE MINUTES

September 21, 2021

- I. **CALL TO ORDER** – Chairperson Micheal Murnin called the meeting to order at 4:44 PM. Members present were: Michael Murnin, Anthony M Policastro, Kenney Workman, Rosanne Pack, Dawn Conaway, Nina Galerstein, Andrew Hertzberg, Cheryl Graves and Gwyneth Sharp. Absent were Louise Hartzell and Jim Hartzell, Quorum was confirmed.

II. APPROVAL OF MINUTES

A. **Approval of August 17, 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. Kenney Workman made a motion seconded by Rosanne Pack to accept the Treasurer's report. Motion was carried. **CLOSED**

B. Executive Administrator

1. There were 652 attendees at the 6 performances of The Marvelous Wonderettes **INFO**

2. Elf tickets went on sale September 13th. **INFO**

3. The report on the 2021 Budget Grant was submitted on the day of the meeting well ahead of the Sept 30th deadline. The in kind donation grant is being worked on. **INFO**

4. Rob Rector is the director of the communications program at Delaware Technical and Community College. Prior to the COVID pandemic they used the Milton Theater as the location for the end of the year final showcase project for their students for the year. He contacted Dawn Conaway to inquire about the possible opportunity to work with Possum Point in the future. Kenney Workman will contact to him to get more details on the project. **OPEN**

5. The Diamond Dance Company is interested in performing The Nutcracker in December again this year. Kenney Workman will contact them about further details. **OPEN**

6. The plumber was in to fix the broken handicapped stall. **INFO**

7. Auditions for Twelve Angry Jurors will be the week of October 25th. **INFO**

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C. Artistic Committee

1. The need for directors to have pre-show plans approved by both Artistic and Executive Committee if they need to involve Possum resources in those plans was approved by the Artistic Committee. **INFO**

2. The first show of the 50th Anniversary Year Season will be the Christmas show in 2022. The 50th Anniversary Committee had narrowed down the choices to Christmas Hit Parade and White Christmas. The Christmas Hit Parade presented a Top Twenty Christmas songs that came from a poll of Possum audiences. The plan would be to do a new poll and present the new list as the Christmas show. Artistic Committee approved that plan. Nina Galerstein made a motion seconded by Cheryl Graves that the Christmas Hit Parade show be approved. Discussion took place about whether that kind of show would be truly representative of what Possum Point was about in their 50 year history. It was the kind of show that any choral group could perform at any venue. The overall feeling was that White Christmas (while significantly more complex to perform) was much more representative of the type of performance that would reflect Possum Point Players success over that 50 year period. The motion was not passed with 7 Nay votes and Nina Galerstein as chair of the 50th Anniversary Committee abstaining. Section 6.06 of the Bylaws titled Committee Collaboration indicate: "Any vote by either the Executive or the Artistic committee which negates or changes action taken by the other Committee requires the Chairperson of the Committee who voted to negate or change action, to be responsible for notifying, and seeking agreement with, the Chairperson of the other Committee." For that reason Michael Murnin will contact Marsha Shull to see if there is agreement that the alternative play White Christmas was acceptable. If so that would need full committee approval by both committees according to the bylaws. If it is not acceptable, Section 6.06 further reads: "If no compromise can be reached, the President is obligated to take the matter to the Board of Trustees." **OPEN**

3. Formal Job Descriptions for Artistic Committee members did not include the specifics of working with the Possum Juniors for their productions. That clarification suggesting that the various section heads attend the initial production meeting was added to the job descriptions and approved by Artistic Committee. After properly motioning (Nina Galerstein) and seconding (Rosanne Pack) the addition to the job description was approved. **CLOSED**

D. Fund Raising Committee - there was no formal report this month

E. Building and Grounds -

1. The bidding on the building addition is an ongoing process and will be updated on at next month's meeting. **OPEN**

2. Security cameras were reported on at last month's meeting. There were only four cameras currently working. The system was also difficult to use. A quote was obtained from ADT. They will provide 8 cameras. Those will be working 24 hours daily. They will be remotely

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monitored by ADT. There would be a 6 month warranty. The initial cost would be \$2060 with a \$93.23 monthly monitoring fee. Kenney Workman made a motion seconded by Andrew Hertzberg that we accept the proposal and fund the project. Motion was carried. **CLOSED**

3. The Fire Marshall has not yet responded about the actual need for a fire lane.

OPEN

4. The upstairs flooring replacement project resulted in contacting three bidders. One did not respond with a quote. A second wanted to provide separate quotes for the installation and purchasing of the flooring. The installation alone would cost over \$2000. A third company proposed laying down a vinyl floor at a cost of \$3513. After expressing concerns that vinyl was likely to get ruined by constant moving of clothing racks over it, they offered a proposal for just doing wooden flooring. That estimate came in at \$1863. Kenney Workman motioned and Nina Galerstein seconded that we approve the wooden flooring proposal. Motion was carried.

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5. The outdoor stage would need to be taken down. Given the number of changes that had been made over the course of the season, this is likely to be a significantly difficult process. **INFO**

6. Carpeting in the administrative office needs to be looked at for repair or replacement. This will be referred to Building and Grounds chair for review. **OPEN**

IV. OLD BUSINESS

A. Fund Raiser 2022 - The 50th Anniversary Committee has not yet decided whether the 50th Anniversary Gala will be the 2022 fund raiser or if a separate fund raiser needs to be planned. **OPEN**

2. Congeniality - Due to some disagreements that got out of hand, the thought was that perhaps we needed a reminder of expected behavior. A proposed reminder about congeniality was created (Attachment 2). Discussion took place about whether to make use of this or not. Other approaches to these types of disagreements were also discussed. There was a need to share this with Artistic Committee for information. In addition, Kenney Workman will ask the cast and crew of Elf to read and sign a copy of the guideline as a trial of its usefulness. Nina Galerstein made a motion seconded by Kenney Workman that both referral to the Artistic Committee for information and use for the production of Elf take place. The motion was carried. **CLOSED**

V. NEW BUSINESS

A. COVID Vaccination will be required for both cast and crew for Elf. Masks will be worn during rehearsal for those not actively rehearsing. **INFO**

B. Volunteers are needed to serve on the nominating committee. **OPEN**

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C. There were issues with the packs for the body mikes getting wet from sweat in the hot weather at performances. It is not yet clear what will be needed in the way of repair or replacement. **OPEN**

VI. ITEMS FOR ARTISTIC COMMITTEE NOTIFICATION OR INFORMATION

A. Michael Murnin will need to discuss the 2022 Christmas production with Marsha Shull

B. Congeniality guideline referred to the committee for information

C. Elf will require COVID vaccination for both cast and crew

VII. ANNOUNCEMENTS - None this month

VIII. NEXT MEETING DATE - October 19th at 4:30 PM at Possum Hall INFO

IX. ADJOURNMENT -There being no further business a motion was made (Kenney Workman) and seconded (Cheryl Graves) to close the meeting at 6:10 PM

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Attachment 1

| | | | | | |
|----------------------------------|--------------------------------------|--------------------|------------|-----------|--|
| 4:15 PM | Possum Point Players | | | | |
| 09/18/21 | Profit & Loss Prev Year Comparison | | | | |
| Cash Basis | January 1 through September 18, 2021 | | | | |
| | Jan 1 - Sep 18, 21 | Jan 1 - Sep 18, 20 | \$ Change | % Change | |
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| Advertising & Sponsors | 1,000.00 | 0.00 | 1,000.00 | 100.0% | |
| BAR | | | | | |
| Concession | -277.96 | 97.79 | -375.75 | -384.2% | |
| Tips | 343.67 | 385.00 | -41.33 | -10.7% | |
| BAR - Other | 3,304.54 | 1,410.82 | 1,893.72 | 134.2% | |
| Total BAR | 3,370.25 | 1,893.61 | 1,476.64 | 78.0% | |
| CONVENIENCE FEES | 6.80 | 209.47 | -202.67 | -96.8% | |
| Direct Public Support | | | | | |
| Corporate Contributions | 102.00 | 45.43 | 56.57 | 124.5% | |
| Individ, Business Contributio... | 661.40 | 23,860.12 | -23,198.72 | -97.2% | |
| Legacies and Bequests | 200.00 | 0.00 | 200.00 | 100.0% | |
| Total Direct Public Support | 963.40 | 23,905.55 | -22,942.15 | -96.0% | |
| 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 | 33,930.00 | -12,609.38 | -37.2% | |
| Total Government Grants | 21,320.62 | 33,930.00 | -12,609.38 | -37.2% | |
| Grants | 0.00 | 20,000.00 | -20,000.00 | -100.0% | |
| Interest Income | 26.58 | 60.18 | -33.60 | -55.8% | |
| Miscellaneous Income | 0.00 | 25.00 | -25.00 | -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 | 20,345.00 | 7,870.00 | 12,475.00 | 158.5% | |
| Total Program Income | 20,345.00 | 7,870.00 | 12,475.00 | 158.5% | |
| Rentals | | | | | |
| Cost of Rent Rev - Debt Prop | 1,800.00 | 0.00 | 1,800.00 | 100.0% | |
| Rent Revenue - Debt Property | 600.00 | 0.00 | 600.00 | 100.0% | |
| Total Rentals | 2,400.00 | 0.00 | 2,400.00 | 100.0% | |
| Ticket Sales | | | | | |
| GIFT CERTIFICATES | 0.00 | -50.00 | 50.00 | 100.0% | |
| Ticket Sales - Other | 35,463.60 | 29,643.40 | 5,820.20 | 19.6% | |
| Total Ticket Sales | 35,463.60 | 29,593.40 | 5,870.20 | 19.8% | |
| Total Income | 101,818.75 | 117,797.21 | -15,978.46 | -13.6% | |
| Gross Profit | 101,818.75 | 117,797.21 | -15,978.46 | -13.6% | |
| 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 | 1,269.64 | 223.57 | 1,046.07 | 467.9% | |
| Building & Grounds maintenanc... | 2,810.81 | 1,839.31 | 971.50 | 52.8% | |

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4:15 PM
09/18/21
Cash Basis

Possum Point Players Profit & Loss Prev Year Comparison January 1 through September 18, 2021

| | Jan 1 - Sep 18, 21 | Jan 1 - Sep 18, 20 | \$ Change | % Change |
|---------------------------------------|--------------------|--------------------|-------------------|---------------|
| 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% |
| 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 | 6,819.56 | 7,530.89 | -711.33 | -9.5% |
| Total Contract Services | 6,819.56 | 8,290.89 | -1,471.33 | -17.8% |
| Costumes | 808.34 | 199.98 | 608.36 | 304.2% |
| 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 | 2,428.04 | 2,437.22 | -9.18 | -0.4% |
| Mortgage Interest | 1,147.79 | 1,786.54 | -638.75 | -35.8% |
| Rent, Parking, Utilities | 7,365.57 | 619.04 | 6,746.53 | 1,089.8% |
| Total Facilities and Equipment | 13,754.33 | 5,170.80 | 8,583.53 | 166.0% |
| Lighting & Sound | 1,025.38 | 2,242.90 | -1,217.52 | -54.3% |
| Makeup & Hair | 89.64 | 0.00 | 89.64 | 100.0% |
| Music | 3,613.85 | 2,356.03 | 1,257.82 | 53.4% |
| Operations | | | | |
| Postage, Mailing Service | 533.83 | 1,172.62 | -638.79 | -54.5% |
| Printing and Copying | 270.14 | 238.44 | 31.70 | 13.3% |
| Supplies | 1,087.47 | 604.43 | 483.04 | 79.9% |
| Telephone, Telecommunicati... | 2,462.46 | 1,994.05 | 468.41 | 23.5% |
| Total Operations | 4,353.90 | 4,009.54 | 344.36 | 8.6% |
| Other Types of Expenses | | | | |
| Advertising Expenses | 1,823.62 | 1,187.49 | 636.13 | 53.6% |
| Insurance - Liability, D and O | 5,772.00 | 4,274.00 | 1,498.00 | 35.1% |
| 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 | 8,160.62 | 5,586.49 | 2,574.13 | 46.1% |
| Payroll Expenses | | | | |
| Props | 2,479.23 | 2,499.64 | -20.41 | -0.8% |
| Royalties-Scripts-Scores | 588.02 | 365.88 | 222.14 | 60.7% |
| Set | 5,693.61 | 4,292.15 | 1,401.46 | 32.7% |
| Sound | 1,688.81 | 600.22 | 1,088.59 | 181.4% |
| Taxes | 600.00 | 0.00 | 600.00 | 100.0% |
| Utilities | 22.50 | 22.50 | 0.00 | 0.0% |
| Wages | 0.00 | 7,123.22 | -7,123.22 | -100.0% |
| | 31,138.87 | 31,791.48 | -652.61 | -2.1% |
| Total Expense | 85,626.97 | 76,639.60 | 8,987.37 | 11.7% |
| Net Ordinary Income | 16,191.78 | 41,157.61 | -24,965.83 | -60.7% |
| 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% |

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4:15 PM
09/18/21
Cash Basis

Possum Point Players
Profit & Loss Prev Year Comparison
January 1 through September 18, 2021

| | Jan 1 - Sep 18, 21 | Jan 1 - Sep 18, 20 | \$ Change | % Change |
|----------------------------|--------------------|--------------------|-------------------|-----------------|
| PPP Readers Theater | 0.00 | 350.00 | -350.00 | -100.0% |
| Theatre Academy | 4,855.50 | -214.59 | 5,070.09 | 2,362.7% |
| Total Other Income | 4,875.50 | -79.00 | 4,954.50 | 6,271.5% |
| 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 | -79.00 | 2,994.50 | 3,790.5% |
| Net Income | 19,107.28 | 41,078.61 | -21,971.33 | -53.5% |

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4:16 PM
09/18/21
Cash Basis

Possum Point Players Balance Sheet Prev Year Comparison As of September 18, 2021

| | Sep 18, 21 | Sep 18, 20 | \$ Change | % Change |
|--|-------------------|-------------------|-------------------|----------------|
| ASSETS | | | | |
| Current Assets | | | | |
| Checking/Savings | | | | |
| County Bank-Checking | 10,469.57 | 25,084.38 | -14,614.81 | -58.3% |
| County Bank-MONEY MARKET | 92,049.82 | 97,196.20 | -5,146.38 | -5.3% |
| Petty Cash | 50.00 | 50.00 | 0.00 | 0.0% |
| Total Checking/Savings | 102,569.39 | 122,330.58 | -19,761.19 | -16.2% |
| 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 | 110,007.71 | 129,768.90 | -19,761.19 | -15.2% |
| 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 | 710,287.80 | 730,048.99 | -19,761.19 | -2.7% |
| 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 | 672.44 | 1,502.19 | -829.75 | -55.2% |
| Total Other Current Liabilities | 515.69 | 1,345.44 | -829.75 | -61.7% |
| Total Current Liabilities | -721.68 | 262.07 | -983.75 | -375.4% |
| Long Term Liabilities | | | | |
| Mortgage | 20,786.85 | 33,477.18 | -12,690.33 | -37.9% |
| Total Long Term Liabilities | 20,786.85 | 33,477.18 | -12,690.33 | -37.9% |
| Total Liabilities | 20,065.17 | 33,739.25 | -13,674.08 | -40.5% |

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4:16 PM
09/18/21
Cash Basis

Possum Point Players Balance Sheet Prev Year Comparison As of September 18, 2021

| | Sep 18, 21 | Sep 18, 20 | \$ Change | % Change |
|---------------------------------------|-------------------|-------------------|-------------------|--------------|
| Equity | | | | |
| Retained Earnings | 671,115.35 | 655,231.13 | 15,884.22 | 2.4% |
| Net Income | 19,107.28 | 41,078.61 | -21,971.33 | -53.5% |
| Total Equity | 690,222.63 | 696,309.74 | -6,087.11 | -0.9% |
| TOTAL LIABILITIES & EQUITY | 710,287.80 | 730,048.99 | -19,761.19 | -2.7% |
| Accounts Receivable | 129.00 | 129.00 | 0.00 | 0.0% |
| Accounts Payable | 129.00 | 129.00 | 0.00 | 0.0% |
| Other Current Assets | 8,133.80 | 8,133.80 | 0.00 | 0.0% |
| DELAWARE COMMUNITY FOUNDATION | 7,309.32 | 7,309.32 | 0.00 | 0.0% |
| Unexpended Funds | 110,007.71 | 128,788.90 | -18,781.19 | -18.2% |
| Total Current Assets | 129,000.00 | 129,000.00 | 0.00 | 0.0% |
| Fixed Assets | 483,875.00 | 483,875.00 | 0.00 | 0.0% |
| Accumulated Depreciation | 825,882.88 | 825,882.88 | 0.00 | 0.0% |
| Building | 138,818.81 | 138,818.81 | 0.00 | 0.0% |
| Equipment | 4,088.78 | 4,088.78 | 0.00 | 0.0% |
| Furniture & Fixtures | 8,828.28 | 8,828.28 | 0.00 | 0.0% |
| Furniture and Equipment | 30,000.00 | 30,000.00 | 0.00 | 0.0% |
| Land | 600,280.09 | 600,280.09 | 0.00 | 0.0% |
| Total Fixed Assets | 719,387.80 | 730,048.99 | -10,661.19 | -1.5% |
| TOTAL ASSETS | 710,287.80 | 730,048.99 | -19,761.19 | -2.7% |
| LIABILITIES & EQUITY | | | | |
| Liabilities | | | | |
| Current Liabilities | | | | |
| Accounts Payable | 129.00 | 129.00 | 0.00 | 0.0% |
| Accounts Payable | 129.00 | 129.00 | 0.00 | 0.0% |
| Total Current Liabilities | 129.00 | 129.00 | 0.00 | 0.0% |
| Other Current Liabilities | 129.00 | 129.00 | 0.00 | 0.0% |
| Overdraft Loan | 129.00 | 129.00 | 0.00 | 0.0% |
| Payroll Liabilities | 129.00 | 129.00 | 0.00 | 0.0% |
| Total Other Current Liabilities | 129.00 | 129.00 | 0.00 | 0.0% |
| Total Current Liabilities | 129.00 | 129.00 | 0.00 | 0.0% |
| Long Term Liabilities | | | | |
| Mortgage | 33,477.18 | 33,477.18 | 0.00 | 0.0% |
| Total Long Term Liabilities | 33,477.18 | 33,477.18 | 0.00 | 0.0% |
| Total Liabilities | 33,477.18 | 33,477.18 | 0.00 | 0.0% |

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Attachment 2

There are certain characteristics which organizations need to be successful. Some of them are more easily attainable than others. One of them is congeniality.

Like any large group disagreements are bound to occur. However, those disagreements tend to be with things like principles or policies. They have nothing to do with the people themselves. It is during those times that the people in a successful organization take a step back. It is the realization that we all have the same goal and need to approach it in harmony that congeniality is all about.

Eric Berne created the theory of transactional analysis. That theory made it clear that productive discussion only takes place when people both act like adults.

He theorized that if one person acts authoritative (parental), it encourages the other person to react like a child. That reaction might be in the form of anger. It might in the form of pouting. However, in either case it shuts down discussion.

If, on the other hand, one person acts like a child by having tantrum like behavior, it brings out the authoritarian nature of the other person. Again discussion is shut down.

True congeniality allows us to respect each other's opinion. It allows solutions that make everyone happy. It allows the organization to move forward rather than stagnate.