

APPROVED

POSSUM POINT PLAYERS

EXECUTIVE COMMITTEE MINUTES

October 19, 2021

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

II. APPROVAL OF MINUTES

A. **Approval of September 21, 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**

2. Report on The Marvelous Wonderettes (Attachment 2) - The profit was \$6763.12. Of the \$7698.88 in expenses, \$5,936 of that was for royalties and music. **INFO**

B. Executive Administrator

1. So far 254 tickets for Elf have been sold. There will be an announcement for the show in Constant Contact on Nov 1st. **INFO**

2. A grant was put in for The Festival of Cheer. The request was for \$3900. It included a new iMac for the office because the old one no longer was able to update to current software. It also included \$1200 toward upgrades to the building. We received donations for the building upgrades prior to this. The grant approved the \$1200 for the upgrades (which we had already received) but not the iMac. Jim Hartzell made a motion seconded by Kenney Workman that we put the \$1200 toward a new computer and then finance the rest of it from Possum funds. Motion was carried. **CLOSED**

3. Dawn is working on the new brochure for the 2022 season. She raised a question about ticket prices. Current prices if tickets are bought separately are \$120 for the entire season with a price of \$110 for seniors. Season ticket prices should be lower. Jim Hartzell made a

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motion seconded by Kenney Workman that season ticket prices be set at \$110 for regular subscribers and \$100 for seniors. Motion was carried. **CLOSED**

4. Dawn received a letter from a patron who attended The Marvelous Wonderettes. She lived in Talbot County, Maryland. She suggested that we advertise to potential patrons in Talbot County. She included a \$200 check to start that effort. Jim Hartzell volunteered to work on advertising Elf in Talbot County. **OPEN**

C. Artistic Committee

1. White Christmas was approved as the Christmas musical for 2022 to start the 50th Anniversary season. **INFO**

2. A building use form had been submitted by the Possum Point Shakespeare Players (Attachment 3) to approve a performance that would require costumes. The performance was to take place at the Milford library. The Artistic Committee approved the request. Jim Hartzell motioned and Andrew Hertzberg seconded that Executive Committee approve the request. Motion was carried. **CLOSED**

3. A discussion had taken place about mask wear at Possum Point Theatre both at meetings, rehearsals and performances, etc. Guidance on this topic was not clear. Given the state of infections and vaccine boosters, this is a frequently changing area in terms of recommendations. Jim Hartzell made a motion that was seconded by Kenney Workman that President Michael Murnin appoint a committee to come up with recommendations for COVID precautions going forward. Motion was carried **OPEN**

4. The Artistic Committee accepted Diane Counts' resignation as assistant to the chair for props. Steve Perry was appointed as her replacement. **INFO**

5. Possum Juniors are working on planning an overnight retreat at the theater. **INFO**

6. The congeniality statement that was discussed at last month's Executive Committee was reviewed at the Artistic Committee meeting. **INFO**

D. Fund Raising Committee - Cheryl Graves reported that she was looking at raffling off Christmas baskets at the performances of Elf. **OPEN**

E. Building and Grounds -

1. Building addition - the original proposal was to build a 60 feet X 24 foot addition. Bids were obtained. Then later a proposal to expand the building to 72 feet X 24 feet was bid upon. Material costs have recently increased significantly so a new bidding process was started. The best bid came in from Delmarva Pole Company. They expressed a willingness to work with us to develop a proposal that met our budgetary requirements. In order to do so, they

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would need some kind of commitment from us. Andrew Rollman was present as a guest at the meeting. He discussed the height of the roof, the slope of the roof, the potential for leaks, the possibility of an additional door being built. All of these were things that could be discussed with Delmarva Pole Company. Current amount available for the addition was reviewed. Kenney Workman made a motion seconded by Gwyneth Sharp authorizing Jim Hartzell, Andy Rollman and the committee to commit to Delmarva Pole company and work with them to see what it would take to create a proposal that would cap the project at \$150,000. Motion was carried.

OPEN

2. Upgrading the network infrastructure - Chase Schirmer presented a proposal to the committee (Attachment 4) to upgrade the network speed from 1 GPS to 10 GPS. That would improve coverage for the building. It would allow ticket scanning. Once approved, the lag time would be dependent upon the arrival of the equipment. Kenney Workman made a motion seconded by Jim Hartzell to approve the proposal. Motion was carried. **CLOSED**

3. The Fire Marshall indicated that the hanging fire lane sign should be retained. The committee will work on getting the sign to hang straight. **INFO**

4. The upstairs flooring replacement project is waiting on scheduling. **INFO**

5. Tommy Ray Chester replaced the light fan. **INFO**

6. Plaque project is continuing. **OPEN**

7. Shelving in the costume area has been removed. **INFO**

8. The ADT project for the security cameras has been completed. **CLOSED**

9. Bill Howlett has been working on projects related to the grounds around the building. Mulching still needs to be done. **INFO**

10. Bill Howlett also has some paintings from a noted artist that he plans to donate to Possum Point. They could be hung in the Ladies Room. **INFO**

11. The leak in the Ladies Room has been fixed. **INFO**

12. The dry wall has been repaired. **INFO**

13. The carpeting problem in the main office has been received by Building and Grounds. **INFO**

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IV. OLD BUSINESS

A. Delaware Tech request for Annual AV program - Kenney Workman discussed with Rob Rector. Kenney provided them with dates of planned performances so they could work around those dates. The cost to them would be \$600 rental fee for the night plus \$50 tech fee. There was also a discussion about potential technical internships. **OPEN**

2. Diamond Dance Company Nutcracker - the company confirmed their desire to perform The Nutcracker on the weekend following Elf. We are awaiting a building use form from them. The cost will be \$600 rental per night and \$50 tech fee. They have a snow machine for the show. That machine might also be useful for Elf. **OPEN**

3. 50th Anniversary Gala - The decision as to whether the gala will be a fund raiser or if there will be a separate fund raiser has not yet been made. **OPEN**

4. Nominating Committee - Kenney Workman (chair), Nina Galerstein and Marsha Shull would be serving on the committee. **INFO**

V. NEW BUSINESS

A. A grant is being worked on for a job description for an individual who could work with the Possum Juniors both from an educational standpoint and to help with the box office. **INFO**

B. Once the plaque project is complete, there will be an opportunity to perhaps use the old plaques in a fund raising effort. Further discussion will take place at the next meeting. **OPEN**

VI. ITEMS FOR ARTISTIC COMMITTEE NOTIFICATION OR INFORMATION

A. Building use form for the Possum Point Shakespeare Players was approved

B. Networking infrastructure improvement plan was approved

C. COVID Committee will be set up to address the issues related to masking for Possum activities

VII. ANNOUNCEMENTS - None this month

VIII. NEXT MEETING DATE - November 16th 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 6:22 PM

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Attachment 1

<div> <div>3:49 PM</div> <div>10/19/21</div> <div>Cash Basis</div> </div> <div> <div>Possum Point Players</div> <div>Profit & Loss Prev Year Comparison</div> <div>January 1 through October 19, 2021</div> </div>				
	Jan 1 - Oct 19, 21	Jan 1 - Oct 19, 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
Advertising & Sponsors	1,000.00	0.00	1,000.00	100.0%
BAR				
Concession	-320.86	97.79	-418.65	-428.1%
Tips	582.81	475.00	107.81	22.7%
BAR - Other	4,397.86	2,017.91	2,379.95	117.9%
Total BAR	4,659.81	2,590.70	2,069.11	79.9%
CONVENIENCE FEES	6.80	230.20	-223.40	-97.1%
Direct Public Support				
Corporate Contributions	102.00	45.43	56.57	124.5%
Individ, Business Contributio...	1,181.40	24,110.12	-22,928.72	-95.1%
Legacies and Bequests	200.00	0.00	200.00	100.0%
Total Direct Public Support	1,483.40	24,155.55	-22,672.15	-93.9%
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	28,120.62	33,930.00	-5,809.38	-17.1%
Total Government Grants	28,120.62	33,930.00	-5,809.38	-17.1%
Grants	0.00	20,000.00	-20,000.00	-100.0%
Interest Income	30.36	68.15	-37.79	-55.5%
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	51,716.60	31,697.40	20,019.20	63.2%
Total Ticket Sales	51,716.60	31,647.40	20,069.20	63.4%
Total Income	126,685.09	120,827.00	5,858.09	4.9%
Gross Profit	126,685.09	120,827.00	5,858.09	4.9%
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	1,789.80	252.06	1,537.74	610.1%
Building & Grounds mainten...	3,474.00	1,839.31	1,634.69	88.9%

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Possum Point Players Profit & Loss Prev Year Comparison January 1 through October 19, 2021				
3:49 PM 10/19/21 Cash Basis	Jan 1 - Oct 19, 21	Jan 1 - Oct 19, 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	815.00	750.00	65.00	8.7%
Fundraising Fees	0.00	10.00	-10.00	-100.0%
Outside Contract Services	7,907.08	8,213.22	-306.14	-3.7%
Total Contract Services	8,722.08	8,973.22	-251.14	-2.8%
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	2,883.24	2,561.15	322.09	12.6%
Mortgage Interest	1,247.23	1,947.08	-699.85	-35.9%
Rent, Parking, Utilities	7,950.36	619.04	7,331.32	1,184.3%
Total Facilities and Equipment	14,893.76	5,455.27	9,438.49	173.0%
Fundraising expense	36.00	0.00	36.00	100.0%
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	575.83	1,446.62	-870.79	-60.2%
Printing and Copying	270.14	238.44	31.70	13.3%
Supplies	1,087.47	765.33	322.14	42.1%
Telephone, Telecommunicati...	2,725.71	1,994.05	731.66	36.7%
Total Operations	4,659.15	4,444.44	214.71	4.8%
Other Types of Expenses				
Advertising Expenses	1,823.62	1,187.49	636.13	53.6%
Insurance - Liability, D and O	7,363.00	5,762.00	1,601.00	27.8%
Memberships and Dues	100.00	100.00	0.00	0.0%
Other Costs	465.00	324.50	140.50	43.3%
Total Other Types of Expenses	9,751.62	7,373.99	2,377.63	32.2%
Payroll Expenses	2,756.36	2,783.18	-26.82	-1.0%
Props	588.02	434.85	153.17	35.2%
Royalties-Scripts-Scores	7,006.56	4,292.15	2,714.41	63.2%
Set	1,688.81	853.67	835.14	97.8%
Sound	600.00	0.00	600.00	100.0%
Taxes	22.50	22.50	0.00	0.0%
Utilities	0.00	7,965.97	-7,965.97	-100.0%
Wages	34,720.45	35,450.69	-730.24	-2.1%
Total Expense	96,956.18	84,965.21	11,990.97	14.1%
Net Ordinary Income	29,728.91	35,861.79	-6,132.88	-17.1%
Other Income/Expense				
Other Income				
Drama camp	0.00	-214.41	214.41	100.0%
Gift Shop	40.00	0.00	40.00	100.0%

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PM	Possum Point Players			
9/21	Profit & Loss Prev Year Comparison			
(Basis	January 1 through October 19, 2021			
	Jan 1 - Oct 19, 21	Jan 1 - Oct 19, 20	\$ Change	% Change
PPP Readers Theater	0.00	350.00	-350.00	-100.0%
Theatre Academy	4,980.50	-214.59	5,195.09	2,420.9%
Total Other Income	5,020.50	-79.00	5,099.50	6,455.1%
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	3,060.50	-79.00	3,139.50	3,974.1%
Income	32,789.41	35,782.79	-2,993.38	-8.4%
Production	2,793.12	19,871.30	-17,078.18	-86.4%
Box Office	41.50	241.39	-199.89	-48.2%
Administrative Expense	490.79	24,000.00	-23,509.21	-97.9%
Marketing	0.00	70,000.00	-70,000.00	-100.0%
Production	157.50	200.00	-42.50	-26.3%
Travel	200.00	100.00	100.00	100.0%
Production	0.00	200.00	-200.00	-100.0%
Administrative Expense	2,000.00	4,000.00	-2,000.00	-50.0%
Box Office	100.00	100.00	0.00	0.0%
Production	2,000.00	10,000.00	-8,000.00	-80.0%
Box Office	2,793.12	19,871.30	-17,078.18	-86.4%
Production	4,793.12	19,871.30	-15,078.18	-75.9%

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Attachment 2

THE MARVELOUS WONDERETTES			
SEPTEMBER, 2021			
	ACTUAL	BUDGET ESTIMATE	BUDGET DIFFERENCE
Ordinary Income/Expense			
Income			0.00
Ticket Sales	14,462.00	21,521.00	-7,059.00
Total Income	14,462.00	21,521.00	-7,059.00
Gross Profit	14,462.00	21,521.00	-7,059.00
Expense			0.00
Costumes	0.00	500.00	-500.00
Music	2,500.00	2,800.00	-300.00
Hair/Makeup	42.99	300.00	-257.01
Lighting & Sound	403.70	250.00	153.70
Postage	0.00	200.00	-200.00
Printing	320.39	200.00	120.39
Props	302.53	300.00	2.53
Publicity	0.00	200.00	-200.00
Royalties-Scripts-Scores	3,436.00	4,800.00	-1,364.00
Set	693.27	1,000.00	-306.73
Total Expense	7,698.88	10,550.00	-2,851.12
Net Ordinary Income	6,763.12	10,971.00	-4,207.88
Income	6,763.12	10,971.00	-4,207.88

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Attachment 3

POSSUM POINT PLAYERS

PERFORMANCE APPROVAL AND USAGE AGREEMENT-PAGE 1 OF 2

(For building, facilities and/or resources by PPP affiliates or PPP associated special events coordinators.)
(Approved November 7, 2019-AC, November 19, 2019-EC)

AFFILIATE OR
SPECIAL EVENTS COORDINATOR NAME Possum Point Shakespeare Players

EVENT MILFORD LIBRARY PROGRAM 12/1/21 - 6-7 PM

LOCATION OF EVENT POSSUM HALL _____ OTHER (LIST) Above

PRIMARY CONTACT R. Hoffman PHONE 301/529 8400 E-MAIL rshoffman@verizon.net

ALT. CONTACT Shawn Parks PHONE 703/861-4261 E-MAIL _____

USAGE - Please enter dates and times of areas AND personnel that you are requesting

1. AREAS (Date(s) and time(s)) N/A

Kitchen _____ Green Room _____ Lobby _____

Shop _____ Theater _____ Lights/sound/EFX _____

2. PERSONNEL (Dates and times)

Makeup _____ Costumes Week of 12/5/21 Props Week of 12/5/21

Lights/Sound/EFX _____ Set construction _____ Bar and refreshments _____

3. OTHER

Please list equipment and resource needs not listed above including special lighting/sound/cfx needs

N/A

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PERFORMANCE APPROVAL AND USAGE AGREEMENT-PAGE 2 OF 2

CONDITIONS:

1. The Group will leave all areas used as clean and orderly as they found them upon arrival.
2. The Group will not make alterations or attachments to, or holes in existing structures.
3. At no time will fire exit doors be blocked with equipment or materials.
4. The Group will not use or store hazardous materials or permit the use of an open flame WITHOUT PRIOR EXPLANATION TO, AND APPROVAL FROM, THE PPP EXECUTIVE ADMINISTRATOR IN CONSULTATION WITH APPROPRIATE TRUSTEES.
5. The Group is responsible for damages to the facility during the Group's use.
6. If the Group is not using PPP personnel for areas they are using, the Group will obtain clearance from the Artistic Committee chair responsible for that area, prior to the use of the equipment. If a Group requires more than a general wash with left-right-center control and/or spot lights, detailed lighting requirements will also be attached under OTHER SPECIAL INSTRUCTIONS. The Group will not "re-patch" sound or lighting equipment without prior approval of that particular chair.

Agreement to the foregoing is indicated by the signatures below:

Executive Administrator _____ Date: _____

Fund Raising Chair _____ Date: _____

REQUESTING GROUP NAME: Pasam Point Shakespeare Players

REQUESTING GROUP CONTACT: Richard Heiman Date: 12/5/21

ARTISTIC COMMITTEE CHAIR: _____ Date: _____


EXECUTIVE COMMITTEE CHAIR: _____ Date: _____

AC APPROVAL DATE: _____

EC APPROVAL DATE: _____

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Attachment 4



The Menagerie LLC

Gigabit Mesh Network

Estimate

Estimate #000011
October 14, 2021

Customer
Chase Schirmer
chase.schirmer@gmail.com
+1 (302) 542-0689

Message
We look forward to working with you.

Materials <i>Ubiquiti Networks UniFi USW-16-POE Gen2 Configurable 16-Port Gigabit PoE Ethernet Switch with SFP</i>	\$470.00
Materials <i>Ubiquiti UniFi Ap-AC Long Range - Wireless Access Point - 802.11 B/A/G/n/AC (UAP-AC-LR-US), White (lobby)</i>	\$110.00
Materials <i>5 Ubiquiti Networks 2,4/5Ghz 450/1300Mbps 122m 5Pk Indoor/Outdoor, UAP-AC-PRO_5 (Indoor/Outdoor 196.7 x 35 mm)</i>	\$680.00
Materials <i>1000' Cat6 23awg 550MHz cable</i>	\$200.00
Materials <i>Misc connectors, screws, etc</i>	\$100.00
Full Day Maint Call <i>Install gigabit mesh and wired network</i>	\$315.00
Subtotal	\$1,875.00
Total	\$1,875.00

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