

POSSUM POINT PLAYERS
EXECUTIVE COMMITTEE MINUTES

November 16, 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, Andrew Hertzberg, Louise Hartzell, Jim Hartzell, Cheryl Graves and Gwyneth Sharp. Absent was Nina Galerstein. Quorum was confirmed.

II. APPROVAL OF MINUTES

- A. **Approval of October 19, 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. Kenney Workman made a motion seconded by Rosanne Pack to accept the Treasurer's report. Motion was carried. **CLOSED**

B. Executive Administrator

1. So far 793 tickets for Elf have been sold. That equates to 72% of capacity. Discussion took place about whether to add an additional performance on Saturday night of the second week of the run. Jim Hartzell made a motion seconded by Gwyneth Sharp that the decision to add the performance be left up to Michael Murnin, Kenney Workman and Dawn Conaway based upon the number of tickets sold within the next week. Motion was carried. **CLOSED**

2. Annual reports from department chairs are due on December 1st. **INFO**

3. The new brochure for the 2022 season has been completed. It was reviewed at the meeting. A group will be needed to put an insert about season tickets into it and to staple it together so it can then be sent out. **OPEN**

4. Two donations of \$5,000 each have been made to the capital campaign. The original plan was to give any such donor recognition on the knot of the tree. There is only one knot and two donors. The committee decided that doing the recognition on one of the stars would be appropriate for recognition. **CLOSED**

APPROVED

C. Artistic Committee

1. Becky Craft was approved as director for Calendar Girls and Kenney Workman was approved as director for White Christmas. Jim Hartzell made a motion seconded by Cheryl Graves that Executive Committee approve the two directors. Motion was carried. **CLOSED**

2. The budget for Elf the Musical (Attachment 2) was approved. Jim Hartzell made a motion seconded by Rosanne Pack that the budget be approved. Motion was carried. **CLOSED**

3. Donna deKuyper is working on creating a questionnaire that would be used for selecting directors. It would provide some consistency to the interview process. That would allow decision making to be easier because comparisons would be present. **OPEN**

4. The Artistic Committee is also working on a post show critique of the director by cast and crew after a show. There was discussion about how best to use such information. There were multiple options. However, providing such information to the director as a self critique would provide an opportunity for improvement if that was necessary. It could also be used by the director selection committee for future performances. **OPEN**

5. Kenney Workman reported on the 50th Anniversary Committee:

a. They have been discussing publicity for the year long event.

b. The mortgage is currently about \$20,000. There is an opportunity to ask 400 donors to pay \$50 each to pay off the mortgage.

c. October 8, 2022 is scheduled to be the gala to kick off the season. It would consist of a musical revue with selections from musicals over the 50 year period. There would be food options. It would cost \$50 per ticket.

d. Since each show of the season will come from a different decade, plaques for all shows of that particular decade will be available for purchase. Exact method of sale is yet to be determined.

e. The puppets from the very first show Carnival are still available. They will be used throughout the year to introduce performances.

INFO

D. Fund Raising Committee - Cheryl Graves reported that she was working on creating 6 Christmas baskets to raffle off at the performances of Elf. Each basket would contain things like cookies and breads. Raffle tickets would sell for \$2 each or three for \$5. **OPEN**

APPROVED

E. Building and Grounds -

1. Building addition -Delmarva Pole had provided an initial estimate that had arrived the day of the meeting. The amount of the estimate was \$120,065. The committee will meet with them for further discussion. In the interim potential funding options would be explored. **OPEN**

2. The ADT security cameras will require training for the individual users. **OPEN**

IV. OLD BUSINESS

A. Delaware Tech request for Annual AV program - Kenney Workman reported that they had come to the theater for a tour. They were looking at a May date. They would use the projection screen in the theater to show the projects. The screen should cover any set that was in place for upcoming production. The proposed \$600 fee was high since they did not really have a budget. If we open the bar the fee could be adjusted downward. **OPEN**

2. Diamond Dance Company Nutcracker - the Building Use Form has not yet been submitted. However, the production would take place before the next Executive Committee. Kenney Workman made a motion seconded by Jim Hartzell that we approve the performance pending the arrival of the form. Motion was carried. **OPEN**

3. 50th Anniversary Gala - See III C 5 (c) above for information about this item. **INFO**

4. Nominating Committee - The committee has contacted the individuals for the various positions. They are waiting on confirmation from three of them. The slate should be finalized within the next week and would be then provided to committee members by e-mail. **OPEN**

5. Talbot County Advertising - Jim Hartzell explored the options suggested by the donor for advertising. Those particular options did not prove to be available for that purpose. **CLOSED**

6. COVID guidelines committee - the committee provided its report. The report was reviewed and suggested changes were made. The final report (Attachment 3) would be sent out to Artistic Committee members and affiliates. **OPEN**

V. NEW BUSINESS - NONE

VI. ITEMS FOR ARTISTIC COMMITTEE NOTIFICATION OR INFORMATION

A. Nutcracker was approved pending building form submission

B. There will be no December Executive Committee meeting

C. COVID Committee report to be reviewed at Artistic Committee

APPROVED

VII. ANNOUNCEMENTS - Andrew Hertzberg will be moving to New York State in January. This will be his last Executive Committee meeting before that move. **INFO**

VIII. NEXT MEETING DATE - January 18, 2022 at 4:30 PM at Possum Hall **INFO**

IX. ADJOURNMENT -There being no further business a motion was made (Kenney Workman) and seconded (Louise Hartzell) to close the meeting at 6:14 PM

APPROVED

Attachment 1

3:41 PM
11/16/21
Cash Basis

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

	Jan 1 - Nov 16, 21	Jan 1 - Nov 16, 20	\$ Change	% Change
Ordinary Income/Expense				
Income	1,000.00	0.00	1,000.00	100.0%
Advertising & Sponsors				
BAR	-320.86	97.79	-418.65	-428.1%
Concession	582.81	475.00	107.81	22.7%
Tips	4,397.86	2,017.91	2,379.95	117.9%
BAR - Other				
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	297.78	-195.78	-65.8%
Individ, Business Contributio...	1,181.40	24,310.12	-23,128.72	-95.1%
Legacies and Bequests	200.00	0.00	200.00	100.0%
Total Direct Public Support	1,483.40	24,607.90	-23,124.50	-94.0%
Donations - Cash	1,817.50	49.25	1,768.25	3,590.4%
Fundraising Events	15,105.00	0.00	15,105.00	100.0%
Government Grants				
State Grants	28,120.62	36,360.00	-8,239.38	-22.7%
Total Government Grants	28,120.62	36,360.00	-8,239.38	-22.7%
Grants	0.00	20,000.00	-20,000.00	-100.0%
Interest Income	30.36	76.38	-46.02	-60.3%
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	26,595.00	7,970.00	18,625.00	233.7%
Total Program Income	26,595.00	7,970.00	18,625.00	233.7%
Rentals				
Rent Revenue - Debt Property	2,400.00	0.00	2,400.00	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	31,977.40	19,739.20	61.7%
Total Ticket Sales	51,716.60	31,927.40	19,789.20	62.0%
Total Income	132,935.09	124,136.83	8,798.26	7.1%
Gross Profit	132,935.09	124,136.83	8,798.26	7.1%
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	1,825.96	273.91	1,552.05	566.6%
Building & Grounds mainten...	4,349.00	7,859.84	-3,510.84	-44.7%

APPROVED

3:41 PM
11/16/21
Cash Basis

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

	Jan 1 - Nov 16, 21	Jan 1 - Nov 16, 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	8,363.56	8,619.26	-255.70	-3.0%
Total Contract Services	9,178.56	9,379.26	-200.70	-2.1%
Costumes				
Dinner expense	808.34	277.80	530.54	191.0%
	149.86	0.00	149.86	100.0%
Facilities and Equipment				
Equip Rental and Maintenance	2,424.94	328.00	2,096.94	639.3%
Janitorial Services	3,291.08	2,684.95	606.13	22.6%
Mortgage Interest	1,342.15	2,102.32	-760.17	-36.2%
Rent, Parking, Utilities	8,225.28	619.04	7,606.24	1,228.7%
Total Facilities and Equipment	15,283.45	5,734.31	9,549.14	166.5%
Fundraising expense	36.00	0.00	36.00	100.0%
Lighting & Sound				
Makeup & Hair	1,025.38	2,242.90	-1,217.52	-54.3%
	132.63	0.00	132.63	100.0%
Music	3,613.85	2,356.03	1,257.82	53.4%
Operations				
Postage, Mailing Service	840.83	1,556.62	-715.79	-46.0%
Printing and Copying	481.34	272.50	208.84	76.6%
Supplies	1,187.56	891.22	296.34	33.3%
Telephone, Telecommunicati...	4,285.71	2,214.85	2,070.86	93.5%
Total Operations	6,795.44	4,935.19	1,860.25	37.7%
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				
Props	3,020.21	3,058.41	-38.20	-1.3%
Royalties-Scripts-Scores	646.36	434.85	211.51	48.6%
Set	9,034.43	4,343.40	4,691.03	108.0%
Sound	2,496.12	853.67	1,642.45	192.4%
Taxes	600.00	0.00	600.00	100.0%
Utilities	22.50	22.50	0.00	0.0%
Wages	0.00	8,249.49	-8,249.49	-100.0%
	38,141.03	39,009.27	-868.24	-2.2%
Total Expense	107,470.74	96,429.82	11,040.92	11.5%
Net Ordinary Income	25,464.35	27,707.01	-2,242.66	-8.1%
Other Income/Expense				
Other Income				
Drama camp	0.00	-214.41	214.41	100.0%
Gift Shop	75.00	25.00	50.00	200.0%

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

	Jan 1 - Nov 16, 21	Jan 1 - Nov 16, 20	\$ Change	% Change
PPP Readers Theater	200.00	550.00	-350.00	-63.6%
Theatre Academy	4,980.50	-214.59	5,195.09	2,420.9%
Total Other Income	5,255.50	146.00	5,109.50	3,499.7%
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	3,295.50	146.00	3,149.50	2,157.2%
Net Income	28,759.85	27,853.01	906.84	3.3%

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

	Nov 16, 21	Nov 16, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
County Bank-Checking	13,127.89	8,822.72	4,305.17	48.8%
County Bank-MONEY MARKET	92,053.60	97,412.40	-5,358.80	-5.5%
Petty Cash	50.00	50.00	0.00	0.0%
Total Checking/Savings	105,231.49	106,285.12	-1,053.63	-1.0%
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	13,383.50	8,133.50	5,250.00	64.6%
Total Other Current Assets	12,559.32	7,309.32	5,250.00	71.8%
Total Current Assets	117,919.81	113,723.44	4,196.37	3.7%
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	6,014.27	5,626.28	387.99	6.9%
Land	20,000.00	20,000.00	0.00	0.0%
Total Fixed Assets	600,668.08	600,280.09	387.99	0.1%
TOTAL ASSETS	718,587.89	714,003.53	4,584.36	0.6%
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	1,343.18	584.13	759.05	130.0%
Total Other Current Liabilities	1,186.43	427.38	759.05	177.6%
Total Current Liabilities	-50.94	-655.99	605.05	92.2%
Long Term Liabilities				
Mortgage	18,763.63	31,575.38	-12,811.75	-40.6%
Total Long Term Liabilities	18,763.63	31,575.38	-12,811.75	-40.6%
Total Liabilities	18,712.69	30,919.39	-12,206.70	-39.5%

APPROVED

3:33 PM
11/16/21
Cash Basis

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

	<u>Nov 16, 21</u>	<u>Nov 16, 20</u>	<u>\$ Change</u>	<u>% Change</u>
Equity				
Retained Earnings	671,115.35	655,231.13	15,884.22	2.4%
Net Income	28,759.85	27,853.01	906.84	3.3%
Total Equity	699,875.20	683,084.14	16,791.06	2.5%
TOTAL LIABILITIES & EQUITY	<u>718,587.89</u>	<u>714,003.53</u>	<u>4,584.36</u>	<u>0.6%</u>

APPROVED

Attachment 2

MUSICAL/CHRISTMAS SHOW WITH MUSIC BUDGET TEMPLATE

SHOW AND SHOW DATES: E Elf the Musical December 3, 4, 5, 10, 11, 12

CURRENT DATE: _ 10/23/2021

PREPARER'S NAME: Kenney Workman

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 items Promotion and Music Expense, you should consult with your directorial staff and adjust these numbers to more closely reflect estimated needs for YOUR show.
3. To change the Music Expense budget item, please follow the adopted guidelines listed in the Director's welcome packet, Job Description, Stage Director, Item T.

PROPOSED

Ticket Sales	\$22,838
Other income (Specify)	\$0
Total	\$22,838

Expenses

Costumes	\$1,000
Hair/Makeup	\$200
Lighting and Sound	\$200
Music Expense (Music dir., Orchestra dir., Rehearsal Pianist, Musicians)	\$2,800
Promotion, Fixed Cost (Printing, Mailing, Advertising)	\$600
Props	\$350
Royalties/Scripts/Scores	\$4,060
Set	\$700
Total	\$9,910

Contribution to overhead:

\$12,928

* 6 PERFS. AT \$26.00 AT 80% OF 183 SEATS
5/10/2018 Avg. \$27 and \$25

APPROVED

Attachment 3

Insert for the program:

For the protection of our audience all cast and crew members have been vaccinated for COVID-19.

Due to the continued level of COVID infections in Sussex County, and as per current CDC recommendations, masks are required for **all guests regardless of vaccination status**. Masks must be worn **at all times** while visiting the theater except while eating or drinking. All masks must completely cover the nose and mouth and comply with CDC guidelines for acceptable face coverings.

General guidance for Possum activities:

Cast and crew members of indoor productions will need to be vaccinated as long as Sussex County remains in the high or substantial infection level. This is consistent with current CDC recommendations.

During rehearsals masks are not necessary since all members will have been vaccinated.

For small group meetings where all members are immunized and the length of time is less than an hour, masks are not necessary.

For larger groups where meeting length exceeds one hour and/or vaccination status of participants is unknown, masks should be worn. This is consistent with current CDC recommendations.

For set construction, since all members of crew are expected to be vaccinated, masks are not required. The exertion required for set construction might make masks limiting.

APPROVED

APPROVED