

POSSUM POINT PLAYERS
EXECUTIVE COMMITTEE MINUTES

April 26, 2022

I. CALL TO ORDER – Chairperson Kenney Workman called the meeting to order at 5:29 PM. Members present were: Kenney Workman, Anthony M PolICASTRO, Louise Hartzell, Jim Hartzell, Nina Galerstein, Rosanne Pack and Claudius Bowden. Absent were: Steven Dow, Cheryl Graves, Dawn Conaway and Beth Howlett. Quorum was confirmed.

II. APPROVAL OF MINUTES

A. Approval of March 15, 2022 minutes - After properly moving (Jim Hartzell) and seconding (Nina Galerstein) the minutes were approved. **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 amount in the money market account had increased back to where it was
INFO

3. A new loan for \$115,000 was obtained for the addition. It was combined with the old mortgage which was to be paid off. The bank has not yet completed the accounting for that transfer. **INFO**

4. The financials for Twelve Angry Jurors were presented (Attachment 2). The estimated financial numbers were pretty close to the actual numbers obtained after the show. Royalties were noted to be high. This was consistent with royalties appearing to increase in general for shows. **INFO**

B. Executive Administrator

1. A suggestion has been made to move the outside Possum Point Players sign that was used for the outdoor stage to a more prominent location. **OPEN**

2. There is also an inside sign that has been taken down and will need to be rehung. **OPEN**

3. The Gentleman's Guide to Love and Murder production sold 446 tickets the first weekend and 438 have been sold so far for the second weekend. **INFO**

4. Letters for summer camps were sent out on the April 26, 2022 **INFO**

5. Distinguished Young Women desire to rent the hall once again this year. Their projected dates are either August 6th or August 13th. **INFO**

6. Dawn is looking at her retirement date plans with the new person not yet hired. **INFO**

7. A proposal for a new office computer upgrade was presented (Attachment 3). The proposal was from Chris Bennett at Eastern Shore Networks. He has worked on our systems before and is very reliable. The proposal will replace both computers in the office. The committee decided to get a second quote for the system prior to approving the one we currently have. **OPEN**

C. Artistic Committee - Nina Galerstein gave the report:

1. Possum Juniors have changed their planned production from Mamma Mia to Seussical the Musical. The proposed budget (Attachment 4) was approved by Artistic Committee. After properly motioning (Jim Hartzell) and seconding (Rosanne Pack) the committee voted to approve the production and its budget. **CLOSED**

2. The 50th Anniversary Committee presented the lineup of shows for the 50th Anniversary Season. In addition to the already announced White Christmas to start the season, the remainder of the shows will be Wait Until Dark, Big River, Social Security and Ragtime. After properly motioning (Jim Hartzell) and seconding (Rosanne Pack) the list of shows was approved by the committee. **CLOSED**

D. Fund Raising Committee - Claudius Bowden reported

1. A golf tournament has been scheduled for June 25th 2022. The tournament will take place at Nutter's Crossing golf cross in Salisbury. Price to be determined. **OPEN**

2. There is a Juneteenth Celebration at Richard Allen School in Georgetown on June 18th. Dreamers United will be participating with Motown musical selections and offerings from Shakespeare. Diane Trautman has agreed to be musical director. Publicity for Possum will be provided via this opportunity. Since there will be costuming involved, this would need to go to Artistic Committee for approval first. **OPEN**

E. Building and Grounds -

1. Building addition - Delmarva Pole Building is awaiting approval of permits by Sussex County. **OPEN**

2. A propane gas leak was found in the kitchen. This led to the gas to the stove being turned off. It will be turned back on again when the stove needs to be next used. Louise Hartzell commented on how high the propane bills have been in recent months. **INFO**

IV. OLD BUSINESS

A. Personnel Updates

1. Executive Administrator Position - Currently being advertised. Deadline for submissions is currently May 13th. **OPEN**

2. Assistant Position - Mike Short interviewed for the assistant position. He is very familiar with Possum Point and has been involved with them in the past. He is willing to work five half days per week. He can help with basic maintenance around the building. He is available to start on Monday May 2nd. He will work with Gail temporarily in order to learn the position. The interview committee recommended that we hire him. After properly motioning (Nina Galerstein) and seconding (Jim Hartzell) the motion to hire Mike Short to the assistant position was approved. **CLOSED**

V. NEW BUSINESS -

A. Committee meeting time was reaffirmed as being 5:30 PM. **INFO**

VI. ITEMS FOR ARTISTIC COMMITTEE NOTIFICATION OR INFORMATION

A. Possum Juniors request for Seussical the Musical was approved

B. The 50th Anniversary Season list of shows was approved

C. Juneteenth Dreamers United performance needs AC approval

D. Mike Short was hired for the assistant position

E. Steve Wimbs will be taking Claudius' position as Dreamers United representative on Artistic Committee

VII. ANNOUNCEMENTS - None

VIII. NEXT MEETING DATE - May 17, 2022 at 5:30 PM at Possum Hall

IX. ADJOURNMENT -There being no further business the meeting was closed at 6:12 PM

Attachment 1

3:29 PM
04/26/22
Cash Basis

Possum Point Players Balance Sheet Prev Year Comparison As of April 26, 2022

	Apr 26, 22	Apr 26, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
County Bank-Checking	38,398.42	32,137.43	6,260.99	19.5%
County Bank-MONEY MARKET	92,235.62	77,435.44	14,800.18	19.1%
Petty Cash	50.00	50.00	0.00	0.0%
PNC Bank	-5,619.82	0.00	-5,619.82	-100.0%
Total Checking/Savings	125,064.22	109,622.87	15,441.35	14.1%
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	8,383.50	-250.00	-3.0%
Total Other Current Assets	7,309.32	7,559.32	-250.00	-3.3%
Total Current Assets	132,502.54	117,311.19	15,191.35	13.0%
Fixed Assets				
Accumulated Depreciation	-493,875.00	-493,875.00	0.00	0.0%
Building	941,758.40	925,855.55	15,902.85	1.7%
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	5,884.28	5,626.28	258.00	4.6%
Land	20,000.00	20,000.00	0.00	0.0%
Total Fixed Assets	616,440.94	600,280.09	16,160.85	2.7%
TOTAL ASSETS	748,943.48	717,591.28	31,352.20	4.4%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	-1,237.37	-1,237.37	0.00	0.0%
Total Accounts Payable	-1,237.37	-1,237.37	0.00	0.0%
Other Current Liabilities				
Overdraft Loan	-156.75	-156.75	0.00	0.0%
Payroll Liabilities	1,575.00	541.43	1,033.57	190.9%
Total Other Current Liabilities	1,418.25	384.68	1,033.57	268.7%
Total Current Liabilities	180.88	-852.69	1,033.57	121.2%
Long Term Liabilities				
Mortgage	11,658.46	26,743.90	-15,085.44	-56.4%
Total Long Term Liabilities	11,658.46	26,743.90	-15,085.44	-56.4%
Total Liabilities	11,839.34	25,891.21	-14,051.87	-54.3%

9:45M
26/22
sh Basis

Possum Point Players
Balance Sheet Prev Year Comparison
As of April 26, 2022

	Apr 26, 22	Apr 26, 21	\$ Change	% Change
Equity				
Retained Earnings	738,544.27	671,115.35	67,428.92	10.1%
Net Income	-1,440.13	20,584.72	-22,024.85	-107.0%
Total Equity	737,104.14	691,700.07	45,404.07	6.6%
TOTAL LIABILITIES & EQUITY	748,943.48	717,591.28	31,352.20	4.4%

3:29 PM
04/26/22
Cash Basis

Possum Point Players
Profit & Loss Prev Year Comparison
January 1 through April 26, 2022

	Jan 1 - Apr 26, 22	Jan 1 - Apr 26, 21	\$ Change	% Change
Ordinary Income/Expense				
Income	0.00	1,000.00	-1,000.00	-100.0%
Advertising & Sponsors				
BAR	138.00	113.00	25.00	22.1%
Tips	961.32	667.90	293.42	43.9%
BAR - Other				
Total BAR	1,099.32	780.90	318.42	40.8%
CONVENIENCE FEES	0.00	6.80	-6.80	-100.0%
Direct Public Support				
Corporate Contributions	164.84	375.00	-210.16	-56.0%
Individ, Business Contributions				
Total Direct Public Support	164.84	431.09	-266.25	-61.5%
Donations - Cash	8,068.00	767.50	7,300.50	951.1%
Fundraising Events	290.00	6,595.00	-6,305.00	-95.6%
Government Grants				
State Grants	4,700.00	21,320.62	-16,620.62	-78.0%
Total Government Grants	4,700.00	21,320.62	-16,620.62	-77.5%
Interest Income	14.53	12.20	2.33	19.1%
Program Income				
Membership Dues	10,274.00	17,115.00	-6,841.00	-40.0%
Total Program Income	10,274.00	17,115.00	-6,841.00	-40.0%
Rentals				
Cost of Rent Rev - Debt Prop	0.00	1,800.00	-1,800.00	-100.0%
Total Rentals	0.00	1,800.00	-1,800.00	-100.0%
Ticket Sales	20,229.00	7,945.00	12,284.00	154.7%
Total Income	44,839.69	57,774.11	-12,934.42	-22.4%
Gross Profit	44,839.69	57,774.11	-12,934.42	-22.4%
Expense				
Awards and Grants				
Cash Awards and Grants	700.00	400.00	300.00	75.0%
Total Awards and Grants	700.00	400.00	300.00	75.0%
Bank Fees	670.81	316.01	354.80	112.3%
Building & Grounds maintenance	541.84	1,716.23	-1,174.39	-68.5%
Business Expenses				
Business Registration Fees	0.00	135.00	-135.00	-100.0%
Taxes - Not UBIT	0.00	25.00	-25.00	-100.0%
Total Business Expenses	0.00	160.00	-160.00	-100.0%
Contract Services				
Fundraising Fees	20.00	0.00	20.00	100.0%
Outside Contract Services	3,050.35	2,999.30	51.05	1.7%
Total Contract Services	3,070.35	2,999.30	71.05	2.4%
Costumes	857.22	348.81	508.41	145.8%

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26/22
h Basis

Possum Point Players
Profit & Loss Prev Year Comparison
January 1 through April 26, 2022

	Jan 1 - Apr 26, 22	Jan 1 - Apr 26, 21	\$ Change	% Change
Facilities and Equipment				
Equip Rental and Maintenance	197.50	2,015.39	-1,817.89	-90.2%
Janitorial Services	1,574.70	507.70	1,067.00	210.2%
Mortgage Interest	238.94	560.89	-321.95	-57.4%
Rent, Parking, Utilities	6,999.41	3,915.07	3,084.34	78.8%
Total Facilities and Equipment	9,010.55	6,999.05	2,011.50	28.7%
Lighting & Sound	0.00	0.00	0.00	0.0%
Operations				
Books, Subscriptions, Refere...	1,046.15	0.00	1,046.15	100.0%
Postage, Mailing Service	880.50	378.83	501.67	132.4%
Printing and Copying	1,193.82	120.34	1,073.48	892.0%
Supplies	511.01	155.41	355.60	228.8%
Telephone, Telecommunicati...	1,692.19	1,137.32	554.87	48.8%
Total Operations	5,323.67	1,791.90	3,531.77	197.1%
Other Types of Expenses				
Advertising Expenses	1,366.46	590.67	775.79	131.3%
Insurance - Liability, D and O	1,951.00	3,122.00	-1,171.00	-37.5%
Memberships and Dues	100.00	100.00	0.00	0.0%
Other Costs	972.40	40.00	932.40	2,331.0%
Total Other Types of Expenses	4,389.86	3,852.67	537.19	13.9%
Payroll Expenses	3,663.67	1,163.08	2,500.59	215.0%
Props	141.94	26.99	114.95	425.9%
Royalties-Scripts-Scores	-267.70	2,978.20	-3,245.90	-109.0%
Salaries & Payroll Taxes	3,112.57	0.00	3,112.57	100.0%
Set	1,157.72	363.82	793.90	218.2%
Wages	14,349.32	14,073.33	275.99	2.0%
Total Expense	46,721.82	37,189.39	9,532.43	25.6%
Net Ordinary Income	-1,882.13	20,584.72	-22,466.85	-109.1%
Other Income/Expense				
Other Income				
Donations -- Capital Campaign	192.00	0.00	192.00	100.0%
PPP Readers Theater	250.00	0.00	250.00	100.0%
Total Other Income	442.00	0.00	442.00	100.0%
Net Other Income	442.00	0.00	442.00	100.0%
Net Income	-1,440.13	20,584.72	-22,024.85	-107.0%

Attachment 2

37 PM
4/26/22

Possum Point Players
12 ANGRY JURORS
FEBRUARY, 2022

	12 ANGRY JUR... (2022 SEASON)	Total 2022 SEAS...	TOTAL
Ordinary Income/Expense			
Income			
Ticket Sales	12,838.00	12,838.00	12,838.00
Total Income	12,838.00	12,838.00	12,838.00
Gross Profit	12,838.00	12,838.00	12,838.00
Expense			
Bank Fees	27.64	27.64	27.64
Costumes	117.15	117.15	117.15
Operations			
Postage, Mailing Service	356.25	356.25	356.25
Total Operations	356.25	356.25	356.25
Other Types of Expenses			
Advertising Expenses	184.99	184.99	184.99
Total Other Types of Expen...	184.99	184.99	184.99
Props	86.44	86.44	86.44
Royalties-Scripts-Scores	1,722.87	1,722.87	1,722.87
Set	308.23	308.23	308.23
Total Expense	2,803.57	2,803.57	2,803.57
Net Ordinary Income	10,034.43	10,034.43	10,034.43
Net Income	10,034.43	10,034.43	10,034.43

Attachment 3



Eastern Shore Network & Technical Services, LLC
PO Box 3042
Ocean City, MD 21843
302-855-9002 www.esnts.com

PROPOSAL

Date	Estimate #
4/7/2022	980

Name / Address
Possum Point Players PO Box 96 Georgetown, DE 19947

Description	Qty	Rate	Total
HP Business Desktop ProDesk 600 G6 Desktop Computer - Intel Core i5 10th Gen i5-10500T Hexa-core (6 Core) 2.30 GHz - 8 GB RAM DDR4 SDRAM - 512 GB SSD - Desktop Mini - Windows 10 Pro 64-bit - Intel UHD Graphics 630 DDR4 SDRAM - English Keyboard i5-10500T 8GB 512GB SSD W10P64	2	1,045.50	2,091.00
V7 23.8" Full HD LED LCD Monitor - 16:9 - Black - 24" Class - In-plane Switching (IPS) Technology - 1920 x 1080 - 16.7 Million Colors - 220 Nit - 14 ms - 60 Hz Refresh Rate - HDMI - VGA - DisplayPort 1080P VGA HDMI DP SPEAKER	2	199.99	399.98
Moread DisplayPort to DisplayPort Cable, 6 Feet, Gold-Plated Display Port Cable (4K@60Hz, 2K@144Hz) DP Cable Compatible with Computer, Desktop, Laptop, PC, Monitor, Projector	2	15.00	30.00
ESTIMATED On-Site Service installation	3	95.00	285.00
Thank you for your business, we look forward to working with you.		Total	\$2,805.98

Approval of Proposals must have a valid authorized signature as well as a deposit of 100% of hardware cost. Labor will be billed after installation and is due upon receipt.

AUTHORIZED SIGNATURE

Attachment 4

PROPOSED BUDGET - PJ's Summer Show Seussical July 29, 30, 31, 2022

CURRENT DATE: 4/1/22 PREPARER'S NAME: Lorraine Leavel

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	\$4,320
Other income (Specify)	\$0
Total	\$4,320

Expenses

Costumes	\$150
Hair/Makeup	\$50
Lighting and Sound	\$50
Music Expense (Music dir., Orchestra dir., Rehearsal Pianist, Musicians)	\$750
Promotion, Fixed Cost (Printing, Mailing, Advertising) DO NOT ALTER!!	\$600
Props	\$50
Royalties/Scripts/Scores	\$1,348
Set	\$200

Total	\$3,198
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Contribution to overhead:	\$1,122
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*	3 PERFS.	AT	\$ 12.50 AT	70%	183 SEATS
			Avg. \$10-15		