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05/18/22

POSSUM POINT PLAYERS

EXECUTIVE COMMITTEE MINUTES

May 17, 2022

I. CALL TO ORDER – Chairperson Kenney Workman called the meeting to order at 5:38 PM. Members present were: Kenney Workman, Anthony M Policastro, Louise Hartzell, Jim Hartzell, Nina Galerstein, Rosanne Pack, Steven Dow, Cheryl Graves, Dawn Conaway and Claudius Bowden. Absent was Beth Howlett. Quorum was confirmed.

II. APPROVAL OF MINUTES

A. Approval of April 26, 2022 minutes -

1. There were two corrections to the minutes

a. Paragraph III B 1 addresses moving the outside sign that was used for the outdoor stage to a new location. It was not clear in the minutes which sign was being addressed. For that reason the words “that was used for the outdoor stage” will be placed between the words “Possum Point Players sign” and “to a more prominent location”. **CLOSED**

b. Paragraph IV A 2 has a misspelling of the name “Gail”. It will be changed from “Gayle” to “Gail”. **CLOSED**

After properly moving (Steven Dow) and seconding (Jim Hartzell) the minutes were approved as amended. **CLOSED**

III. REPORTS

A Treasurer

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

2. The Profit and Loss statement showed a significant increase in the utility bill. It is not clear if this is due to the suspected propane leak that was discussed last month (which would be a temporary increase) or due to increased prices (which would be more long term in nature). We will see which of the two that future bills suggest is at work. **OPEN**

3. A new loan for \$115,000 for the addition was discussed again. The status is still not entirely clear. This will remain open until resolved. **OPEN**

4. The financials for Gentleman’s Guide to Love and Murder were presented (Attachment 2). The estimated financial numbers were pretty close to the actual numbers obtained after the show. Royalties were again noted to be high. Net income from the show was

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\$11,660.69. This was a little lower than the original estimate and was related to less tickets being sold than anticipated. **INFO**

B. Executive Administrator

1. The post card for Hay Fever was mailed out on May 16th. **INFO**
2. Hay Fever announcement has gone into Constant Contact. **INFO**
3. Audition notice for Possum Juniors' production of Seussical was put into Constant Contact. **INFO**
4. To this point there is one individual signed up for Drama Camp and 6 for the Theater Academy. There is a plan to get signup information into the News Journal. **INFO**
5. Volunteers to work at Hay Fever as hosts, etc are still needed. **INFO**

C. Artistic Committee - Rosanne Pack and Nina Galerstein gave the report:

1. Announcements about shows are made via multiple methods to get information out. **INFO**
2. The Artistic Committee approved the appointment of Steven Wimbs as the Dreamers United representative. **INFO**
3. On the Edge proposed performing a play entitled "Cock" about a homosexual relationship. Artistic Committee reviewed the proposal. They declined to approve it. Executive Committee reviewed that decision. Jim Hartzell motioned with Steven Dow seconding that we support the decision of the Artistic Committee. Motion was approved. **CLOSED**

D. Fund Raising Committee - Claudius Bowden reported

1. There was a conflict with the golf course with the golf tournament that had been scheduled for June 25th 2022. A new date is being worked on. **OPEN**
2. First rehearsal for the Juneteenth Celebration at Richard Allen School will take place on May 18th. Security issues will be looked at to ensure safety at the performance. **OPEN**

E. Building and Grounds -

1. Building addition - There have been a number of delays with the project. Some of it had to do with the need for the Fire Marshall to review the plan. The suggestions he had are being looked at being implemented with an eye on the the cost involved. Once they are addressed, Delmarva Pole will be contacted for next steps. **OPEN**

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2. During the run of Gentleman's Guide to Love and Murder, the stage manager noticed a backstage noise. It was investigated. No cause was found and the noise stopped without the cause being determined. **INFO**

IV. OLD BUSINESS

A. 50th Anniversary Committee

1. So far approximately \$7500 has been collected toward the \$20,000 goal in the \$50 for 50 donations. **INFO**

2. There will be two sets of videos created for upcoming shows

a. As President Kenney Workman will do a welcome video encouraging financial support for the 50th Anniversary Season. It will be shown just prior to the welcome message at Hay Fever, Seussical and Calendar Girls. It will also be available for viewing on line. **OPEN**

b. A second set of videos will be done using the puppets that were created for the first Possum production Carnival. There will be five such videos. The first one will be shown for the White Christmas production and will be general in nature about the 50th Anniversary season. The other four will be shown for the subsequent four productions and will be tailored to those specific productions. They will be a few minutes in length and will be run on a loop while the audience is entering the theater and taking their seats. **OPEN**

3. The announcements about what specific shows will be appearing in the season will await payment of royalty deposits for those shows. **INFO**

4. There is a collection of Possums that can be auctioned individually on line before the October 8th gala event. **INFO**

5. The October 8th gala will include champagne and dessert before the show at 6:30 PM. Tickets will be \$50 per person. There will be a silent auction in the green room. There will also be a live auction of a few items after the show. The show will begin at 7:30 PM. It will consist of songs from previous Possum musical productions and will have two 40 minute long sets with opening and closing numbers of each set done by the entire cast. Diane Trautman will be musical director and the band will be on stage. **INFO**

6. We are looking for corporate sponsors for each of the five shows. The cost will be \$2500 per show. Executive Committee members are encouraged to see if they know any who might be interested. **INFO**

7. We are looking for ways of promoting the season. Among those suggested so far are:

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- a. Nina Galerstein is doing a performance at a local center on June 25th
- b. Nina Galerstein also suggested that we consider doing something at the Clayton movie theater in Dagsboro
- c. The Seaford Star editor has agreed to do a story on the 50th Anniversary
- d. Anthony Policastro suggested that the Seaford Community Concert Association might want to have the show from the gala performed for their audience in the October time frame.

INFO

B. Personnel Updates

1. Executive Administrator Position - the personnel committee will be conducting two interviews on May 23rd. The candidates are Karen Marshall and Heather Pleasant. Discussion took place about the fact that this is only a part time position so the expectation of full time pay would need to be tempered by the applicant. **OPEN**

2. Assistant Position - Mike Short has been working with Dawn and Gail in the assistant position. **INFO**

C. Sign from outdoor stage - this will be addressed at a later time. **OPEN**

D. Inside sign status - this will be addressed at a later time. **OPEN**

E. Computer updates - a second individual was asked about bidding on the new computer proposal. There was no response. Therefore, we will move forward with implementing the original proposal. **OPEN**

V. NEW BUSINESS -

A. St Mark's Episcopal Church is considering purchasing an electronic keyboard. They will borrow ours on May 18th and return it on May 19th in order to show the pastor its capabilities. **INFO**

VI. ITEMS FOR ARTISTIC COMMITTEE NOTIFICATION OR INFORMATION

A. The Executive Committee concurred with the Artistic Committee decision to not produce the play "Cock".

VII. ANNOUNCEMENTS -

A. Rosanne is writing an article for the News Journal.

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VIII. NEXT MEETING DATE - June 21, 2022 at 5:30 PM at Possum Hall

IX. ADJOURNMENT - There being no further business Steven Dow motioned seconded by Nina Galerstein that the meeting be closed. Motion was carried and the meeting was adjourned at 6:49 PM

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Attachment 1

Possum Point Players Profit & Loss Prev Year Comparison January 1 through May 17, 2022				
4:00 PM 05/17/22 Cash Basis	Jan 1 - May 17, 22	Jan 1 - May 17, 21	\$ Change	% Change
Ordinary Income/Expense				
Income	0.00	1,000.00	-1,000.00	-100.0%
Advertising & Sponsors				
BAR	0.00	-53.74	53.74	100.0%
Concession	405.00	214.67	190.33	88.7%
Tips	2,561.98	1,322.79	1,239.19	93.7%
BAR - Other				
Total BAR	2,966.98	1,483.72	1,483.26	100.0%
CONVENIENCE FEES	0.00	6.80	-6.80	-100.0%
Direct Public Support				
Corporate Contributions	0.00	56.09	-56.09	-100.0%
Individ, Business Contributions	564.84	375.00	189.84	50.6%
Total Direct Public Support	564.84	431.09	133.75	31.0%
Donations - Cash	11,240.00	767.50	10,472.50	1,364.5%
Fundraising Events	3,490.00	6,695.00	-3,205.00	-47.9%
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	-78.0%
Interest Income	14.53	13.05	1.48	11.3%
Program Income				
Membership Dues	10,724.00	18,490.00	-7,766.00	-42.0%
Total Program Income	10,724.00	18,490.00	-7,766.00	-42.0%
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	32,273.00	13,283.00	18,990.00	143.0%
Total Income	65,973.35	65,290.78	682.57	1.1%
Gross Profit	65,973.35	65,290.78	682.57	1.1%
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	1,107.97	485.85	622.12	128.1%
Building & Grounds maintenance	541.84	1,809.22	-1,267.38	-70.1%
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	4,063.71	3,730.51	333.20	8.9%
Total Contract Services	4,083.71	3,730.51	353.20	9.5%
Costumes	1,233.22	348.81	884.41	253.6%

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Possum Point Players Profit & Loss Prev Year Comparison January 1 through May 17, 2022				
	Jan 1 - May 17, 22	Jan 1 - May 17, 21	\$ Change	% Change
Facilities and Equipment	276.50	2,015.39	-1,738.89	-86.3%
Equip Rental and Maintenance	2,050.33	981.85	1,068.48	108.8%
Janitorial Services	238.94	689.34	-450.40	-65.3%
Mortgage Interest	7,717.84	3,915.07	3,802.77	97.1%
Rent, Parking, Utilities				
Total Facilities and Equipment	10,283.61	7,601.65	2,681.96	35.3%
Lighting & Sound	0.00	621.68	-621.68	-100.0%
Music	2,500.00	0.00	2,500.00	100.0%
Operations				
Books, Subscriptions, Refere...	1,296.15	0.00	1,296.15	100.0%
Postage, Mailing Service	880.50	378.83	501.67	132.4%
Printing and Copying	1,253.66	120.34	1,133.32	941.8%
Supplies	617.41	222.88	394.53	177.0%
Telephone, Telecommunicati...	1,692.19	1,404.09	288.10	20.5%
Total Operations	5,739.91	2,126.14	3,613.77	170.0%
Other Types of Expenses				
Advertising Expenses	1,536.46	1,182.83	353.63	29.9%
Insurance - Liability, D and O	1,951.00	3,122.00	-1,171.00	-37.5%
Memberships and Dues	250.00	100.00	150.00	150.0%
Other Costs	1,122.55	465.00	657.55	141.4%
Total Other Types of Expenses	4,860.01	4,869.83	-9.82	-0.2%
Payroll Expenses	1,433.61	1,450.17	-16.56	-1.1%
Props	141.94	26.99	114.95	425.9%
Royalties-Scripts-Scores	2,131.08	3,357.31	-1,226.23	-36.5%
Set	1,157.72	582.51	575.21	98.8%
Wages	17,931.65	17,775.66	155.99	0.9%
Total Expense	53,846.27	45,346.33	8,499.94	18.7%
Net Ordinary Income	12,127.08	19,944.45	-7,817.37	-39.2%
Other Income/Expense				
Other Income				
Donations - Capital Campaign	192.00	0.00	192.00	100.0%
Gift Shop	47.00	0.00	47.00	100.0%
PPP Readers Theater	250.00	0.00	250.00	100.0%
Theatre Academy	195.00	0.00	195.00	100.0%
Total Other Income	684.00	0.00	684.00	100.0%
Net Other Income	684.00	0.00	684.00	100.0%
Net Income	12,811.08	19,944.45	-7,133.37	-35.8%

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Cash Basis

Possum Point Players
Balance Sheet Prev Year Comparison
As of May 17, 2022

	May 17, 22	May 17, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings	36,144.74	31,562.42	4,582.32	14.5%
County Bank-Checking	97,907.62	77,436.29	20,471.33	26.4%
County Bank-MONEY MARKET	50.00	50.00	0.00	0.0%
Petty Cash	134,102.36	109,048.71	25,053.65	23.0%
Total Checking/Savings				
Accounts Receivable	129.00	129.00	0.00	0.0%
Accounts Receivable	129.00	129.00	0.00	0.0%
Total Accounts Receivable				
Other Current Assets	-824.18	-824.18	0.00	0.0%
DELAWARE COMMUNITY FOUNDATI...	8,133.50	8,233.50	-100.00	-1.2%
Undeposited Funds	7,309.32	7,409.32	-100.00	-1.4%
Total Other Current Assets	141,540.68	116,587.03	24,953.65	21.4%
Total Current Assets				
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	8,405.26	5,626.28	2,778.98	49.4%
Land	20,000.00	20,000.00	0.00	0.0%
Total Fixed Assets	618,961.92	600,280.09	18,681.83	3.1%
TOTAL ASSETS	760,502.60	716,867.12	43,635.48	6.1%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	-1,237.37	-1,237.37	0.00	0.0%
Accounts Payable	-1,237.37	-1,237.37	0.00	0.0%
Total Accounts Payable				
Other Current Liabilities				
Overdraft Loan	-156.75	-156.75	0.00	0.0%
Payroll Liabilities	1,359.45	1,437.88	-78.43	-5.5%
Total Other Current Liabilities	1,202.70	1,281.13	-78.43	-6.1%
Total Current Liabilities	-34.67	43.76	-78.43	-179.2%
Long Term Liabilities				
Mortgage	9,181.92	25,763.56	-16,581.64	-64.4%
Total Long Term Liabilities	9,181.92	25,763.56	-16,581.64	-64.4%
Total Liabilities	9,147.25	25,807.32	-16,660.07	-64.6%

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Possum Point Players				
Balance Sheet Prev Year Comparison				
As of May 17, 2022				
4:07 PM				
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Cash Basis				
	May 17, 22	May 17, 21	\$ Change	% Change
Equity				
Retained Earnings	738,544.27	671,115.35	67,428.92	10.1%
Net Income	12,811.08	19,944.45	-7,133.37	-35.8%
Total Equity	751,355.35	691,059.80	60,295.55	8.7%
TOTAL LIABILITIES & EQUITY	760,502.60	716,867.12	43,635.48	6.1%

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Attachment 2

POSSUM POINT PLAYERS
GENTLEMEN'S GUIDE TO LOVE AND MURDER
APRIL, 2022

	ACTUAL	BUDGET
INCOME		
TICKET SALES	21,906.00	25,693.00
TOTAL INCOME	21,906.00	25,693.00
S		
EXPENSES		
COSTUMES	1,266.07	1,200.00
HAIR/MAKEUP		200.00
LIGHT/SOUND		200.00
MUSIC	2,500.00	2,800.00
OPERATIONS:		
POSTAGE/MAILING:	356.25	300.00
ADVERTISING	891.72	300.00
PROPS	55.50	250.00
ROYALTIES, ETC.	4,326.28	4,347.00
SET	849.49	1,500.00
TOTAL EXPENSES	10,245.31	11,097.00
NET INCOME	11,660.69	14,596.00

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There being no further business Steven Dow made a motion seconded by Nina Galerstein to close the meeting. Motion was approved and meeting was adjourned at 6:49 PM

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