

APPROVED

POSSUM POINT PLAYERS

EXECUTIVE COMMITTEE MINUTES

August 16, 2022

I. CALL TO ORDER – Chairperson Kenney Workman called the meeting to order at 5:39 PM. Members present were: Kenney Workman, Anthony M Policastro, Nina Galerstein, Rosanne Pack, Steven Dow, Cheryl Graves and Beth Howlett. Anne Baker Executive Administrator was also present. Louise Hartzell, Jim Hartzell and Claudius Bowden were absent. Quorum was confirmed.

II. APPROVAL OF MINUTES

A. Approval of July 19, 2022 minutes - After properly moving (Rosanne Pack) and seconding (Cheryl Graves) the minutes were approved as amended. **CLOSED**

III. REPORTS

A Treasurer

1. Financial report (Attachment 1) was presented. Nina Galerstein made a motion seconded by Rosanne Pack to accept the Treasurer's report. Motion was carried. **CLOSED**

2. Steven Dow reported on the status of the loan for the building addition. He and Louise Hartzell had met with bank representatives. He reported the following:

a. Building additions are not done as a line of credit. They need to be an actual loan. Thus the \$115,000 for the addition will be considered a loan. It will still be set up such that we can draw from it as needed. It will also be set up that there will be no pre-payment penalty for paying it off early if we desire. **INFO**

b. The current loan does encompass the remaining old mortgage. **INFO**

c. They suggested that we have an account with the bank to put funds in for payments. That will allow them to draw payments each month and eliminate the need to send a monthly check. **INFO**

e. They also suggested that we consider setting up a separate loan as a line of credit to be able to draw from for non-building addition expenses. Now that we have the one loan, the second would be easier to obtain. **INFO**

f. It would also make things easier if we added Steven Dow as an account holder for future interactions. Nina Galerstein made a motion seconded by Beth Howlett that we approve adding Steven Dow to the account. Motion was carried. **CLOSED**

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B. Executive Administrator

1. A review of membership changes over the last few years during the COVID pandemic showed the following:

2019 - 121 members (pre-pandemic)

2020 - 148 members (pandemic began mid year)

2021 - 91 members (mid-pandemic)

2022 - 112 members (pandemic stabilized)

A suggestion was made that we look at donations as well to see what impact the pandemic had on those numbers. **OPEN**

2. Gala tickets are still being worked on. Discussion came up about whether cast members would need to buy tickets. Kenny Workman will address that with them. **OPEN**

3. Mt Zion is still interested in renting out the kitchen on Sept 24th. Photos have been sent to the chef. There is no word as to whether she wants to actually see the facilities. The usual cost for rental of the facility is \$600 per day. This will only involve the kitchen. Steven Dow made a motion seconded by Rosanne Pack that we rent the kitchen out for \$350 on that day. Motion was carried. There is a possibility that there might be an additional matinee performance of Calendar Girls that day. It is anticipated that the kitchen use will not interfere with that. **OPEN**

4. The last inspection of the kitchen was about a year ago in the fall. There are some issues with non-food related items being stored there. They will need to be removed before this year's inspection so as not to give the perception of contaminated kitchen equipment. **INFO**

5. The Distinguished Young Women Pageant took place on August 12-13 dates. It was approved by Artistic Committee and by the President on behalf of the Executive Committee. **CLOSED**

6. The new Acute Rehab Facility on Route 113 has asked to rent out Possum Hall for a Job Fair on Wednesday May 31st. They will be using the Green Room and Lobby. The charge for the use of the facility is \$600 for the day. **INFO**

C. Artistic Committee - Rosanne Pack gave the report:

1. They approved the request for building use by the Distinguished Young Women **INFO**

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2. The Budget for Calendar Girls (Attachment 2) was approved. Items discussed were:

- a. Budget projects ticket sales of over \$16,000. **INFO**
- b. They plan to create a calendar as a fund raiser. They hope to sell 100 calendars at \$15 each for a profit of \$1500. There will be a ticket attached for buyer for one free drink at the bar during the 50th Anniversary Season. **INFO**
- c. There is a plan to have a mural painted. The cost of it has been covered with mostly in kind donations. There is a plan to sell pieces of the mural as a fund raiser after the run has been completed. **INFO**
- d. It was noted at the meeting that the set construction is more expensive than what we usually have. Those involved in set construction will be reminded to stick to the requested budget. **INFO**
- e. Total anticipated profit for six performance is estimated to be \$14,283. That will rise to \$15,027 if an additional performance is added. **INFO**

After properly motioning (Steven Dow) and seconding (Beth Howlett) the proposed budget was approved. **CLOSED**

3. Members of the Artistic Committee are planning on having a meeting with the Possum Juniors to discuss combined plans going forward. **INFO**

D. Fund Raising Committee - Claudius Bowden was not present so no report this month.

E. Building and Grounds -

1. Building addition - Sussex County and City of Georgetown have given both approvals and permits for the building addition. We are now working with Delmarva Pole to set up a start date for the construction. **OPEN**
2. Installation of 8 foot doors for the addition is being worked on. **OPEN**
3. Painting of areas inside the theater has been completed. The exception was the floor has not yet been done. We are waiting on quotes for that. **OPEN**
4. A grand curtain has been purchased. The color will match the newly painted walls. It will be put up between the end of the Calendar Girls run and the Gala performance. **INFO**

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IV. OLD BUSINESS

A. 50th Anniversary Committee

1. The large “50” Outdoor sign will be up by the Gala. **INFO**
2. Silent and live auction items are still being sought. **INFO**
3. The Gala will begin at 6 PM with champagne and dessert. Silent auction will be going on. Bar will be open. There may be flute and violin music in the background. The first act will start at 7:30 PM. There will be an intermission between acts. The theme for the Gala performance is “Love Makes the World go Round”. Many of the songs will deal with the topic of love. There will be an MC with a script doing introductions. Live auction will take place at the conclusion of the performance. **INFO**
4. The new logo has been completed by Dawn Conaway. **INFO**
5. Presentation about the 50th Anniversary season was made at two of the three Possum Junior performances. **INFO**
6. Pre-show video has gone to Constant Contact. **INFO**
7. The Clayton Theater in Dagsboro does do ads. **INFO**
8. The Cinema Arts Theater also has opportunity for ads. Cost for the ads is being donated. **INFO**
9. There are multiple Possum related materials like T-shirts and carrying bags available to be used as part of the 50th Anniversary celebration. The plan for them remains open **OPEN**
10. T-shirts up with the new logo remain open. **OPEN**
11. Use of old plaques as part of 50th Anniversary performances remains open. This will be moved to Building and Grounds report. **OPEN**

B. Large Donation heirs contact - this has not yet been done. **OPEN**

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

V. NEW BUSINESS -

A. Anthony Policastro has been in contact with the Seaford Community Concert Association about possibly doing a performance of the gala show for their members. They usually have a membership of about 1000 people. If they are interested, we will arrange a visit to

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the venue (Seaford High School) for the director and Light/Sound chair to ensure that the facilities will work for us. **OPEN**

VI. ITEMS FOR ARTISTIC COMMITTEE NOTIFICATION OR INFORMATION

A. The budget for Calendar Girls was approved

B. There is a possibility of doing a performance of the gala show for Seaford Community Concert Association at Seaford High School

VIII. NEXT MEETING DATE - September 20, 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 6:45 PM

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Attachment 1

11:59 AM
08/06/22
Cash Basis

Poosum Point Players
Profit & Loss Prev Year Comparison
January 1 through August 6, 2022

	Jan 1 - Aug 6, 22	Jan 1 - Aug 6, 21	\$ Change	% Change
Ordinary Income/Expense				
Income	0.00	1,000.00	-1,000.00	-100.0%
Advertising & Sponsors				
BAR	189.12	-203.54	392.66	192.9%
Concession	568.00	307.67	260.33	84.6%
Tips	3,130.41	3,299.34	-168.93	-5.1%
BAR - Other				
Total BAR	3,887.53	3,403.47	484.06	14.2%
CONVENIENCE FEES				
Direct Public Support	0.00	6.80	-6.80	-100.0%
Corporate Contributions	281.93	102.00	179.93	176.4%
Individ, Business Contributions	864.84	625.00	239.84	38.4%
Total Direct Public Support	1,146.77	727.00	419.77	57.7%
Donations - Cash	38,510.00	1,817.50	36,692.50	2,018.8%
Fundraising Events	3,590.00	15,105.00	-11,515.00	-76.2%
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%
Indirect Public Support				
United Way, CFC Contributions	3,356.55	0.00	3,356.55	100.0%
Total Indirect Public Support	3,356.55	0.00	3,356.55	100.0%
Interest Income	26.98	22.67	4.31	19.0%
Program Income				
Membership Dues	11,919.00	20,290.00	-8,371.00	-41.3%
Total Program Income	11,919.00	20,290.00	-8,371.00	-41.3%
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	52,229.00	29,028.60	23,200.40	79.9%
Total Income	119,365.83	94,521.66	24,844.17	26.3%
Gross Profit	119,365.83	94,521.66	24,844.17	26.3%
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	1,758.75	1,113.69	645.06	57.9%
Building & Grounds maintenance	3,813.26	2,299.22	1,514.04	65.9%
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%

Page 1

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11:59 AM
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Possum Point Players Profit & Loss Prev Year Comparison January 1 through August 6, 2022

	Jan 1 - Aug 6, 22	Jan 1 - Aug 6, 21	\$ Change	% Change
Contract Services	20.00	0.00	20.00	100.0%
Fundraising Fees	8,599.67	5,939.96	2,659.71	44.8%
Outside Contract Services				
Total Contract Services	8,619.67	5,939.96	2,679.71	45.1%
Costumes	1,515.30	608.34	906.96	149.1%
Dinner expense	0.00	149.86	-149.86	-100.0%
Facilities and Equipment				
Equip Rental and Maintenance	276.50	2,812.93	-2,536.43	-90.2%
Janitorial Services	3,041.08	1,972.94	1,068.14	54.1%
Mortgage Interest	238.94	1,043.05	-804.12	-77.1%
Rent, Parking, Utilities	10,099.92	5,989.28	4,110.64	68.6%
Total Facilities and Equipment	13,656.44	11,818.21	1,838.23	15.6%
Interest Expense	104.26	0.00	104.26	100.0%
Lighting & Sound	0.00	621.68	-621.68	-100.0%
Makeup & Hair	0.00	89.64	-89.64	-100.0%
Music	2,725.00	1,113.85	1,611.15	144.7%
Operations				
Books, Subscriptions, Refere...	1,296.15	0.00	1,296.15	100.0%
Postage, Mailing Service	1,820.51	475.85	1,344.68	282.6%
Printing and Copying	2,097.48	232.74	1,864.74	801.2%
Supplies	1,294.45	872.78	421.67	48.3%
Telephone, Telecommunicati...	2,489.64	1,935.02	554.62	28.7%
Total Operations	8,998.23	3,516.37	5,481.86	155.9%
Other Types of Expenses				
Advertising Expenses	1,961.26	1,182.83	778.43	65.8%
Insurance - Liability, D and O	3,413.00	4,478.00	-1,065.00	-23.8%
Memberships and Dues	250.00	100.00	150.00	150.0%
Other Costs	1,251.54	465.00	786.54	169.2%
Total Other Types of Expenses	6,875.80	6,225.83	649.97	10.4%
Payroll Expenses	2,136.76	1,931.32	205.44	10.6%
Props	365.92	264.78	101.14	38.2%
Royalties-Scripts-Scores	5,677.19	5,230.56	446.63	8.5%
Set	2,438.25	1,315.67	1,122.58	85.3%
Sound	0.00	600.00	-600.00	-100.0%
Wages	26,899.47	24,056.20	2,843.27	11.8%
Total Expense	86,284.30	67,455.48	18,828.82	27.9%
Net Ordinary Income	33,081.53	27,066.18	6,015.35	22.2%
Other Income/Expense				
Other Income				
Donations - Capital Campaign	315.00	0.00	315.00	100.0%
Gift Shop				
Shirt Sales	50.00	0.00	50.00	100.0%
Gift Shop - Other	47.00	20.00	27.00	135.0%
Total Gift Shop	97.00	20.00	77.00	385.0%
PPP Readers Theater	250.00	0.00	250.00	100.0%
Theatre Academy	3,406.29	4,855.50	-1,449.21	-29.9%
Total Other Income	4,068.29	4,875.50	-807.21	-16.6%

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Profit & Loss Prev Year Comparison
January 1 through August 6, 2022

	Jan 1 - Aug 6, 22	Jan 1 - Aug 6, 21	\$ Change	% Change
Other Expense	0.00	1,960.00	-1,960.00	-100.0%
Program Admin Allocations	0.00	1,960.00	-1,960.00	-100.0%
Total Other Expense	4,068.29	2,915.50	1,152.79	39.5%
Net Other Income	37,149.82	29,981.68	7,168.14	23.9%
Net Income				

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08/06/22

Cash Basis

Possum Point Players Balance Sheet Prev Year Comparison As of August 6, 2022

	Aug 6, 22	Aug 6, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings	30,773.35	22,167.89	8,605.46	38.8%
County Bank-Checking	114,040.07	92,045.91	21,994.16	23.9%
County Bank-MONEY MARKET	50.00	50.00	0.00	0.0%
Petty Cash	144,863.42	114,263.80	30,599.62	26.8%
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	8,133.50	0.00	0.0%
Undeposited Funds	7,309.32	7,309.32	0.00	0.0%
Total Other Current Assets				
Total Current Assets	152,301.74	121,702.12	30,599.62	25.1%
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	14,140.74	4,056.75	10,083.99	248.6%
Furniture and Equipment	8,690.26	5,626.28	3,063.98	54.5%
Land	20,000.00	20,000.00	0.00	0.0%
Total Fixed Assets	629,330.91	600,280.09	29,050.82	4.8%
TOTAL ASSETS	781,632.65	721,982.21	59,650.44	8.3%
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	1,523.14	488.39	1,034.75	211.9%
Total Other Current Liabilities	1,366.39	331.64	1,034.75	312.0%
Total Current Liabilities	129.02	-905.73	1,034.75	114.2%
Long Term Liabilities				
Mortgage	5,809.54	21,790.91	-15,981.37	-73.3%
Total Long Term Liabilities	5,809.54	21,790.91	-15,981.37	-73.3%
Total Liabilities	5,938.56	20,885.18	-14,946.62	-71.6%

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12:02 PM
08/06/22
Cash Basis

Poosum Point Players
Balance Sheet Prev Year Comparison
As of August 6, 2022

	Aug 6, 22	Aug 6, 21	\$ Change	% Change
Equity	738,544.27	671,115.35	67,428.92	10.1%
Retained Earnings	37,149.82	29,981.68	7,168.14	23.9%
Net Income	775,694.09	701,097.03	74,597.06	10.6%
Total Equity	781,632.65	721,982.21	59,650.44	8.3%
TOTAL LIABILITIES & EQUITY				
Accounts Payable	129.00	129.00	0.00	0.0%
Accounts Receivable	129.00	129.00	0.00	0.0%
Total Accounts Receivable	129.00	129.00	0.00	0.0%
Other Current Assets	129.00	129.00	0.00	0.0%
DEL AWARE COMMUNITY FOUNDATION	129.00	129.00	0.00	0.0%
Investment Funds	129.00	129.00	0.00	0.0%
Total Other Current Assets	129.00	129.00	0.00	0.0%
Total Current Assets	129.00	129.00	0.00	0.0%
Fixed Assets	129.00	129.00	0.00	0.0%
Accumulated Depreciation	129.00	129.00	0.00	0.0%
Equipment	129.00	129.00	0.00	0.0%
Leasehold Improvements	129.00	129.00	0.00	0.0%
Land	129.00	129.00	0.00	0.0%
Total Fixed Assets	129.00	129.00	0.00	0.0%
TOTAL ASSETS	129.00	129.00	0.00	0.0%
LIABILITIES & EQUITY				
Accounts Payable	129.00	129.00	0.00	0.0%
Accounts Receivable	129.00	129.00	0.00	0.0%
Total Accounts Payable	129.00	129.00	0.00	0.0%
Other Current Liabilities	129.00	129.00	0.00	0.0%
Debt	129.00	129.00	0.00	0.0%
Long Term Liabilities	129.00	129.00	0.00	0.0%
Total Long Term Liabilities	129.00	129.00	0.00	0.0%
Total Liabilities	129.00	129.00	0.00	0.0%
Total Liabilities & Equity	129.00	129.00	0.00	0.0%

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TRUSURER'S REPORT SUMMARY AUGUST, 2022

1. Have transferred \$10,000 from Money Market to checking to pay for deposit on new stage curtain. We are receiving \$7,500 toward this purchase. Total price of curtain is \$19,215.
2. There will be \$6,100 paid out for the painting in the theater. The statement does not reflect this since it has not yet been paid.
3. The mortgage figure shown on the Balance Sheet is not a true reflection the mortgage. Steven D. will give you an update on this since he and I met with Fulton Bank.
4. I will give you a report on "Sussical" next month since Anne still has some money and possibly expenses to put through.

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Attachment 2

COMEDY BUDGET TEMPLATE

SHOW AND SHOW DATES: Calendar Girls, September 16,17,18,23,24,25, 2022

CURRENT DATE: 8/4/22 PREPARER'S NAME: Rebecca Craft

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 item Promotion below you should consult with your directorial staff and adjust these numbers to more closely reflect estimated needs for YOUR show.

PROPOSED

INCOME

Ticket Sales		\$16,058 *	
Other Income			
Hotel Blue Match	\$500		
Director Contribution	\$1,000		
(Scrim - \$250, Mural - \$100, CAMP Ad \$275, Misc. \$375)			
Calendar Sales	\$1,600.00		
Calendar Donations	\$ 400.00		
		\$3,500	
Additional Performance		\$1,794	
Total		\$21,352	\$19,558

Expenses

Costumes	\$200		
Hair/Makeup	\$300		
Lighting and Sound	\$100		
Promotion, Fixed Cost (Printing, Mailing, Advertising)	\$600		
CAMP Rehoboth Full Page Advertisement	\$275		
Props	\$400		
Royalties/Scripts/Scores	\$750		
Set	\$2,500		
Calendar	\$200		
Total	\$5,325	\$5,275	

Contribution to overhead:

\$16,027 \$14,283

*
4/30/18

6 PERFS.

AT

\$ 19.50 AT

75% OF

#

Avg of \$20 & 19

Added Performance Calculation: 92 seats (50% of 184) x 19.50

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Notes	
Income	
Other Income:	Hotel Blue has offered a \$500 donation to help support set construction if the board approves a minimum of an additional \$500 over the \$500 base.
	Anticipated income from the sale of a calendar is based on selling 100 calendars at \$16.00 each. We plan to publicize calendars on social media and the PPP website along with ticket sales. The calendar will include, on the back page, a rundown of the 50th anniversary season and will include a tear-off for a drink at one performance during the 50th season. Funds have been secured to cover the majority of the cost of printing the calendar (\$00) and is included in the income portion of this budget.
	Due to the nature of the show, it is felt that that doing an ad in the September issue of Letters would be beneficial and potentially draw in additional audience members. The director is willing to contribute the cost of this ad which costs \$275 (50% off the regular full page price of \$550)
Expenses	
Costumes	Cast is self-costuming since costumes are contemporary. Specialty costumes are required and Marsha is already working on these and does not anticipate any major costs.
Hair/Make-up	A men's hairpiece has to be purchased for the John character since he starts the show with hair, but undergoes chemotherapy and ultimately dies of cancer. There is insufficient time to put a bald cap on that would be convincing. Steven Perry (John) has agreed to shave his head for this production.) Hair piece is expected to run about \$200
Props	This show requires over 100 props, some of which will have to be created. For example, fake pastries for the photo shoot will be carved from polystyrene or formed using baked clay, and decorated to look like realistic baked goods.
Set	Lattice Proscenium - \$750 Miscellaneous Lumber for risers, proscenium reinforcement, church framework and thrust stage - \$950 Mural - \$100 Foam/Astroturf - \$500 Paint Supplies - \$200

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The mural that is being created for the back of the stage that will be disclosed in the final scene of the show is being created by Eddy Segar of Dover. The mural will depict a sunflower field in full bloom with a beautiful blue sky overhead. A well-known local artist, Eddy has requested a minimal charge for this mural which will be paid for by the Director. At the conclusion of the show, the mural will be cut into individual pieces of art, stretched onto wood frames and sold to raise funds for World Central Kitchen and their efforts to support the people of Ukraine. Sizes of artwork will range from 18x14 for \$50, 24 x 36 for \$100, \$36 x 48 for \$300 and 48 x 72 for \$500. We would like to include information about this fundraiser in the marketing materials for the show, on the production website, where tickets can be sold in advance of the production, and during the production during intermission and before the show. In addition, the sale would be part of a social media campaign highlighting WCK. Messaging for this sale will have to be specially crafted so as to not ruin the surprise of the mural's appearance at the end of the show. The only cost that affiliated with this fundraiser will be the cost of the wood stretcher bars for each painting. That cost will come from the sale of the painting, thereby not creating any cost to the Possums. The balance of the proceeds, after the purchase of stretchers, will be donated to WCK.