

APPROVED

POSSUM POINT PLAYERS

EXECUTIVE COMMITTEE MINUTES

September 20, 2022

I. CALL TO ORDER – Chairperson Kenney Workman called the meeting to order at 5:40 PM. Members present were: Kenney Workman, Anthony M PolICASTRO, Nina Galerstein, Rosanne Pack, Louise Hartzell, Jim Hartzell and Beth Howlett. Anne Baker Executive Administrator was also present. Steven Dow, Cheryl Graves and Claudius Bowden were absent. Quorum was confirmed.

II. APPROVAL OF MINUTES

A. Approval of August 16, 2022 minutes - There was one change to the August minutes. It involved items IV A (7) and IV A (8). The minutes reflected that a donor had been found for ads at the Clayton Theater. Actually the donor was for the Cinema Arts Theater and not Clayton. After properly moving (Nina Galerstein) and seconding (Rosanne Pack) the minutes were approved as amended. **CLOSED**

B. E-mail vote minutes of August 29, 2022 - After properly moving (Nina Galerstein) and seconding (Rosanne Pack) the minutes were approved. **CLOSED**

III. REPORTS

A Treasurer

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

2. Louise Hartzell pointed out that there was a minor discrepancy in total number of patrons by year. It was due to the difference in calendar year donations which cover January to December and season donations which usually run from one calendar year into the next. **INFO**

3. The Profit and Loss statement showed a number of areas that had increased in cost since last year. These included things like janitorial services and utilities. **INFO**

4. Waste Disposal services with Waste Management had increased significantly from \$178 per month to \$215 per month. Another company named GFL had indicated that they could provide the same services for \$95 a month. A discussion ensued about whether there was a need to pay separately for recycling since we have so many recycled materials. The process to educate everyone on correct disposal procedures under those circumstances would be cumbersome. For that reason we would continue with the current disposal arrangement. Nina Galerstein made a motion seconded by Rosanne Pack that we switch from Waste Management to GFL. Motion carried. **CLOSED**

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5. Louise Hartzell pointed out in discussion of the Balance Sheet that there were a number of large ticket items that were coming up. Chief among them were the fact that there had been a price increase on the building addition of \$18,000 due to increased cost of materials. This equated to a total increase of about 7%. There were also related expenses like the new door. In addition, items like the new curtain, new carpeting and air conditioner replacement would all result in significant increases in expenditures. **INFO**

B. Executive Administrator

1. So far there have been 96 Gala tickets sold. Cast members who want to participate in the champagne and dessert portion of the evening would be charged \$25 each. **INFO**

2. Mt Zion's chef will be using the kitchen from 8 AM until 2:30 PM on September 24th. Claudius Bowden will be here at the time of their arrival to open the door for them. Freezer and oven will be turned on a day ahead of time to be ready. **OPEN**

3. We are still expecting an unannounced kitchen inspection in the near future since it has been about a year since the last one. **INFO**

4. There have been calls about plans for the 2023 season.

a. The plan is to get the ticket information out before Thanksgiving since some people like to give memberships as Christmas gifts. In order for this to happen, information needs to be available by mid-October. **INFO**

b. We already know all the shows for the season except for the Christmas show. The Reading Committee will need to provide a suggestion as soon as possible so the artwork and brochure can be created. **OPEN**

c. There is a need to make some changes to the wording of the membership donation brochures. Those were discussed at the meeting and agreed upon. **CLOSED**

d. There was also a question about the pricing for membership levels (Attachment 2), program ads (Attachment 3) and Capital Campaign levels (Attachment 4) and whether these should be changed and adjusted upward. Jim Hartzell made a motion seconded by Nina Galerstein that a committee consisting of President Kenney Workman, Treasurer Louise Hartzell and Executive Administrator Anne Baker meet to discuss needed pricing changes. Motion was carried. **OPEN**

5. Attempts to contact Seaford Community Concert about their interest in the program were unsuccessful in terms of them not responding to us. **CLOSED**

C. Artistic Committee - Rosanne Pack gave the report:

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1. There was a policy approved that adult supervision for the Possum Juniors should be confined to individuals 24 years of age or older. **INFO**

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

E. Building and Grounds - Report is at Attachment 5

1. Building addition - The final quote for the building addition was about \$18,016.02 (Attachments 6 and 7) as reported in the Treasurer's report. Jim Hartzell made a motion seconded by Rosanne Pack to approve the additional expenditure. Motion was carried. **CLOSED**

2. Ballast light repairs are due to take place between September 28 - 30. **INFO**

3. Plaque project has been completed except for those involving affiliate members. **INFO**

4. The grand curtain is expected to arrive on September 21st and should be installed on September 27th and 28th. **INFO**

5. Carpeting replacement was discussed (Attachment 8). The plan is to do carpeting in a individual tile type so that any needed replacement would only require a small area to be addressed. **OPEN**

6. Carpeting to be replaced in the office awaiting selection of a color. **INFO**

7. A Service contract for heating and air-conditioning has been set up with Service Today. The cost will be \$993 per year for our 7 systems. The systems vary in age from 1998 to 2013. As part of their initial inspection, they found that one of the air conditioners (installed in 2005) will need to be replaced before next summer. The contract also provide for a discount on electrical or plumbing repairs with emergency service readily available. There will be twice annual service visits. **INFO**

8. A question was asked about whether we needed to repaint the parking lines in the parking lot. **OPEN**

IV. OLD BUSINESS

A. 50th Anniversary Committee

1. There will not be t-shirts with the new logo sold. **INFO**

2. At this point things are falling into place so we are moving forward with plans.

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3. There will be no need or hosts or ushers at the Gala. **INFO**

B. Large Donation heirs contact - Contact has been made with Scott Zeigler the son of the donor. He was receptive to the idea of naming the current green room in honor of the family. He did not see the need for a formal ceremony. He was also receptive to having a plaque created with photos of it sent to him to share with the family. One of the levels of giving was for naming the Green Room. That is now done and the level of giving for that can be removed. **OPEN**

V. NEW BUSINESS -

A. When we reached the point of 60 tickets remaining for Calendar Girls, a question was raised by e-mail about adding an additional performance on September 22nd. The general consensus was that it would not be necessary given the short period until the actual event. Tickets ultimately sold out. The dress rehearsal will be open to family members of the cast and donations will be requested. Jim Hartzell made a motion seconded by Nina Galerstien to affirm the e-mail decision of not adding an additional performance. Motion was carried. **CLOSED**

VI. ITEMS FOR ARTISTIC COMMITTEE NOTIFICATION OR INFORMATION - no times referred this month

VIII. NEXT MEETING DATE - October 18, 2022 at 5:30 PM at Possum Hall

IX. ADJOURNMENT - There being no further business the meeting was adjourned at 7:07 PM