

**POSSUM POINT PLAYERS**  
**ARTISTIC COMMITTEE MINUTES**

August 5, 2020

- I. **CALL TO ORDER** – Zoom meeting. Chairwoman Marsha Shull called the meeting to order at 6:12 PM Members present were: Marsha Shull, Jill Lewandowski, Nina Galerstein, Chase Schirmer, Donna Dekuyper. John Hulse, Rosanne Pack, Donna Flomp, Diane Counts, GG Voges and Anthony Policastro. Absent were Claudius Bowden, Bernie Noeller, Richard Huffman, Fred Dean, Gina Voges, Dawn Conaway and Lorraine Steinhoff

Quorum was confirmed.

**II. APPROVAL OF MINUTES AND ELECTIONS**

- A. Approval of agenda - agenda had been reviewed by committee members. It was approved as presented **CLOSED**

- B. Certification of e-mail votes -

1. Diversity statement - the diversity statement had actually been approved at the March artistic Committee meeting. At the time of the last meeting that was not entirely clear. So an e-mail vote was decided upon. In the interim, it was discovered that the statement is in the manual. It is on the website. Job description is being worked on. Therefore all pieces of it are either done or in the process of moving forward. The e-mail vote was done concurrently with this information being gathered. Only 5 Aye votes were obtained. Therefore it did not have a quorum vote. However, in retrospect, it was not needed so that fact that it did not get additional approval is not relevant. **CLOSED**

2. PJ's building use form for their drive-in theater proposal was not available at the time of the last meeting. It was sent out via e-mail on July 10th (Attachment 1). After properly moving (Donna deKuper) and seconding (Chase Schirmer) the plan was approved. **CLOSED**

3. The 2021 calendar was sent out for approval. It received the requisite number of votes and was approved. **CLOSED**

4. Lights and Sound/EFX Chair (Attachment 2) proposal was sent out for approval. It received the requisite number of votes and was approved by Artistic Committee. The expenditure was subsequently also approved by Executive Committee. **CLOSED**

5. Approval of minutes - Minutes of July 2, 2020 were reviewed. After properly moving (John Hulse) and seconding (Chase Schirmer) the minutes were approved. **CLOSED**

### **III. REPORTS**

#### **A EXECUTIVE ADMINISTRATOR**

1. Tickets sold thus far for GODSPELL – 554 **INFO**

2. I will just add that I am working on a mailing for all ticket holders detailing guidelines when attending production. Info will also be included in a Constant Contact. Plan to send out next week. **INFO**

3. A grant was submitted to Delaware Community Foundation requesting funds for COVID-19 related items, i.e. disinfecting equipment; non-contact infrared thermometers; non-contact ticket scanner; and a few more items. Grant was due July 13; still have not heard anything. **OPEN**

4. Distinguished Young Women will not be using our facilities this year. Event will be virtual. **CLOSED**

#### **B SHOW DIRECTORS**

##### **MAIN STAGE**

1. Godspell - John Hulse reported the following:

a. A diagram of the seating plan was provided to committee members for review (Attachment 3). There are 236 seats available at 59 bubbles of 4. Each bubble will seat individuals who attend the performance together. If there are four of them, they will fill the bubble. If there are less than four, then that bubble will have seats unoccupied. If there are more than four, they will need additional bubble(s) **INFO**

b. There have been some casting changes from the original cast. There are several reasons why that was necessary. The new cast list was reviewed at the meeting. **INFO**

c. Folding chairs will be available to use. However, if people would prefer to bring their own chairs because they might be more comfortable, that would be acceptable. **INFO**

d. Face masks will be required of attendees **INFO**

e. Rehearsals are currently being conducted using socially distancing procedures on the stage. **INFO**

f. The current Possum sound system will be taken outdoors and used. This will obviate the need for renting of additional sound equipment. Body mikes will also be used for the production. **INFO**

g. PJ's will be providing pre-show entertainment for guests. **INFO**

h. A Freeman Stage performance of the show is scheduled for Thursday September 17th. **INFO**

2. Elf - no report at this time

### **AFFILIATES & FUNDRAISERS**

1. Possum Juniors started their Drive-In Movie presentations. Gianna Voges reported the following:

a. The July 17th showing of the play Hamilton was attended by five to six cars of people. Donations and sales amounted to an intake of \$22. **INFO**

b. The second production of Newsies was canceled due to weather issues. **INFO**

c. Two more productions are scheduled. Hairspray will take place on August 14th and a repeat performance of Hamilton on August 28th **INFO**

d. A discussion took place about opening the performances up to more than just the Possum Juniors. Caution was urged lest there be any copyright infringements. The decision was to make sure that any publicity was only internal to Possum and not on general websites open to the public. **CLOSED**

2. All the Fixins Fund Raiser - Date has been set for June 26, 2021. **INFO**

**C. EXECUTIVE COMMITTEE REPRESENTATIVE** - Rosanne Pack reported that the artistic team is working on poster designs for 2021 shows. They are not putting specific dates on the posters in case the current dates have to change again. **INFO**

### **D. ARTISTIC COMMITTEE MEMBERS**

1. Nina Galerstein reported that the Reading Committee is currently doing their reading for the 2021 season. **INFO**

2. Nina Galerstein reported that the library cleanup was still in progress. Scrap books have been laid out for repair. The request is that no one move them from their current locations until the repairs have been completed. **INFO**

3. Marsha Shull reported that they are continuing to work on cleaning out the costume area. **INFO**

#### **IV. OLD BUSINESS**

A. Addition of fundraisers, cabaret shows, etc to archives on the website. Nina Galerstein reported that progress is being made on this project. **OPEN**

B. Distinguished Young Women of America - this year's competition will be virtual so there will be no need to use the hall. **CLOSED**

C. Rental responsibilities - Michael Murnin is working on guidelines for events such as this. However, he will not be the point person for interacting with outside groups. This item will need to be addressed in the future. **OPEN**

D. Diversity Statement - See Item II B 1 above for follow up on this issue.

#### **V. NEW BUSINESS**

A. Diane Counts brought up the idea of doing fund raisers that might be accomplished virtually such as a performance by the radio theater. This needed to be researched from several standpoints. These included what platform could be used. They included how tickets might be sold (perhaps through EventBrite). This kind of thing is already being done elsewhere. A committee to further explore this will be headed by Diane. Jill Lewandowski, John Hulse and Marsha Shull agreed to work with her. Bernie Noeller from the radio theater will also be asked to be involved. **OPEN**

B. John Hulse reported that the Executive Committee had approved the funding for the outdoor lights for the Godspell production. **INFO**

#### **VII. ITEMS FOR EXECUTIVE COMMITTEE APPROVAL, NOTIFICATION OR INFORMATION - NO items for referral this month**

#### **VIII. NEXT MEETING DATE - September 3, 2020 at 6:00 PM INFO**

**IX. Announcements and Adjournment** -There being no further business a motion was made (John Hulse) and properly seconded (Donna deKuyper) to adjourn the meeting. Meeting was adjourned at 7:03 PM **CLOSED**

## Attachment 1

### POSSUM POINT PLAYERS

#### PERFORMANCE APPROVAL AND USAGE AGREEMENT-PAGE 1 OF 2

(For building, facilities and/or resources by PPP affiliates or PPP associated special events coordinators.)  
(Approved November 7, 2019-AC, November 19, 2019-EC)

AFFILIATE OR  
SPECIAL EVENTS COORDINATOR NAME Possum Juniors  
EVENT Possum Juniors Summer Drive-In Movies  
LOCATION OF EVENT POSSUM HALL Parking Lot OTHER LIST)  
PRIMARY CONTACT Gianna Voges PHONE C302-503-1095 E-MAIL ggvoges24@gmail.com  
ALT. CONTACT Lorraine Steinhoff PHONE C302-745-0235 E-MAIL lorraine.steinhoff@isd.kia.de.us

USAGE - Please enter dates and times of areas AND personnel that you are requesting

1. AREAS (Date(s) and time(s)) Parking Lot: 7/17, 7/31, 8/14, 8/29 ~ 7pm-10pm

Kitchen — Green Room — Lobby —

Shop — Theater — Lights/sound/EFX —

2. PERSONNEL (Dates and times)

Makeup — Costumes — Props —

Lights/Sound/EFX — Set construction — Bar and refreshments —

3. OTHER

Please list equipment and resource needs not listed above including special lighting/sound/efx needs

**PERFORMANCE APPROVAL AND USAGE AGREEMENT-PAGE 2 OF 2**

**CONDITIONS:**

1. The Group will leave all areas used as clean and orderly as they found them upon arrival.
2. The Group will not make alterations or attachments to, or holes in existing structures.
3. At no time will fire exit doors be blocked with equipment or materials.
4. The Group will not use or store hazardous materials or permit the use of an open flame WITHOUT PRIOR EXPLANATION TO, AND APPROVAL FROM, THE PPP EXECUTIVE ADMINISTRATOR IN CONSULTATION WITH APPROPRIATE TRUSTEES.
5. The Group is responsible for damages to the facility during the Group's use.
6. If the Group is not using PPP personnel for areas they are using, the Group will obtain clearance from the Artistic Committee chair responsible for that area, prior to the use of the equipment. If a Group requires more than a general wash with left-right-center control and/or spot lights, detailed lighting requirements will also be attached under OTHER SPECIAL INSTRUCTIONS. The Group will not "re-patch" sound or lighting equipment without prior approval of that particular chair.

Agreement to the foregoing is indicated by the signatures below:

Executive Administrator \_\_\_\_\_ Date: \_\_\_\_\_

Fund Raising Chair \_\_\_\_\_ Date: \_\_\_\_\_

REQUESTING GROUP NAME: Possum Juniors

REQUESTING GROUP CONTACT: Gianna Nages Date: 7/8/20

ARTISTIC COMMITTEE CHAIR: \_\_\_\_\_ Date: \_\_\_\_\_

EXECUTIVE COMMITTEE CHAIR: \_\_\_\_\_ Date: \_\_\_\_\_

AC APPROVAL DATE \_\_\_\_\_

EC APPROVAL DATE \_\_\_\_\_

## Attachment 2

Proposal:

For almost two years, even more so, over the last year I have been discussing not only with Nina but also with Ruth that we should upgrade our Stage to Booth Communications or replace the glass and plexiglass window in the booth to one full piece of glass.

After much thought over the costs, not to mention labor and safety regulations (tempered because of right behind patrons) as well as colluding with Ruth we have decided that our best allocation of this money would be to go with a Wireless Communication System.

Therefore, I propose that we use the \$2350 to do just this and go with a Wireless Communication System. This is because there are times that the Stage Manager has to “go off headset” to set props, move scenery etc.

This EARTEC system that I have found consists of 1 HUB Mini-Base Station - 1 Max 4G Headset (would remain in the Booth) and 6 UltraLITE Single Muff Remote Headsets. There would be no BELT PACKS, no CABLES to trip over and no one ever needing to be “off headset”. The link is as follows:

<https://m.markertek.com/product/ear-hub7smxs/eartec-hub7smxs-7-person-hub-series-with-plug-in-max-4g-single-headset-6-ultralite-headsets-with-li-ion-batteries>

Any remaining money which I calculate to be \$665 could then be used to purchase at least 8 more Motorized LED Wash Lights to be used on stage. Thus bringing Possum Point Players even closer to fully upgrading our Lighting System.

### Attachment 3

