

APPROVED

POSSUM POINT PLAYERS

EXECUTIVE COMMITTEE MINUTES

June 21, 2022

I. CALL TO ORDER – Chairperson Kenney Workman called the meeting to order at 5:32 PM. Members present were: Kenney Workman, Anthony M PolICASTRO, Louise Hartzell, Jim Hartzell, Nina Galerstein, Rosanne Pack, Steven Dow and Cheryl Graves. Absent were Beth Howlett and Claudius Bowden. Quorum was confirmed.

II. APPROVAL OF MINUTES

A. Approval of May 17, 2022 minutes -

1. There were two corrections to the minutes

a. Paragraph IV A 2b needed to be rewritten to reflect six videos with puppets instead of five. The new paragraph reads: “A second set of videos will be done using the puppets that were created for the first Possum production Carnival. There will be six such videos. The first one will be shown for the Gala and will be general in nature about the 50th Anniversary season. The other five will be shown for the subsequent five 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.” **CLOSED**

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

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

B. Approval of the May 25, 2022 Trustees e-mail minutes After properly moving (Jim Hartzell and seconding (Nina Galerstein) the minutes were approved. They will now be forwarded to the Artistic Committee to complete the Trustees approval process. **OPEN**

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 Balance Sheet showed current Checking/Savings to be at \$160,000. Of that amount \$123,000 was in the money market fund. The total also included a \$25,000 donation from the Ziegler family in Seaford. Jim Hartzell motioned (seconded by Nina Galerstein) that we

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have Kenney Workman and one other committee member meet with the heirs of the family to discuss appropriate recognition for the donation. Motion was carried. **OPEN**

3. The mortgage is down to about \$7,000. We still need clarification from the bank on how that relates to the status of the new loan. **OPEN**

4. Revised financials for Gentleman's Guide to Love and Murder were presented (Attachment 2). **INFO**

5. Financials for Hay Fever (Attachment 3) were presented. **INFO**

B. Executive Administrator

1. The cleanup company that we use for routine cleaning will be hired to do cleanup after upcoming shows. **INFO**

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

1. Steven Perry (Props chair) and Gina Shuck (Assistant Props chair) provided their resignation from those positions to take place at the completion of the Calendar Girls run. The Artistic Committee accepted those resignations. **INFO**

2. A list of questions for potential directors to be asked during the interview process was provided by Les Ferguson. The Artistic Committee approved the list. **INFO**

3. Dates for the 2023 season were approved as follows:

a. Wait Until Dark - January 27-29 and February 3-5

b. Big River - March 24-26 and March 31- April 2

c. Social Security - June 2-4 and June 9-11

d. Ragtime - September 15-17 and September 22-24

e. Holiday show - December 1-3 and December 8-10

Steven Dow motioned and Jim Hartzell seconded that the Executive Committee approve the dates. Motion carried.

D. Fund Raising Committee - Claudius Bowden was a not present to provide a report

1. Golf tournament **OPEN**

2. Juneteenth Performance went well. **INFO**

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E. Building and Grounds -

1. Building addition - Delays are continuing. Georgetown indicated that they would not review the documents until Sussex County approved the project. We will get in touch with Sussex County Planning and Zoning to see what the status is from their standpoint. **OPEN**

2. The kitchen was noted to have a foul aroma. It was investigated and the kitchen traps were noted to be full. They were pumped and will need new gaskets put in. It makes sense to have the pumping done on a regular schedule. We now already have an annual kitchen inspection done. It makes sense to arrange for the traps to be pumped in concert with that. **CLOSED**

3. The cleanup of the work area prior to construction has started. The shed and the back dock were both taken down as part of that preparation. That created a need for removal of the wood. The initial cost to do so was prohibitive. So it was done with a borrowed truck from a Possum supporter. Some wood still remains but a majority is gone. In addition, items from the shed were put in short term storage. There was also a need to use some platforms to keep exit height from being unsafe. **INFO**

IV. OLD BUSINESS

A. 50th Anniversary Committee

1. Donations toward the \$20,000 goal in the \$50 for 50 donations have slowed down some. **INFO**

2. The large size "50" is going to be put up. **OPEN**

3. The Gala is still being worked on. **INFO**

4. We are still looking for corporate sponsors for each of the five shows. **INFO**

B. Personnel Updates

1. Executive Administrator Position - Heather Pleasants had originally accepted the Executive Administrator position. However, due to some family related medical issues, she had to decline the position. It was offered to another candidate, Anne Baker. She accepted the position and will begin training on July 5th. **OPEN**

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 - status not reported on at the meeting. **OPEN**

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V. NEW BUSINESS -

A. Summer camps were scheduled for two consecutive weeks. However one camp has only three individuals signed up. Last year we combined the dates for the camps and did them both in one week. It makes sense to do that again this year. After properly motioning (Jim Hartzell) and seconding (Steven Dow) the committee agreed to combine the dates for the camps again this year. Kenney will let Lorraine Leavel know. **CLOSED**

B. A building use form was presented by On The Edge (Attachment 4). It has already been approved by the Artistic Committee from their standpoint. The request was for a play called The Pillowman. There were several concerns raised about the request. The first had to do with the request to build the set between October 8th and Oct 30th. That would leave 28 days before start of tech week to build the set for the main stage production of White Christmas. A second issue had to do with the dark nature of the play involving murder. The last On The Edge production also had a dark theme. Variety is important. There was also a question about the budget with one of the requests for a glass casket. After discussion Jim Hartzell motioned seconded by Rosanne Pack that the building use request submitted by Logan Lynch and On the Edge for the play The Pillowman be denied. The motion passed with one Nay vote. **CLOSED**

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. There is a need to approve a director the October Gala
- B. The building use request for The Pillowman was denied
- C. The summer camps will be done in a single week
- D. The dates for the 2023 season productions were approved.

VIII. NEXT MEETING DATE - July 19, 2022 at 5:30 PM at Possum Hall

IX. ADJOURNMENT - There being no further business Steven Dow motioned seconded by Louise Hartzell that the meeting be closed. Motion was carried and the meeting was adjourned at 6:39 PM

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Attachment 1

4:21 PM
06/21/22
Cash Basis

Possum Point Players
Balance Sheet Prev Year Comparison
As of June 21, 2022

	Jun 21, 22	Jun 21, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings	37,228.12	37,098.51	129.61	0.4%
County Bank-Checking	123,085.44	77,439.26	45,646.18	58.9%
County Bank-MONEY MARKET	50.00	50.00	0.00	0.0%
Petty Cash	160,363.56	114,587.77	45,775.79	40.0%
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				
DELAWARE COMMUNITY FOUNDATI...	-824.18	-824.18	0.00	0.0%
Undeposited Funds	8,133.50	8,133.50	0.00	0.0%
Total Other Current Assets	7,309.32	7,309.32	0.00	0.0%
Total Current Assets	167,801.88	122,026.09	45,775.79	37.5%
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	4,140.74	4,056.75	83.99	2.1%
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	619,330.91	600,280.09	19,050.82	3.2%
TOTAL ASSETS	787,132.79	722,306.18	64,826.61	9.0%
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	1,507.03	677.31	829.72	122.5%
Total Other Current Liabilities	1,350.28	520.56	829.72	159.4%
Total Current Liabilities	112.91	-716.81	829.72	115.8%
Long Term Liabilities				
Mortgage	7,047.91	24,778.68	-17,730.77	-71.6%
Total Long Term Liabilities	7,047.91	24,778.68	-17,730.77	-71.6%
Total Liabilities	7,160.82	24,061.87	-16,901.05	-70.2%

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Possum Point Players
Balance Sheet Prev Year Comparison
As of June 21, 2022

	<u>Jun 21, 22</u>	<u>Jun 21, 21</u>	<u>\$ Change</u>	<u>% Change</u>
Equity				
Retained Earnings	738,544.27	671,115.35	67,428.92	10.1%
Net Income	41,427.70	27,128.96	14,298.74	52.7%
Total Equity	779,971.97	698,244.31	81,727.66	11.7%
TOTAL LIABILITIES & EQUITY	<u>787,132.79</u>	<u>722,306.18</u>	<u>64,826.61</u>	<u>9.0%</u>

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Cash Basis

Possum Point Players Profit & Loss Prev Year Comparison January 1 through June 21, 2022

	Jan 1 - Jun 21, 22	Jan 1 - Jun 21, 21	\$ Change	% Change
Ordinary Income/Expense				
Income	0.00	1,000.00	-1,000.00	-100.0%
Advertising & Sponsors				
BAR				
Concession	-56.88	-148.92	92.04	61.8%
Tips	486.00	307.67	178.33	58.0%
BAR - Other	2,870.91	2,045.01	825.90	40.4%
Total BAR	3,300.03	2,203.76	1,096.27	49.8%
CONVENIENCE FEES	0.00	6.80	-6.80	-100.0%
Direct Public Support				
Corporate Contributions	281.93	102.00	179.93	176.4%
Individ, Business Contributions	564.84	625.00	-60.16	-9.6%
Total Direct Public Support	846.77	727.00	119.77	16.5%
Donations - Cash	37,660.00	767.50	36,892.50	4,806.8%
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%
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	22.35	16.02	6.33	39.5%
Program Income				
Membership Dues	11,759.00	19,840.00	-8,081.00	-40.7%
Total Program Income	11,759.00	19,840.00	-8,081.00	-40.7%
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	44,103.00	24,898.60	19,204.40	77.1%
Total Income	109,237.70	79,275.30	29,962.40	37.8%
Gross Profit	109,237.70	79,275.30	29,962.40	37.8%
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	1,573.20	851.49	721.71	84.8%
Building & Grounds maintenance	2,748.54	2,149.22	599.32	27.9%
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%

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Cash Basis

Possum Point Players Profit & Loss Prev Year Comparison January 1 through June 21, 2022

	Jan 1 - Jun 21, 22	Jan 1 - Jun 21, 21	\$ Change	% Change
Contract Services				
Fundraising Fees	20.00	0.00	20.00	100.0%
Outside Contract Services	6,911.93	4,887.71	2,024.22	41.4%
Total Contract Services	6,931.93	4,887.71	2,044.22	41.8%
Costumes	1,515.30	518.35	996.95	192.3%
Facilities and Equipment				
Equip Rental and Maintenance	276.50	2,403.38	-2,126.88	-88.5%
Janitorial Services	2,530.79	1,261.89	1,268.90	100.6%
Mortgage Interest	238.94	813.25	-574.31	-70.6%
Rent, Parking, Utilities	8,709.50	5,448.53	3,260.97	59.9%
Total Facilities and Equipment	11,755.73	9,927.05	1,828.68	18.4%
Interest Expense	104.26	0.00	104.26	100.0%
Lighting & Sound	0.00	621.68	-621.68	-100.0%
Makeup & Hair	0.00	69.65	-69.65	-100.0%
Music	2,725.00	0.00	2,725.00	100.0%
Operations				
Books, Subscriptions, Refere...	1,296.15	0.00	1,296.15	100.0%
Postage, Mailing Service	1,716.51	378.83	1,337.68	353.1%
Printing and Copying	1,398.37	162.28	1,236.09	761.7%
Supplies	858.93	464.20	394.73	85.0%
Telephone, Telecommunicati...	2,223.13	1,404.09	819.04	58.3%
Total Operations	7,493.09	2,409.40	5,083.69	211.0%
Other Types of Expenses				
Advertising Expenses	1,961.26	1,182.83	778.43	65.8%
Insurance - Liability, D and O	2,020.00	3,122.00	-1,102.00	-35.3%
Memberships and Dues	250.00	100.00	150.00	150.0%
Other Costs	1,222.54	465.00	757.54	162.9%
Total Other Types of Expenses	5,453.80	4,869.83	583.97	12.0%
Payroll Expenses	1,737.86	1,697.65	40.21	2.4%
Props	284.75	264.78	19.97	7.5%
Royalties-Scripts-Scores	5,238.35	3,532.31	1,706.04	48.3%
Set	1,578.93	939.35	639.58	68.1%
Sound	0.00	600.00	-600.00	-100.0%
Wages	21,841.98	20,997.87	844.11	4.0%
Total Expense	71,682.72	54,896.34	16,786.38	30.6%
Net Ordinary Income	37,554.98	24,378.96	13,176.02	54.1%
Other Income/Expense				
Other Income				
Donations -- Capital Campaign	192.00	0.00	192.00	100.0%
Drama camp	775.32	0.00	775.32	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%

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Cash Basis

Possum Point Players
Profit & Loss Prev Year Comparison
January 1 through June 21, 2022

	Jan 1 - Jun 21, 22	Jan 1 - Jun 21, 21	\$ Change	% Change
PPP Readers Theater	250.00	0.00	250.00	100.0%
Theatre Academy	2,558.40	2,730.00	-171.60	-6.3%
Total Other Income	3,872.72	2,750.00	1,122.72	40.8%
Net Other Income	3,872.72	2,750.00	1,122.72	40.8%
Net Income	41,427.70	27,128.96	14,298.74	52.7%

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Attachment 2

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

	ACTUAL	BUDGET
INCOME		
TICKET SALES	23,002.00	25,693.00
TOTAL INCOME	23,002.00	25,693.00
EXPENSES		
COSTUMES	1,446.95	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.	4,276.28	4,347.00
SET	1,021.58	1,500.00
TOTAL EXPENSES	10,548.28	11,097.00
NET INCOME	12,453.72	14,596.00

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Attachment 3

POSSUM POINT PLAYERS			
HAY FEVER			
JUNE, 2022			
		ACTUAL	BUDGET
INCOME			
	TICKET SALES	13,174.00	17,293.50
	TOTAL INCOME	13,174.00	17,293.50
S			
EXPENSES			
	COSTUMES	101.20	75.22
	HAIR/MAKEUP		25.99
	LIGHT/SOUND		
	MUSIC	225.00	125.00
	OPERATIONS:		
	POSTAGE/MAILING:	360.01	300.00
	ADVERTISING	541.72	300.00
	PROPS	142.81	207.92
	ROYALTIES, ETC.	1,567.10	1,567.10
	SET	249.12	264.32
	TOTAL EXPENSES	3,186.96	2,865.55
NET INCOME		9,987.04	14,427.95

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Attachment 4

POSSUM POINT PLAYERS

PERFORMANCE APPROVAL AND BUILDING USAGE AGREEMENT- PAGE 1 OF 1

(For building, facilities and/or resources by PPP affiliates or PPP associated special events coordinators.) (Approved by Artistic Committee 12/7/20 and Executive Committee Artistic 12/15/20)

AFFILIATE OR SPECIAL EVENTS COORDINATOR NAME On The Edge
NAME AND DATE(S) OF EVENT
The Pillowman October 27th 28th 29th & 30th 2022
with the option to extend into the weekend of November 6th depending on ticket sales
LOCATION OF EVENT: POSSUM HALL

PRIMARY CONTACT Logan Hunter PHONE 302.682.4857 E-MAIL
logan.hunter.director@gmail.com

ALT. CONTACT Donna Flomp E-MAIL donnaflomp@gmail.com

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

1. AREAS (Date(s) and time(s))

Kitchen: N/A

Green Room: August 22nd & 23rd for Auditions

August 28th - September 25th Sunday through Thursday When Available (After 5pm) for rehearsals

Lobby: Same As above

Shop: (when avail.) 10/8-10/30 (will work times out with Fred Dean)

Makeup Room August 28 - September 10th (after 5 pm, not during other productions)

October 23rd - October 30th For tech

We will need this space for tech but are also requesting it as a rehearsal space Sunday-Thursday when the Green Room is Unavailable

Lights/sound/EFX 10/23 - 10/30

2. PERSONNEL (Dates and times)

Set Construction: When available 10/8-10/27 Lights / Sound / EFX: (if avail.) 10/23- 10/30 Makeup: at your leisure / consultation Costumes: at your leisure / consultation Props: When available Refreshments: n/a

3. OTHER

Please list any Lighting / Sound / EFX equipment and resource needs not listed above:

as://docs.google.com/document/d/7uiv1g1zaWj015nQ4kDR12jvN-6aOKU3WJsbuGfPM5cQ/edit

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