

APPROVED

POSSUM POINT PLAYERS

EXECUTIVE COMMITTEE MINUTES

July 19, 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, Cheryl Graves, Beth Howlett and Claudius Bowden. Anne Baker Executive Administrator was also present. Quorum was confirmed.

II. APPROVAL OF MINUTES

A. Approval of June 21, 2022 minutes -

1. There was one correction to the minutes

a. Paragraph III D 1 should have the word “gold” changed to “golf”

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

B. Approval of the May 25, 2022 Trustees e-mail minutes - at the last meeting this item had been left open for Artistic Committee approval of the minutes. However, the Artistic Committee had already approved the Trustees e-mail minutes at their June meeting. So this item should have been closed after Executive Committee approval. **CLOSED**

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 donations at \$38,510. Some of this was the \$25,000 donation by the estate of one of our deceased members. Approximately \$10,000 more was related to the \$50 for 50 years donation program. **INFO**

3. Bank fees have risen because of increased use of credit cards by our patrons. **INFO**

4. There was a \$750 charge for providing a plan for the new addition that was taken out of operating funds. **INFO**

5. Membership dollar amounts were significant lower in 2022 than they had been for the same period of time in 2021. There was discussion about possible reasons. With COVID changes a number of things were possible. What is more relevant is seeing that membership

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remained the same. Anne Baker will report on total membership numbers for 2020, 2021 and 2022 at the next meeting. **OPEN**

6. There was still no clarification from the bank about the figures for the mortgage and new loan. Steven Dow and Louise Hartzell are waking on setting up a meeting with the bank to discuss in more detail. **OPEN**

B. Executive Administrator

1. There were 28 campers who signed up for summer camp. One camper could not make it due to COVID-19 infection in a family member. The family had inquired about a refund or credit to next year's program. Credit would be the preferred approach. However, the family's desires would be met with whatever method they chose. **CLOSED**

2. The office has received a number of questions about the October 8th Gala fundraiser. Some of them related to specifics about the gala itself. Others included things like dress for the gala. These will be discussed at the next committee meeting. **INFO**

3. There will be both a silent and live auction at the gala. Items are currently being sought. A donated basket had arrived in the office on the day of the meeting. It will be stored there as would other items that arrived. Overflow storage could use the band room off of the sound booth. A special logo is being created for the 50th anniversary. When that is done a letter using it will go out asking for donations for the auction. There is already a form letter for this purpose. It will need to be repurposed with the new logo before sending. A suggestion was made that we consider changing our letterhead to include reference to the 50th Anniversary. That might depend on how many papers we currently have with the old logo still on it. **OPEN**

4. The Distinguished Young Women Pageant has requested their annual rental of the hall for the August 12-13 dates. Details are being worked out. **OPEN**

C. Artistic Committee - Rosanne Pack gave the report:

1. Last month the Executive Committee approved the Seussical budget before the Artistic Committee had the chance to do so. Artistic Committee did approve it at their last meeting. It was pointed out that the standard \$600 promotion costs for budgets would probably be lower for this production since cheaper methods of promotion would be used. That would increase proposed profit. **INFO**

2. The Artistic Committee had approved Kenney Workman as director for the Gala Fundraiser on October 8th **INFO**

D. Fund Raising Committee - Claudius Bowden reported:

1. Golf tournament dates just did not seem to be working out. This project will be re-examined at a future date. **CLOSED**

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2. A Motown show as a 50th Anniversary fund raiser will be scheduled in 2023 with three performances on a single weekend. **INFO**

E. Building and Grounds -

1. Building addition - We are currently waiting on approval from Sussex County. They required three pieces of information to do their review. They already have the current building use and the planned new addition use. The third piece needed to come from the architect and address the fact that code requirements would be met under the new plan. That document is being completed to send to the county. Once that it done, it will be forwarded to the City of Georgetown for their approval. **OPEN**

2. We also are currently awaiting a proposal price to install 8 foot doors for the addition. **OPEN**

3. The Building and Grounds report was submitted (Attachment 2). Highlights include:

- a. The costume room floor repair has been completed
- b. Pipe was installed outside the cast bathrooms to hang lights
- c. Furnace filters were replaced

INFO

IV. OLD BUSINESS

A. 50th Anniversary Committee

1. There would be a showcase weekend in 2023 of short performances by affiliates. Claudius Bowden indicated that Dreamers United would like to be included. **INFO**

2. Silent and live auction items are being sought. **INFO**

3. Specifics about the champagne and dessert for the gala are still being worked. **INFO**

4. An online auction will be set up to auction off Possum replicas. There is a thought about adding a 50th Anniversary Gala decorated Possum to be auctioned off with a pair of season tickets. **INFO**

5. Old scrapbooks will be displayed at each show. **INFO**

6. A backdrop for the large 50 sign is being painted. **INFO**

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7. The Clayton Theater in Dagsboro does do ads. The cost is \$125 per month or \$1,000 per year. If we get the yearlong one, it is not clear as to how often it can be changed to reflect current offerings. It is also not clear as to how often the ads run. The Publicity Chair (Rosanne Pack) will inquire about the specifics and report back to the committee with recommendations. **OPEN**

8. The Cinema Arts Theater is being evaluated to see what kinds of opportunities it presents for advertising. **OPEN**

9. There are multiple Possum related materials like T-shirts and carrying bags available to be used as part of the 50th Anniversary celebration. They might be used as prizes. They might be used as gifts. We need to come up with a plan for them. **OPEN**

10. Once we get the new logo we will consider making T-shirts up with that new logo. **OPEN**

11. Nina Galerstein will give a live presentation about the 50th Anniversary Celebration before the Possum Juniors performances (since the attendees are different than our typical audience). **INFO**

12. The pre-show video about the celebration will be going to Constant Contact for distribution. **OPEN**

13. We need to continue working on big ticket items for the live auction. **INFO**

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**

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

E. Computer updates - this has been completed. **CLOSED**

V. NEW BUSINESS -

A. We have received a request from Mt Zion Church in Georgetown (Attachment 3) for use of the Possum Kitchen for a September 24, 2022 event at the Cheer Center in Georgetown. The event will be celebrating the one year anniversary of Bishop Andre Mollock at the church. There is no cooking at the Cheer Center so an alternative kitchen is needed from which food can be transported to the Cheer Center. A chef from Baltimore has been hired to do the cooking. She will begin preparations at about 9 AM. The plan would be to transport the food to the Cheer Center when the event begins at 4 PM. The event ends at 8 PM so all food will have been delivered and the kitchen cleanup begun before that. The event takes place on the same day as one of the Calendar Girls performances. However, it does not look like the timing will impact that performance at 7:30 PM. The chef will be sent photos of the kitchen to make sure it meets

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her needs. Claudius Bowden will be the Possum executive Committee liaison. Jim Hartzell made a two part motion seconded by Beth Howlett that:

1. The event be approved
2. The President and Executive Administrator come up with a proposed cost for the event.

Motion carried **CLOSED**

B. An updated job description has been created for the office assistant (Attachment 4). It moves some items from the Executive Administrator to the office assistant. Most of those are liaison related with other individuals like the cleaning services. After properly motioning (Louise Hartzell) and seconding (Steven Dow) a motion to approve the job description was passed. **CLOSED**

C. The Artistic Committee approved Kenney Workman as the director for the Gala performance. Jim Hartzell motioned seconded by Rosanne Pack that the Executive Committee approve this as well. Motion carried. **CLOSED**

D. The question of using the old plaques as items to be bid on at each of the 50th anniversary shows was referred to the 50th Anniversary committee for further evaluation. **OPEN**

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

VIII. NEXT MEETING DATE - August 16, 2022 at 5:30 PM at Possum Hall

IX. ADJOURNMENT - There being no further business Steven Dow motioned seconded by Claudius Bowden that the meeting be closed. Motion was carried and the meeting was adjourned at 6:54 PM

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Attachment 1

3:50 PM
07/19/22
Cash Basis

Poosum Point Players
Profit & Loss Prev Year Comparison
January 1 through July 19, 2022

	Jan 1 - Jul 19, 22	Jan 1 - Jul 19, 21	\$ Change	% Change
Ordinary Income/Expense				
Income				
Advertising & Sponsors	0.00	1,000.00	-1,000.00	-100.0%
BAR				
Concession	-56.88	-148.92	92.04	61.8%
Tips	486.00	307.67	178.33	58.0%
BAR - Other	2,662.41	3,299.34	-636.93	-19.3%
Total BAR	3,091.53	3,458.09	-366.56	-10.6%
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	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	767.50	37,742.50	4,917.6%
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	19.20	7.78	40.5%
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	44,987.00	28,060.60	16,926.40	60.3%
Total Income	111,327.83	92,554.81	18,773.02	20.3%
Gross Profit	111,327.83	92,554.81	18,773.02	20.3%
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	1,614.25	1,082.18	532.07	49.2%
Building & Grounds maintenance	3,123.54	2,299.22	824.32	35.9%
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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3:50 PM
07/19/22
Cash Basis

Possum Point Players Profit & Loss Prev Year Comparison January 1 through July 19, 2022

	Jan 1 - Jul 19, 22	Jan 1 - Jul 19, 21	\$ Change	% Change
Contract Services				
Fundraising Fees	20.00	0.00	20.00	100.0%
Outside Contract Services	7,606.67	5,664.64	1,942.03	34.3%
Total Contract Services	7,626.67	5,664.64	1,962.03	34.6%
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	2,862.24	1,692.23	1,170.01	69.1%
Mortgage Interest	238.94	932.60	-693.66	-74.4%
Rent, Parking, Utilities	10,099.92	5,989.28	4,110.64	68.6%
Total Facilities and Equipment	13,477.60	11,427.04	2,050.56	17.9%
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	420.83	1,399.68	332.6%
Printing and Copying	1,579.20	232.74	1,346.46	578.5%
Supplies	1,294.45	794.64	499.81	62.9%
Telephone, Telecommunicati...	2,489.64	1,935.02	554.62	28.7%
Total Operations	8,479.95	3,383.23	5,096.72	150.7%
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	1,931.62	205.14	10.6%
Props	365.92	264.78	101.14	38.2%
Royalties-Scripts-Scores	5,677.19	5,040.56	636.63	12.6%
Set	1,843.25	1,023.71	819.54	80.1%
Sound	0.00	600.00	-600.00	-100.0%
Wages	26,899.47	24,056.20	2,843.27	11.8%
Total Expense	83,164.96	66,142.38	17,022.58	25.7%
Net Ordinary Income	28,162.87	26,412.43	1,750.44	6.6%
Other Income/Expense				
Other Income				
Donations - Capital Campaign	292.00	0.00	292.00	100.0%
Drama camp	385.32	0.00	385.32	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%

APPROVED

3:50 PM
07/19/22
Cash Basis

Possum Point Players
Profit & Loss Prev Year Comparison
January 1 through July 19, 2022

	Jan 1 - Jul 19, 22	Jan 1 - Jul 19, 21	\$ Change	% Change
PPP Readers Theater	250.00	0.00	250.00	100.0%
Theatre Academy	5,096.20	4,270.50	825.70	19.3%
Total Other Income	6,120.52	4,290.50	1,830.02	42.7%
Net Other Income	6,120.52	4,290.50	1,830.02	42.7%
Net Income	34,283.39	30,702.93	3,580.46	11.7%
ASSETS	113,438.11	116,218.17	(2,780.07)	(2.4%)
Cash	120.00	120.00	0.00	0.0%
Total Cash	120.00	120.00	0.00	0.0%
Other Current Assets	113,318.11	116,098.17	(2,780.07)	(2.4%)
Accounts Receivable	404.18	404.18	0.00	0.0%
Prepaid Expenses	3,131.93	3,590.00	(458.07)	(12.7%)
Total Other Current Assets	7,782.02	7,799.99	(17.97)	(0.2%)
Total Assets	113,438.11	116,218.17	(2,780.07)	(2.4%)
Accounts Payable	(450,575.00)	(450,575.00)	0.00	0.0%
Accounts Receivable	544,155.43	538,888.33	5,267.10	1.0%
Equipment	138,575.01	132,515.71	6,059.30	4.6%
Furniture & Fixtures	4,145.74	4,195.35	(49.61)	(1.2%)
Intangible Assets	5,625.15	5,625.15	0.00	0.0%
Land	20,311.00	20,311.00	0.00	0.0%
Total Fixed Assets	619,492.34	607,430.54	12,061.80	2.0%
TOTAL ASSETS	732,930.45	723,648.71	9,281.74	1.3%
LIABILITIES & EQUITY	732,930.45	723,648.71	9,281.74	1.3%
Accounts Payable	(4,537.37)	(4,537.37)	0.00	0.0%
Accounts Receivable	(4,537.37)	(4,537.37)	0.00	0.0%
Other Current Liabilities	(189.10)	(490.70)	301.60	(15.7%)
Deferred Loan	4,537.37	1,189.10	3,348.27	281.8%
Total Other Current Liabilities	1,796.80	1,796.80	0.00	0.0%
Total Current Liabilities	426.50	426.70	(0.20)	(0.0%)
Long Term Liabilities	722,503.95	719,222.01	3,281.94	0.5%
Total Long Term Liabilities	722,503.95	719,222.01	3,281.94	0.5%
Total Liabilities	723,930.45	720,648.71	3,281.74	0.5%

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3:54 PM
07/19/22
Cash Basis

Possum Point Players Balance Sheet Prev Year Comparison As of July 19, 2022

	Jul 19, 22	Jul 19, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
County Bank-Checking	27,906.92	38,745.88	-10,838.96	-28.0%
County Bank-MONEY MARKET	124,040.07	77,442.44	46,597.63	60.2%
Petty Cash	50.00	50.00	0.00	0.0%
Total Checking/Savings	151,996.99	116,238.32	35,758.67	30.8%
Accounts Receivable				
Accounts Receivable	129.00	129.00	0.00	0.0%
Total Accounts Receivable	129.00	129.00	0.00	0.0%
Other Current Assets				
DELAWARE COMMUNITY FOUNDATI...	-824.18	-824.18	0.00	0.0%
Undeposited Funds	8,133.50	8,583.50	-450.00	-5.2%
Total Other Current Assets	7,309.32	7,759.32	-450.00	-5.8%
Total Current Assets	159,435.31	124,126.64	35,308.67	28.5%
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	778,766.22	724,406.73	54,359.49	7.5%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	-1,237.37	-1,237.37	0.00	0.0%
Total Accounts Payable	-1,237.37	-1,237.37	0.00	0.0%
Other Current Liabilities				
Overdraft Loan	-156.75	-156.75	0.00	0.0%
Payroll Liabilities	1,523.14	1,193.33	329.81	27.6%
Total Other Current Liabilities	1,366.39	1,036.58	329.81	31.8%
Total Current Liabilities	129.02	-200.79	329.81	164.3%
Long Term Liabilities				
Mortgage	5,809.54	22,789.24	-16,979.70	-74.5%
Total Long Term Liabilities	5,809.54	22,789.24	-16,979.70	-74.5%
Total Liabilities	5,938.56	22,588.45	-16,649.89	-73.7%

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3:54 PM		Possum Point Players		
07/19/22		Balance Sheet Prev Year Comparison		
Cash Basis		As of July 19, 2022		
	Jul 19, 22	Jul 19, 21	\$ Change	% Change
Equity				
Retained Earnings	738,544.27	671,115.35	67,428.92	10.1%
Net Income	34,283.39	30,702.93	3,580.46	11.7%
Total Equity	772,827.66	701,818.28	71,009.38	10.1%
TOTAL LIABILITIES & EQUITY	778,766.22	724,406.73	54,359.49	7.5%

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Attachment 2

B & G REPORT – 7/15/2022

1. Repair floor in costume storage room: Done
2. Apply tile to sides of bar cabinets TBD
4. Install ballast in shop light Getting bid to replace all lights in shop.
5. Fix men's cast bathroom door TBD
6. Rehang plaques in progress
7. Repair FIRE LANE sign in North end of parking lot TBD
8. Replace paper towel dispenser in women's bath on second floor TBD
9. Replace MEN and LADIES signs on upstairs bathroom doors TBD
10. Repair/replace carpet in office Quote requested
11. Shrubbery maintenance Ongoing process
12. Quotes for grant for Grand Curtain, theater painting of floor, platforms and walls Submitted,
13. Progress on building addition Waiting for county approval.
14. Hang pipe for extra lighting fixtures Done
15. Rehang loose kitchen light and replace bulbs TBD
16. Replace furnace filters Done
17. Replace emergency light batteries Started. Waiting on battery recharger
18. Obtain second quote for HVAC in new addition Waiting
19. Add support to bench in upstairs men's bathroom TBD
20. Razed old shed and dock to prepare for new construction. Added temporary dock.
21. Had kitchen traps drained
22. Removed lighting materials and costume storage racks from kitchen
23. Installed foam tubes around purlins, hung hooks and installed latch on door in costume storage
24. Moved platforms away from area for new addition.

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Attachment 3



Mt. Zion Church, Inc.

18 Ingramtown Road
Georgetown, DE 19947
Pastor: Bishop Andre Mollock

Friday, July 1, 2022

To the Executive Board Members of the Possum Point Players Organization

This letter is to request usage of your kitchen for the purposes stated below:

- 1) The members of Mount Zion Church, Inc., since the passing of our dearly beloved Pastor Clarence N. Sample Jr. seven years ago, had been operating and continuing the ministry through the utilization of our Ministers.

After months of prayer and fasting by the entire church body, we were led to move forward with selecting a new pastor. The position was posted, interviews conducted, along with additional prayer and fasting, then...

- 2) During the month of September 2020, we elected a pastor for a one-year interim.
- 3) After the completion of the interim term. Again, the entire congregation went into prayer and fasting. Through this process, we (the members of Mt. Zion) felt the calling and leading to elect **Bishop Andre Mollock as our new Pastor in September 2021.**

Shhhh!

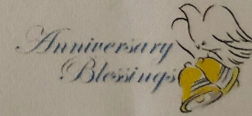
TOP SECRET!

THIS IS A SURPRISE, so please keep it under wraps!

Mt. Zion members are planning a celebration to introduce our new Pastor to the multitude of ministries that we have been in fellowship with for many, many, years. It has been through the dedication of faith in God that has played a major role in Mt. Zion's continuation during those difficult times. Thus, a reason to celebrate!

Help us honor the man of God chosen for such a time as this...

When: September 24, 2022
Where: The Cheer Center, Georgetown, DE
Time: 4:00pm – 8pm



We solicit usage of your conventional kitchen for September 24th from 9am until approximately 9pm. This will allow the licensed caterer (Chef Monie) the opportunity to organize, prepare, and deliver an exquisite meal for our honored Man of God and invited guest to the event location in close proximity (Cheer Center, Georgetown, DE).

I understand a liaison will be required during the hours of kitchen usage, if permissible, so we are in agreement with that requirement.

Thank you in advance for your consideration.

Karen Mann, Church Secretary & Board Member

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Attachment 4

OFFICE ASSISTANT

1. Works under the direction of and in cooperation with, the Executive Administrator.
2. Responsible for handling phone lines for both PPP and the PPP ticket line.
3. Responsible for handling ticket sales
 - a. Assigning seats and notifying Season Ticket holder, prior to their offering to the general public.
 - b. Maintaining a ticket sales list.
 - c. Maintaining administrative and office supplies and ordering when necessary.
4. Responsible for updating donor lists for playbills and other publications.
5. Responsible for procurement and scheduling of show volunteers; i.e., Ushers and Hosts/Hostesses.
6. Assists with duplication and distribution of playbills, mailings and other mass production pieces.
7. Serves as the link between cleaning services (Currently Dept. Of Corrections crews and King's Custom Cleaning.) and the PPP Buildings and Grounds chair.
 - a. Coordinates the schedule of cleaning services on a semi-monthly basis and between performances of Main Stage shows.
 - b. Provides a list of services to be performed in consultation with the cleaning service and the B & G chair.
 - c. Works with cleaning services to provide supplies and handle other requests of the service, consulting with the B & G chair when necessary.
 - d. Coordinates sessions with DOC work crews when they are needed. Handles refreshments for the crews. Works with DOC liaison (currently Catherine Baker) and B & G chair.