

APPROVED

POSSUM POINT PLAYERS

EXECUTIVE COMMITTEE MINUTES

January 18, 2022

I. CALL TO ORDER – Chairperson Kenney Workman called the meeting to order at 5:29 PM. Members present were: Kenney Workman, Anthony M PolICASTRO, Louise Hartzell, Jim Hartzell, Cheryl Graves, Nina Galerstein, Beth Howlett, Steven Dow, Claudius Bowden and Dawn Conaway. Absent was Rosanne Pack. Quorum was confirmed.

II. APPROVAL OF MINUTES

A. Approval of November, 2021 minutes - After properly moving (Louise Hartzell) and seconding (Cheryl Graves) the minutes were approved. **CLOSED**

B. Approval of the January 7, 2022 Annual Meeting minutes - Corrections included:

a. Rosanne Pack's name had not been included as publicity chair for the Artistic Committee in the election slate.

b. Typographical errors were noted: Gentleman's Guide to Lover and Murder should be Love, Maddie Cuesta should be Maddi and Narsha Shull should be Marsha

Nina Galerstein made a motion seconded by Claudius Bowden to approve the minutes as amended. Minutes were approved as amended. **CLOSED**

C. Minutes of Trustees Zoom meeting on January 12, 2022 - Corrections included Scott Beadle was listed twice among attendees and Sandra Browning only had her listed as Sandra. Jim Hartzell made a motion seconded by Steven Dow to approve the minutes as amended. Minutes were approved as amended. **CLOSED**

III. REPORTS

A Treasurer

1. Financial report (Attachment 1) was presented. Jim Hartzell made a motion seconded by Steven Dow to accept the Treasurer's report. Motion was carried. **CLOSED**

2. Elf profits (Attachment 2) included \$5,000 of prior year's ticket sales that were not reclaimed by the ticket buyers. **INFO**

3. The fiscal year for Possum Point coincides with the calendar year so some things like membership dues and Elf raffle funds were included in last year's annual report and are not represented in current figures. **INFO**

4. The mortgage balance is now down to \$17,745.89 **INFO**

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B. Executive Administrator

1. So far 225 tickets for Twelve Angry Jurors have been sold with the new date. Individuals owning tickets for the original dates have all been notified. Most have already responded. **INFO**

2. The changes in dates for several of the shows would have been more complex if the entire year of shows had already been loaded into the Thundertix system. Not having done that yet gives us more flexibility. **INFO**

3. The Gentleman's Guide audition notice will be going out. **INFO**

4. The announcement of Twelve Angry Jurors will be going on in Constant Contact. **INFO**

5. We have a memorandum of understanding with Easter Seals that they will use our facility in case of emergency. It has been renewed for another year. **INFO**

6. Hard copies of the corrected version of the Annual Report are now available for distribution. **INFO**

7. The annual brochure has been completed. **CLOSED**

C. Artistic Committee - Nina Galerstein gave the report

1. Marsha Shull is working on guidelines for individuals holding duplicate positions on the Board of Trustees. For example, right now Claudius Bowden is both a member of the Executive Committee (Fund Raising Chair) and the Artistic Committee (Dreamers United representative) **CLOSED**

2. Donna deKuyper was working on creating a questionnaire that would be used for selecting directors. It would provide some consistency to the interview process. That would allow decision making to be easier because comparisons would be present. She is no longer a member of the Artistic Committee so the status of this project remains open. **OPEN**

3. The Artistic Committee is also working on a post show critique of the director by cast and crew after a show. The Committee has not yet met this month. This item remains open. **OPEN**

4. October 8, 2022 is still scheduled to be the gala to kick off the 50th Anniversary Season. It would consist of a musical revue with selections from musicals over the 50 year period. There would be food options. It would cost \$50 per ticket. The date was mentioned at the last meeting. It now needs approval. Nina Galerstein motioned and Beth Howlett seconded approving the date. Motion was carried. **CLOSED**

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D. Fund Raising Committee - Claudius Bowden reported that he had just taken over the position and had no formal report. However, there were two items that will be discussed further at a later time:

1. A second Motown show
2. A golf tournament

E. Building and Grounds -

1. Building addition - Delmarva Pole had provided a contract for the building addition. The cost of the project is to be \$106,019. An initial downpayment of \$15,000 has already been given. An additional \$40,000 would be paid on delivery of materials. A third payment of \$40,000 would be needed as work is going on. The final payment of the remainder would take place after completion of the project.

As the Balance Sheet in the financial statement shows we currently have \$49,304.32 in the checking account with an additional \$84,411.32 in the money market fund. Our Treasurer Louise Hartzell indicated that she was going to move \$10,000 from checking to the money market account. That would put about the same amount that is yet to be paid for the project in the money market account.

Discussion took place on the various potential methods for funding the project. The underlying question was how much to fund out of current resources and how much to borrow and pay off at a later date. Fulton Bank is the holder of the current mortgage. They were contacted to discuss this. Their suggestion was that a Home Equity Line of Credit (HELOC) in addition to the current mortgage would allow flexibility in deciding how much cash to use from current resources and how much to borrow.

After further discussion Steven Dow made a motion seconded by Nina Galerstein:

1. We would go ahead and see about setting up a HELOC with Fulton Bank
2. That the individuals authorized to sign the documents on behalf of the Executive Committee would be the President Kenney Workman and the Treasurer Louise Hartzell.

3. The loan would cover the scope of the project. That would be the building addition which at the current time has a cost of \$106,019

Motion was approved. **CLOSED**

IV. OLD BUSINESS

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A. Training on the ADT Security Camera system - has been completed. **CLOSED**

B. Diamond Dance Company Nutcracker - the Building Use Form was sent to the wrong address so never did arrive before the show. **CLOSED**

C. 50th Anniversary Gala -

1. A video using the puppets from Carnival would be presented in movie format for a few minutes before each show. **INFO**

2. The committee is considering building a large number “50” that can be displayed with programs from previous shows attached. **INFO**

3. The initial planning meeting for show selection for the rest of the season following White Christmas will take place on January 20th. **INFO**

4. A fund raiser is being planned to ask donors to give \$50 in commemoration of the 50th Anniversary season. The plan would be to collect enough donations to match the level of the current mortgage. A thermometer measuring the amount can be displayed. Discussion took place about how the necessity to do this with the mortgage as low as it is. There was also a suggestion for careful packaging of the presentation since we may have an additional mortgage for the addition. Nina Galerstein made motion to proceed with this project and it was seconded by Claudius Bowden. The motion was approved with one Nay vote. **CLOSED**

V. NEW BUSINESS -

1. COVID-19 vaccine status of patrons - there are many venues that are requiring patrons and cast members to be vaccinated against COVID-19. Others have varying degrees of approaches in terms of masking. Requiring vaccine makes vaccinated individuals feel more secure but adds a layer of checking vaccine status. There were issues with improperly worn masks at performances of Elf. Currently we require those in the theater to be masked. The exception is for those eating or drinking out at the bar area. After discussion, the decision was to remain with the current process requiring all individuals in the theater to be masked and wear their masks properly. The ushers will be asked to make sure that individuals remain compliant with this request. **CLOSED**

2. The budget for Gentleman’s Guide to Love and Murder (Attachment 3) needs to be approved. Nina Galerstein made a motion seconded by Beth Howlett to approve the new budget. Motion carried. **CLOSED**

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VI. ITEMS FOR ARTISTIC COMMITTEE NOTIFICATION OR INFORMATION

- A. Status of Director interview questions
- B. Status of Director critique form
- C. Status of Dreamers United chair

VII. ANNOUNCEMENTS - None

VIII. NEXT MEETING DATE - February 15, 2022 at 5:30 PM at Possum Hall INFO

IX. ADJOURNMENT -There being no further business a motion was made (Steven Dow) and seconded (Jim Hartzell) to close the meeting at 6:42 PM

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Attachment 1

12:34 PM
01/17/22
Cash Basis

Possum Point Players
Balance Sheet Prev Year Comparison
As of January 17, 2022

	Jan 17, 22	Jan 17, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
County Bank-Checking	49,304.32	19,867.44	29,436.88	148.2%
County Bank-MONEY MARKET	84,411.32	77,423.24	6,988.08	9.0%
Petty Cash	50.00	50.00	0.00	0.0%
Total Checking/Savings	133,765.64	97,340.68	36,424.96	37.4%
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	10,283.50	-2,150.00	-20.9%
Total Other Current Assets	7,309.32	9,459.32	-2,150.00	-22.7%
Total Current Assets	141,203.96	106,929.00	34,274.96	32.1%
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	4,056.75	4,056.75	0.00	0.0%
Furniture and Equipment	7,143.27	5,626.28	1,516.99	27.0%
Land	20,000.00	20,000.00	0.00	0.0%
Total Fixed Assets	617,699.93	600,280.09	17,419.84	2.9%
TOTAL ASSETS	758,903.89	707,209.09	51,694.80	7.3%
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	1,284.66	1,284.82	-0.16	0.0%
Total Other Current Liabilities	1,127.91	1,128.07	-0.16	0.0%
Total Current Liabilities	-109.46	-109.30	-0.16	-0.2%
Long Term Liabilities				
Mortgage	17,745.89	29,656.07	-11,910.18	-40.2%
Total Long Term Liabilities	17,745.89	29,656.07	-11,910.18	-40.2%
Total Liabilities	17,636.43	29,546.77	-11,910.34	-40.3%

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Possum Point Players				
Balance Sheet Prev Year Comparison				
As of January 17, 2022				
	Jan 17, 22	Jan 17, 21	\$ Change	% Change
Equity				
Retained Earnings	739,141.97	671,115.35	68,026.62	10.1%
Net Income	2,125.49	6,546.97	-4,421.48	-67.5%
Total Equity	741,267.46	677,662.32	63,605.14	9.4%
TOTAL LIABILITIES & EQUITY	758,903.89	707,209.09	51,694.80	7.3%

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1:02 PM
01/17/22
Cash Basis

Possum Point Players Profit & Loss Prev Year Comparison January 1 - 17, 2022

	Jan 1 - 17, 22	Jan 1 - 17, 21	\$ Change	% Change
Ordinary Income/Expense				
Income	0.00	1,000.00	-1,000.00	-100.0%
Advertising & Sponsors				
Direct Public Support				
Individ, Business Contributions	250.00	375.00	-125.00	-33.3%
Total Direct Public Support	250.00	375.00	-125.00	-33.3%
Government Grants				
State Grants	0.00	3,517.18	-3,517.18	-100.0%
Total Government Grants	0.00	3,517.18	-3,517.18	-100.0%
Other Types of Income				
Advertising Sales	320.00	0.00	320.00	100.0%
Total Other Types of Income	320.00	0.00	320.00	100.0%
Program Income				
Membership Dues	2,274.00	9,260.00	-6,986.00	-75.4%
Total Program Income	2,274.00	9,260.00	-6,986.00	-75.4%
Rentals				
Rent Revenue - Debt Property	1,700.00	0.00	1,700.00	100.0%
Total Rentals	1,700.00	0.00	1,700.00	100.0%
Ticket Sales	4,894.00	11.00	4,883.00	44,390.9%
Total Income	9,438.00	14,163.18	-4,725.18	-33.4%
Gross Profit	9,438.00	14,163.18	-4,725.18	-33.4%
Expense				
Awards and Grants				
Cash Awards and Grants	700.00	0.00	700.00	100.0%
Total Awards and Grants	700.00	0.00	700.00	100.0%
Bank Fees	83.38	77.53	5.85	7.6%
Building & Grounds maintenance	62.85	0.00	62.85	100.0%
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%
Contract Services				
Outside Contract Services	712.85	367.48	345.37	94.0%
Total Contract Services	712.85	367.48	345.37	94.0%
Facilities and Equipment				
Equip Rental and Maintenance	0.00	434.38	-434.38	-100.0%
Janitorial Services	317.68	124.97	192.71	154.2%
Mortgage Interest	0.00	146.69	-146.69	-100.0%
Rent, Parking, Utilities	897.91	394.73	503.18	127.5%
Total Facilities and Equipment	1,215.59	1,100.77	114.82	10.4%

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1:02 PM
01/17/22
Fish Basis

Possum Point Players
Profit & Loss Prev Year Comparison
January 1 - 17, 2022

	Jan 1 - 17, 22	Jan 1 - 17, 21	\$ Change	% Change
Operations				
Postage, Mailing Service	0.00	226.83	-226.83	-100.0%
Telephone, Telecommunications	620.00	257.01	362.99	141.2%
Total Operations	620.00	483.84	136.16	28.1%
Other Types of Expenses				
Insurance - Liability, D and O	0.00	1,591.00	-1,591.00	-100.0%
Memberships and Dues	100.00	0.00	100.00	100.0%
Other Costs	394.24	0.00	394.24	100.0%
Total Other Types of Expenses	494.24	1,591.00	-1,096.76	-68.9%
Payroll Expenses	290.27	290.27	0.00	0.0%
Props	0.00	26.99	-26.99	-100.0%
Wages	3,518.33	3,518.33	0.00	0.0%
Total Expense	7,697.51	7,616.21	81.30	1.1%
Net Ordinary Income	1,740.49	6,546.97	-4,806.48	-73.4%
Other Income/Expense				
Other Income				
Gift Shop	15.00	0.00	15.00	100.0%
PPP Shakespeare Players	250.00	0.00	250.00	100.0%
Raffles	120.00	0.00	120.00	100.0%
Total Other Income	385.00	0.00	385.00	100.0%
Net Other Income	385.00	0.00	385.00	100.0%
Net Income	2,125.49	6,546.97	-4,421.48	-67.5%

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Attachment 2

POSSUM POINT PLAYERS			
ELF			
December 2021			
	ACTUAL	BUDGET ESTIMATE	BUDGET DIFFERENCE
Ordinary Income/Expense			
Income			5,357.00
Season Tickets 2019/20	5,357.00		
Ticket Sales	29,695.00	22,838.00	6,857.00
Total Income	35,052.00	22,838.00	12,214.00
Gross Profit	35,052.00	22,838.00	12,214.00
Expense			0.00
Costumes	1,128.29	1,000.00	128.29
Music	2,450.00	2,800.00	-350.00
Hair/Makeup	0.00	200.00	-200.00
Lighting & Sound	0.00	200.00	-200.00
Postage	332.54	200.00	132.54
Printing	0.00	200.00	-200.00
Props	77.66	350.00	-272.34
Publicity	350.00	200.00	150.00
Royalties-Scripts-Scores	4,529.18	4,060.00	469.18
Set	622.96	700.00	-77.04
Total Expense	9,490.63	9,910.00	-419.37
Net Ordinary Income	25,561.37	12,928.00	12,633.37
Net Income	25,561.37	12,928.00	12,633.37

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Attachment 3

PROPOSED BUDGET - A Gentleman's Guide to Love and Murder April 22, 23, 24, 29, 30, May 1, 2022

CURRENT DATE: 1/17/22 PREPARER'S NAME: Jim Hartzell

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 items Promotion and Music Expense, you should consult with your directorial staff and adjust these numbers to more closely reflect estimated needs for YOUR show.
3. To change the Music Expense budget item, please follow the adopted guidelines listed in the Director's welcome packet, Job Description, Stage Director, Item T.

PROPOSED

Ticket Sales	\$25,693
Other income (Specify)	\$0
Total	\$25,693

Expenses

Costumes	\$1,200
Hair/Makeup	\$200
Lighting and Sound	\$200
Music Expense (Music dir., Orchestra dir., Rehearsal Pianist, Musicians)	\$2,800
Promotion, Fixed Cost (Printing, Mailing, Advertising) DO NOT ALTER!!	\$600
Props	\$250
Royalties/Scripts/Scores	\$4,347
Set (Including rental of professional projections @\$850)	\$1,500
Total	\$11,097

Contribution to overhead:

\$14,596

* 6 PERFS. AT \$ 26.00 AT 90% OF 183 SEATS
Avg. \$27 and \$25
1/17/2022