

POSSUM POINT PLAYERS
ARTISTIC COMMITTEE MINUTES

November 5, 2020

- I. **CALL TO ORDER** – Zoom meeting. Chairwoman Marsha Shull called the meeting to order at 6:19 PM Members present were: Marsha Shull, Jill Lewandowski, Chase Schirmer,. John Hulse, Diane Counts, Nina Galerstein, Rosanne Pack, Donna Flomp, Richard Huffman, Fred Dean, Dawn Conaway, Donna Dekuyper, Kenney Workman, Logan Lynch and Anthony Policastro. Absent were Claudius Bowden, Lorraine Steinhoff, Bernie Noeller, Olivia Farro and Gina Voges. Quorum was confirmed.

II. APPROVAL OF MINUTES AND ELECTIONS

A. Approval of agenda - agenda had been reviewed by committee members. One addition was also reviewed. It was approved (Motion Chase Schirmer, Second Jill Lewandowski) with the addition. **CLOSED**

B. Approval of minutes - Minutes of October 1, 2020 were reviewed. After properly moving (Donna DeKuper) and seconding (Roseanne Pack) the minutes were approved. **CLOSED**

III. REPORTS

A EXECUTIVE ADMINISTRATOR

1. We are now using ThunderTix for ticket purchases for the upcoming Sound of the Seasons show. Tickets are limited to 55 per performance. For that reason, Saturday matinee performances have been added. ThunderTix uses a method of taking their share of the cost up front and then forwarding the rest to us. **INFO**

2. We used to use Brown Paper Tickets for performances. Their method of reimbursement was after the fact. For that reason they still owe us approximately \$4900 for previously sold tickets. They are having financial trouble. A discussion took place about whether it was time to seek legal advice. We have already filed a claim with the Washington Attorney General. Therefore, if a class action suit takes place in the future we will be included. In the meantime, Brown Paper Tickets has contacted us about their awareness of the money owed. The feeling was that at this time, we should wait and see if they are able to make good on getting us a refund before seeking any legal advice. **INFO**

3. For mailings we usually use Mail Movers. However, each mailing costs approximately \$554. For that reason we are going to do mailings internally for the time being as a cost saving measure. **INFO**

4. The issue of season tickets for next year is a complex one. Some people have elected to use the funds for this year's season tickets to be rolled over into next season. In order to simplify things and because we do not know for sure what lies ahead in the way of permissible attendees, we will not be selling any further season tickets for next year at this time. **INFO**

B SHOW DIRECTORS

MAIN STAGE

1. Godspell - John Hulse reported the following:

- a. There was a total profit of approximately \$2000 for the production **INFO**
- b. The volunteers that helped did a great job **INFO**
- c. Kudos to Chase Schirmer for all the work he had to do moving sound and light equipment. **INFO**
- d. The new lighting equipment worked great. It should be wonderful when it is used indoors. **INFO**

2. Sweet Sounds of the Season will be the Christmas show directed by Kenney Workman. Kenney reported the following:

- a. Auditions have been completed. There is a total cast of 14 individuals with 6 men and 8 women. **INFO**
- b. The play will be two acts. Opening and closing numbers for each act will be group numbers. The rest of the songs will be solo performances. **INFO**
- c. There will be a few group reprisals for the opening and closing numbers but most rehearsals will be for the soloists. **INFO**
- d. Stacey Hartnett will be the musical director and Jake Armstader will be the stage manager. **INFO**

e. Most of the costumes will self owned by the cast. There might be a need for some Christmas type costumes. **INFO**

f. The set will be limited. There will be a need for the black back curtain. A fireplace with lighted looking logs will be needed. There will be Christmas trees. **INFO**

g. The band will be on the stage. **INFO**

h. Refreshments will be served via a cart in the theater before the show and during intermission. **INFO**

i. The audience will wear masks upon admission. If they buy refreshments they will need to remove them to eat. We will encourage those who are not eating or drinking to keep their masks on otherwise. **INFO**

j. There will be an organized traffic flow pattern to use the restrooms. **INFO**

k. Other organizations are doing live streaming of their performances. A question was raised as to whether w might want to do the same for one of the performances. This will be further explored as a possibility. **OPEN**

AFFILIATES & FUNDRAISERS

1. All The Fixins fund raiser will take place on Saturday June 26th **INFO**

At this point the Zoom meeting was disrupted and had to be reconvened. All attendee's reconnected with the exception of Kenney Workman and Rosanne Pack who were unable to do so.

C. EXECUTIVE COMMITTEE REPRESENTATIVE - because of Rosanne Pack's inability to reconnect, there was no report this month.

IV. OLD BUSINESS

A. Addition of fundraisers, cabaret shows, etc to archives on the website. Nina reported that work on this continues. **OPEN**

B. Virtual Performances - Diane Counts had no report this month. **OPEN**

C. New Building use forms - There were three sets of forms. They included the Building Facilities and Resources Process (Attachment 1), the Building Usage Agreement (Attachment 2) and the Rental Agreement (Attachment 3). There were comments about several issues in these forms. Marsha Shull was going to collate the comments and resend out the forms with the changes. That would allow for an e-mail approval prior to the Executive Committee meeting. **OPEN**

D. Advertising with Public Broadcasting stations - Rosanne Pack had earlier in the meeting reported there was one PBS station but it had two formats. The item was kept open for further discussion at this point. However, since Rosanne was unable to reconnect to the meeting, this report will be postponed. **OPEN**

V. NEW BUSINESS

A. January 2021 production - this production was originally slated to be Twelve Angry Jurors. However, with the COVID restrictions a cast of that size might be an issue. Les Ferguson is the Director for the production. He suggested that we consider doing the play Cobb instead since it only has a four member cast. The reading committee reviewed the play and agreed with that decision. Audition dates are already set. After properly motioning (Nina Galerstein) and seconding (Donna DeKuyper) approval to make the change, the motion was carried. **CLOSED**

B. 2021 Season and COVID restrictions -

1. The March production is slated to be Murder is Announced. However, it too has a large cast. Donna DeKuper presented Peter Cuesta as the proposed director for the play. He has been in multiple productions as an actor. He has directed one play in the past as well. He had researched the play Murder is Announced and then agreed that he could direct it. After discussion about his qualifications a motion was properly made (Chase Schirmer) and seconded (Richard Huffman) that Peter Cuesta be approved as director. Motion was approved. **CLOSED**

2. The second item of discussion is whether a different play with a smaller cast should be selected. The Reading Committee would address this at their Nov 17th meeting. Peter Cuesta will be invited to attend that meeting to listen to their discussion. **OPEN**

C. A building use form (Attachment 4) was presented by Logan Lynch. It was for a performance of Sweet Charity in February. The proposed cast size is 13 individuals. In line with what we had done for Cobb and what is planned for changing Murder is Announced to a smaller cast size, this seemed like a large number of cast members at that point in time. The proposed budget was also reviewed as part of the discussion. The expectation was that income from ticket sales would be \$5400. That was based upon 3 performances selling tickets at 80% of a 60 person capacity. Expenses totaled \$4300 with just under half of that being for musicians. After further discussion and based upon those parameters a motion was properly made (Nina Galerstein) and seconded (Chase Schirmer) to deny the request. **CLOSED**

At this point there was another disconnection with Zoom. Upon renewing the meeting there were only 6 attendees. They were Marsha Shull, Diane Counts, Donald Flomp, Chase Schirmer, Nina Galerstein and Anthony Policastro. There was not a quorum to conduct any further business so only informational items were discussed

VI. ARTISTIC COMMITTEE MEMBERS

A. Marsha Shull reported that costume cleanup continues. **INFO**

B. Marsha Shull also reported that members needed to consider the upcoming elections and nominating committee membership that would be happening soon. **INFO**

C. Chase Schirmer reported that all equipment used in Godspell had been returned to the booth. **CLOSED**

D. Nina Galerstein reported that the reading committee would be meeting on Nov 17th to discuss the 2022 season. **INFO**

E. Given the issues that occurred during the meeting a question arose as to whether we might want to upgrade the Zoom license. Diane Counts indicated that there was a special rate for non-profits that covered 9 hosts. This would be reviewed further to see if it would make sense to take out a limited contract until face to face meetings could be held again. Marsha would research this issue. **OPEN**

VII. ITEMS FOR EXECUTIVE COMMITTEE APPROVAL, NOTIFICATION OR INFORMATION

A. Peter Cuesta was approved to be the director for the March 2021 production

B. The March production was slated to be Murder is Announced. However, due to the large cast size, a suitable substitute will be considered by the reading committee

C. Proposed changes to the Building use forms (Attachments 1,2 and 3) would be sent out to Artistic Committee members for an e-mail vote prior to Executive Committee meeting.

D. The request to produce Sweet Charity was denied

VIII. NEXT MEETING DATE - Thursday December 3, 2020 at 6:00 PM INFO

IX. Announcements and Adjournment -There being no further business the Chairperson adjourned the meeting at 7:50 PM

These minutes were formally approved as final at the December 10th Artistic Committee meeting

Attachment 1

BUILDING FACILITIES AND RESOURCES (OUTSIDE & INTERNAL)

(Updated Sept. 15, 2020 / existing document June 8, 2017-AC, Sept. 15, 2020-EC)

Procedures

The following Forms, and Timelines / Steps will be used for all performances done in Possum Hall or elsewhere (when done by or in the name of Possum Point Players). Approval of the Executive Committee or both the Executive and Artistic Committees are required, depending on usage.

Forms

1. Performance Approval and Building Usage Agreement
2. Rental Agreement For Facilities

Timelines / Steps (AT LEAST 10 WEEKS BEFORE EVENT)

Building Rental (Outside Groups and Individuals)

1. Outside Representative sets up appointment to meet PPP Executive Administrator to discuss date availability and rental requirements. Executive Administrator emails a Rental Agreement For Facilities form to be completed before the meeting.
2. Outside Representative meets with PPP Executive Administrator for date clearance. Executive Administrator reviews Rental Agreement For Facilities form.
3. Executive Administrator submits Rental Agreement For Facilities form to PPP Executive and Artistic Committee for a vote / approval. Executive and Artistic committees agree to providing coverage for all identified departments requested. A department head for each needed building use is identified to handle the event, and contact information (Name, telephone numbers, and email) is noted along with signoff.
4. Executive Administrator presents the approved Rental Agreement For Facilities to the outside representative. The Rental Agreement For Facilities is signed by the outside representative, and a deposit is paid (If applicable).

5. A before and after walkthrough of the building is conducted the day before/after the event, conducted by the Executive Administrator and /or Department heads for the event. Balance of rental is paid.

Attachment 2

POSSUM POINT PLAYERS

PERFORMANCE APPROVAL AND BUILDING USAGE AGREEMENT- PAGE 1 OF 3

(For building, facilities and/or resources by PPP affiliates or PPP associated special events coordinators.) (Approved [insert date]-AC, 09/15/20-EC)

AFFILIATE OR
SPECIAL EVENTS COORDINATOR NAME

NAME AND DATE(S) OF
EVENT _____

LOCATION OF EVENT: POSSUM HALL _____ OTHER (LIST)

PRIMARY CONTACT _____ PHONE _____ E-MAIL

ALT. CONTACT _____ PHONE _____ E-MAIL

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

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

Kitchen _____ Green Room _____
Lobby _____

Shop _____ Theater _____ Lights/sound/
EFX _____

2. PERSONNEL (Dates and times)

Set Construction _____ Lights / Sound / EFX _____

Makeup _____ Costumes _____ Props _____

Bar & Refreshments _____

3. OTHER

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

PERFORMANCE APPROVAL AND BUILDING USAGE AGREEMENT -PAGE 2 OF 3

CONDITIONS:

The Group will leave all areas used as clean and orderly as they found them upon arrival.

The Group will not make alterations or attachments or holes in the existing structures.

At no time will all fire exit doors be blocked with equipment or materials.

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 THE APPROPRIATE TRUSTEES.

The Group is responsible for damages to the facility during the Group's use.

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 stage lighting wash, with stage left, right, and center control and/or spot lights, detailed lighting requirements will be attached under OTHER SPECIAL INSTRUCTIONS. The Group will not "re-patch" sound or lighting equipment without prior approval of that particular chair person.

Agreement to the foregoing is indicated by the signatures below:

Executive Administrator _____ Date: _____

Fundraising Chair _____ Date: _____

REQUESTING GROUP NAME:

REQUESTING GROUP CONTACT: Date: _____

ARTISTIC COMMITTEE CHAIR: _____ Date: _____

EXECUTIVE COMMITTEE CHAIR:

_____ Date: _____

AC APPROVAL DATE _____

EC APPROVAL DATE _____

**PERFORMANCE APPROVAL AND BUILDING USAGE AGREEMENT-PAGE 3 OF 3
CONTACT INFORMATION FOR ASSIGNED PERSONNEL:**

NAME _____ DEPARTMENT _____

TELEPHONE NUMBER(S) _____

EMAIL ADDRESS _____

NAME _____ DEPARTMENT _____

TELEPHONE NUMBER(S) _____

EMAIL ADDRESS _____

NAME _____ DEPARTMENT _____ T

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TELEPHONE NUMBER(S) _____

EMAILADDRESS _____

NAME _____ DEPARTMENT _____

TELEPHONE NUMBER(S) _____

EMAILADDRESS _____

Attachment 3

POSSUM POINT PLAYERS RENTAL AGREEMENT - PAGE 1 OF 3

(For RENTAL of PPP Building and/or Personnel Resources by Non-affiliated entities) (Approved [insert date]-AC, 09/15/20-EC)

NAME AND DATE(S) OF EVENT: _____

NAME OF RENTING GROUP: _____

MAILING ADDRESS OF GROUP OR PRIMARY
CONTACT _____

PRIMARY CONTACT: _____ PHONE: _____ E-MAIL: _____

ALT. CONTACT: _____ PHONE: _____ E-MAIL: _____

USAGE – Please enter date(s) and time(s) of areas AND personnel that you are requesting)

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

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

Kitchen _____ Green Room _____

Lobby _____

Shop _____ Theater _____ Lights/sound/

EFX _____

2. PERSONNEL (Dates and times)

Set Construction _____ Lights / Sound / EFX _____

Makeup _____ Costumes _____ Props _____

Bar & Refreshments _____

3. OTHER

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

RENTAL FEES: (Amounts include possible additional charges for Light and/or Sound/EFX tech or equipment.)

Non-refundable Deposit (50%) Amount: _____ Due: _____ Paid:

Balance Amount: _____ Due: _____ Paid: _____ Total fees:
\$ _____

RENTAL AGREEMENT - PAGE 2 OF 3

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 or holes in the existing structures.
3. At no time will all 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 THE 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 stage lighting wash, with stage left, right, and center control and/or spot lights, detailed lighting requirements will be attached under OTHER SPECIAL INSTRUCTIONS. The Group will not "re-patch" sound or lighting equipment without prior approval of that particular chair person.

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Executive Administrator _____ Date:

Fundraising Chair _____ Date:

REQUESTING GROUP NAME: _____

REQUESTING GROUP CONTACT _____ Date:

ARTISTIC COMMITTEE CHAIR _____ Date

EXECUTIVE COMMITTEE CHAIR _____ Date

AC APPROVAL DATE _____

EC APPROVAL DATE _____

RENTAL AGREEMENT- PAGE 3 OF 3

CONTACT INFORMATION FOR ASSIGNED PERSONNEL:

NAME_____DEPARTMENT_____
TELEPHONE NUMBER(S)_____

EMAILADDRESS_____

NAME_____DEPARTMENT_____
TELEPHONE NUMBER(S)_____

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EMAILADDRESS_____

NAME_____DEPARTMENT_____
TELEPHONE NUMBER(S)_____

EMAILADDRESS_____

Attachment 4

POSSUM POINT PLAYERS BUILDING USAGE AGREEMENT

This Building Usage agreement for Possum Hall between Possum Point Players (PPP) and the following:

GROUP NAME: The Different Than Good Ensemble (D.T.G.) EVENT: Sweet Charity:
Valentine's Day Fundraiser

MAILING ADDRESS: 22185 Melson Rd Georgetown DE 19947

PRIMARY CONTACT: Logan Lynch PHONE: 302-682-4857 EMAIL:
lynchlogan411@gmail.com

ALTERNATE CONTACT: Devon Lynch PHONE: 302-569-5717 EMAIL:
devon.spencer.lynch@uarts.edu

RENTAL FEE: N/A DEPOSIT: N/A \$DUE DATE: at signing BALANCE DUE: _____N/
A _____
RENTAL DATE(S) _____ & TIME(S): _____

Reasonable heating/air conditioning will be provided during the above times.
The building usage requires the use of the following PPP staff/volunteers.

X Lighting X Sound X Refreshment X Costumes X Make-up X Stage
X Other: In all above conditions we are asking for a liaison to these departments, (technical design work and load in will not fall to the Artistic Committee unless there is express interest from any committee members) we also request this from the Props Department.

(Unless a box is checked above, support in each area will not be provided)

The rental requires the use of the following PPP equipment: The Light and Sound Board, The dimmer racks and the lighting instruments, the buildings sound equipment, its keyboard and possibly its wireless microphones.

Other Special Requests:

Although I have no strict ideas pertaining to glitter or confetti (or helium balloons) I would like to leave open the possibility of including either, with the express promise that the stage manager of our production will both sweep and mop the stage and affected areas thoroughly before or after each performance, and that due consideration for lighting proximity and safety be taken into precaution.

Fundraiser BUDGET										
SHOW AND SHOW DATES:				Sweet Charity						
CURRENT DATE:				11/1/2020		PREPARER'S NAME:				Logan Lynch
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								\$5,400		
Other income (Specify)								\$0		
Total								\$5,400		
Expenses										
Costumes								\$500		
Hair/Makeup								\$100		
Lighting and Sound								\$200		
Music Expense (Music dir., Orchestra dir., Rehearsal Pianist, Musicians)						\$2,050		based on MD and 7 musicians 1,600		
Promotion, Fixed Cost (Printing, Mailing, Advertising)								\$600		
Props								\$100		
Royalties/Scripts/Scores								\$0		
Set								\$750		
								Attempting		
Total								\$4,300		