

**POSSUM POINT PLAYERS  
ARTISTIC COMMITTEE  
Feb. 3, 2022**

**I. CALL TO ORDER** - Chairperson Marsha Shull called the meeting to order at 5:31 PM. Members present were: Marsha Shull, Bernie Noeller, Chase Schirmer, Fred Dean, Lorraine Leavel, Les Ferguson, Nina Galerstein, Rosanne Pack, Richard Huffman, Steve Perry, Donna Flomp, Dawn Conaway, Gigi Voges (for Olivia Farro) and Anthony Policastro (for Scott Beadle). Also present were Jim Hartzell and Zach Naar. Absent were Claudius Bowden, Maddi Cuesta, Ashley Workman and Scott Beadle. Quorum was confirmed.

**II. CERTIFICATION AND APPROVAL OF MINUTES OF MEETINGS, & CERTIFICATION of E- mail votes**

**A. Approval of Agenda** - Nina Galerstein moved seconded by Bernie Noeller to approve the Agenda as proposed. Motion was carried. **CLOSED**

**B. Approval of December 2019 Minutes** - Bernie Noeller moved seconded by Steve Perry to approve the minutes. Motion was carried. **CLOSED**

**C. Approval Trustee January 12, 2022 Zoom meeting minutes** - Nina Galerstein motioned seconded by Richard Huffman to approve the minutes. Motion was carried. **CLOSED**

**D. Approval Annual Meeting minutes of January 7, 2022** - Marsha Shull indicated that there was one change that needed to be made. She was the one who proposed the election slate not Nina Galerstein. Nina Galerstein moved seconded by Richard Huffman that the minutes be approved as amended. Motion was carried. Since Executive Committee had approved the non-amended version, it will need to be referred back to them for re-approval. **OPEN**

**Ila. ELECTIONS**

**A. Election of Artistic Committee chair for 2022** - Richard Huffman moved seconded by Chase Schirmer that Marsha Shull continue as Chairperson of Artistic Committee. Motion was carried. **CLOSED**

**B. Election of Props assistant** - Steve Perry as Props Chair motioned that Gina Shuck continue as Assistant Chair. The motion was seconded by Richard Huffman. Motion was carried.

**C. Election of Artistic Rep #2** - Rosanne Pack has been Artistic Rep #2 to the Executive Committee. Her term is up. She is willing to continue in that role. Richard Huffman

moved seconded by Nina Galerstein that Rosanne Pack remain Artistic Committee representative #2 to the Executive Committee. Motion was carried. **CLOSED**

### **III. REPORTS**

#### **A. EXECUTIVE ADMINISTRATOR**

1. The postcard for Twelve Angry Jurors had been mailed. So far 327 tickets have been sold. Ticket sales usually increase after the post cards are received. **INFO**

2. A COVID report on how we will be handling precautions for our shows has been sent to the Department of Public Health with a request for them to let us know if they see any issues with compliance with their directives. There has not been a response to the report. **INFO**

3. Tickets for A Gentleman's Guide to Love and Murder will go on sale the week of February 21st. **INFO**

4. Ads from local business owners are always welcome. Often an owner will respond better to a request from someone they know on a personal level than to something they receive in the mail. Members are encouraged to use any such contacts to seek out advertisers. **INFO**

#### **B. SHOW DIRECTORS**

1. **Elf** - The production went well

2. **12 Angry Jurors** - Les Ferguson reported the following:

a. Rehearsals are moving along now that most of the cast members have recovered from their COVID 19 infections **INFO**

b. Schedules for both rehearsals and performances have been reconfigured. There will be five performances over one weekend. **INFO**

c. The cast is essentially off-book at this point. **INFO**

d. From the technical standpoint - Fred Dean is doing set construction and it is complete, Marsha Shull will be doing costumes and Maddi Cuesta is doing makeup. **INFO**

3. **A Gentleman's Guide to Love and Murder** - Jim Hartzell reported the following:

a. Auditions will be February 6th and 7th. There are four main characters one of whom plays 8 different roles. There is also a strong ensemble for this production. **INFO**

b. From the technical standpoint - Diane Trautman will be musical director, Bliss Soucek will be choreographer, Chase Schirmer will do lights and sound, Steve Perry will do props, Maddi Cuesta will do makeup, Louise Hartzell will do costumes and Fred Dean will do set construction. There is still a need for set decoration individuals and no stage manager has been selected yet. **INFO**

c. There is a projection series of background scenes that will be purchased for \$850. That is included in the proposed budget for the show. **INFO**

**Affiliates & Fundraisers** - no formal report this month

### **C. EXECUTIVE COMMITTEE REPRESENTATIVES**

**1. Covid policy** - this was discussed at Executive Committee meeting. Those at the bar can lower masks to eat or drink. Those in the theater will be asked to remain masked. That was also the case for Elf but some individuals disregarded the request. That made other audience members uncomfortable. Executive Committee felt that the hosts should address those who are disregarding the request. Artistic Committee members felt that those who serve as hosts may be hesitant to be confrontational. Nina Galerstein will be addressing the audience prior to each performance about the 50th Anniversary Celebration. She volunteered to address the need to remain masked for the protection of others in the audience at that time. Chase Schirmer made a motion seconded by Bernie Noeller that It would be addressed by a person prior to the show the need to remain masked for all audience members in accordance with Governor Carney's mandate unless the mandate is changed prior to the show. Motion was carried. **CLOSED**

**2. Building addition** - The Executive Committee approved a building addition to be built by Delmarva Pole at a cost of \$106,019. Best approach to financing the project is being investigated. **INFO**

### **IV. OLD BUSINESS**

**A. 50th Anniversary** - Nina Galerstein reported that she will send out an e-mail update report to all the committee members (Attachment 1). **OPEN**

**B. PJ policy changes** - Lorraine Leavel reported that she had a computer power failure that prevented her from providing the information. The item will need to stay open. **OPEN**

**C. On the Edge Representative** - Fred Dean reported that Donna Flomp has volunteered to be the new representative for On the Edge. Fred made motion to approve. Second by Nina Galerstein. Motion approved. Closed

**D. Suggested Director interview questions** - Les Ferguson indicated that he had not yet reviewed the information so this item will be addressed later. **OPEN**

**E. Director post show critiques** - this item also remains open. **OPEN**

**F. Job Description Artistic Assistants Approved** - Marsha Shull pointed out that the responsibilities for technical members of the Artistic Committee frequent need to do all the

shows were demanding. Therefore, the idea of Assistants was created to share some of that workload. **INFO**

**G. Rack cards** - Rosanne Pack reported that she had been researching the costs for printing and delivering rack cards to businesses. There is a service that does that. It costs \$250 per month. That would mean monthly deliver to about 180 locations. The goal would be to have the website listed so people would be able to look at the latest information when they went to the site. Perhaps the cost would be lower if it were done quarterly instead of monthly. There would be a need to sell about 150 extra tickets annually to break even. Rosanne will continue to research. **OPEN**

## **V. NEW BUSINESS**

**A. By-law change to allow for only one elected position** - Marsha Shull presented the following proposed changes to the job description section of the Bylaws:

“Proposed Addition to Job Descriptions

1. A member may only serve in one elected or appointed position on either Committee.

2. A member must resign from a position if they agree to serve in a new or appointed position.”

Nina Galerstein moved seconded by Chase Schirmer that the proposed wording be approved. Motion was carried. **CLOSED**

**B. Dreamers Representative** - Now that Claudius Bowden is Fund Raising Chair on Executive Committee, we will need a new representative in his place at Artistic Committee for Dreamers United. Will discuss when he is available. **OPEN**

**C. PJ summer show**- Gigi Voges made a presentation on the desire of Possum Juniors to perform Mamma Mia as their summer show the weekend of July 28th through 31st. A formal budget would presented at a later time. The current request was to have the show approved. Fred Dean moved seconded by Chase Schirmer to approve Mamma Mia for Possums Junior. Motion was carried.

**D. Budget 12 Angry Jurors** - Les Ferguson presented the budget for Twelve Angry Jurors (Attachment 2). Chase Schirmer motioned seconded by Richard Huffman to approve the budget. Motion was carried. **CLOSED**

**E. Budget A Gentleman’s Guide to Love and Murder** - Jim Hartzell presented the budget of A Gentleman’s Guid to Love and Murder (Attachment 3). Rosanne Pack moved seconded by Chase Schirmer to approve the budget. Motion was carried. **CLOSED**

## **VI. . Artistic Committee Members**

A. Donna Flomp reported that On the Edge was doing readings on Thursday evenings. There is a link available for anyone who would like to read the shows online. **INFO**

B. Fred Dean indicated that lumber remains expensive compared to past costs. **INFO**

C. Rosanne Pack reported that Delmarva Radio involving three radio stations would start advertising Twelve Angry Jurors within the next 10 days. **INFO**

D. Richard Huffman reported that the Shakespeare group continues library performances. A link was included in the annual report. **INFO**

E. Bernie Noeller indicated that the Radio Theater now has many of its performances on line. **INFO**

F. Nina Galerstein indicated that the reading committee is going to reassemble for 2024 productions. **INFO**

G. Marsha Shull reported that costume cleanup would be resuming. **INFO**

## **VII. CURRENT ITEMS FOR EC APPROVAL, NOTIFICATION OR INFORMATION**

A. Amended annual meeting minutes

B. Job Description Amendment to the Bylaws

C. Budgets for both Twelve Angry Jurors and A Gentleman's Guide to Love and Murder

D. Approval of Possum Juniors performing Mamma Mia

E. COVID masking requirements to be announced before each performance

**VIII NEXT MEETING DATE – scheduled Thursday March 3rd, 2022.** Discussion took place about the best meeting time now that there are new members. After discussion Nina Galerstein motioned seconded by Richard Huffman that meeting time would be 6 PM. Motion was carried. **CLOSED**

**IX. ANNOUNCEMENTS AND ADJOURNMENTS** Chase Schirmer made a motion seconded by Rosanne Pack to adjourn the meeting. Meeting was adjourned at 6:57 PM

- We are about to launch our 50/400 campaign to pay off the mortgage. We are hoping that 400 people will each give \$50 (in honor of the 50th). To this end Kenney and Dawn are creating flyers to go into each program starting with "Twelve Angry Jurors". Cat Baker and I have come up with a design for a "thermometer" for the lobby (moveable) which Fred Dean is constructing this weekend. Leslie Snowdon-Jones is doing some of the painting for us!
- We are hoping to get corporate sponsorship for the 5 shows for our 50th anniv season. We haven't ironed out the details yet, but it will likely be a \$2500 donation. For this, the corp (or individual, or whomever) will become Producer of the show, their name will be on all advertising, programs, etc. They will get free tickets to that show. Possibly more things....again, we haven't figured out all the details. We are hoping everyone will put on their thinking caps and find us sponsors (obviously personal connections work best!) The first show to be sponsored is our holiday show in December.
- We are going to create a very big number 50 in the lobby with a compilation of program covers from past shows. (Kennedy Center has done this for their 50th, it's pretty cool!)
- We are meeting on Feb 10 to start the process of choosing our 50th anniv season of shows. This will be the usual 5 productions but may also include some additional shows (possibly even outdoor summer matinees...so no lights needed). If we consider this, it will possibly be a children's show (we used to do these and travel them) and/or a simple small cast show such as "Love Letters". These shows would also be from our history of shows.
- Cat and I hope to be able to add something to our outdoor sign announcing that we are in our 50th season. Cat is researching this.
- Nina, Beth Howlett, Sandy Browning and Pat Hudson have been working for a year or so (with additional help from the Hartzells) on discarding old redundant photos and assembling everything else into scrapbooks. These will be available to the audience to peruse during the 50th season (no details yet on this).
- The 4 puppets from "Carnival" will be used for a short pre-show video (script being written by Jim Hartzell) discussing our history. These puppets will also be on display in the lobby or Green Room. A protective "puppet stage" will be built.
- The Gala (Fundraiser) that will start the whole 50th season is scheduled for October 8. This will be directed by Kenney and there are no other details at this time.
- There are 7 unclaimed stuffed Possums that Louise made (that we used to give away as prizes at shows). These will be auctioned off as part of the Gala fundraiser, probably starting online and ending at the Gala itself.
- Rosanne has ordered 50th Anniv gold stickers which will go on the front covers of all programs starting with Jurors.
- Nina is researching a 6 month screen ad to be shown at the Cinema Arts Theater at the beach, plus a one-time full page ad in Camp Rehoboth Letters. These will announce our 50th year.
- We have discussed other things such as tours of Possum Hall, a video of "how to do a show" from start to finish, a PPP Dogfish Head beer label (Jon S is researching, but it will most likely not be specifically for our 50th but rather for general PPP publicity).

## Attachment 2

Proposed Budget									
SHOW AND SHOW DATES: <u>12 Angry Jurors, February 24, 25, 26 (2) &amp; 27, 2022</u>									
CURRENT DATE: <u>1/17/22</u>		PREPARER'S NAME <u>Lester Ferguson</u>							
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 item Promotion below you should consult with your directorial staff and adjust these numbers to more closely reflect estimated needs for YOUR show.									
PROPOSED									
<b>INCOME</b>									
Ticket Sales		\$12,490 *							
Other income (Specify)		\$0							
Total		\$12,490							
<b>Expenses</b>									
Costumes		\$200							
Hair/Makeup		\$0							
Lighting and Sound		\$100							
Promotion, Fixed Cost (Printing, Mailing, Advertising)		\$600							
Props		\$100							
Royalties/Scripts/Scores		\$750							
Set		\$300							
Total		\$2,050							
<b>Contribution to overhead:</b>		<b>\$10,440</b>							
<div style="display: flex; justify-content: space-between;"> <span>* 5 PERFS. AT \$ 21.00 AT 65% OF 183 SEATS</span> </div> <div style="display: flex; justify-content: center; margin-top: 5px;"> <span>Avg of \$20 and \$22</span> </div>									



# 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			
1/17/22						Avg. \$27 and \$25			