

APPROVED

POSSUM POINT PLAYERS

EXECUTIVE COMMITTEE MINUTES

July 27, 2021

- I. **CALL TO ORDER** – Chairperson Micheal Murnin called the meeting to order at 4:47 PM. Members present were: Michael Murnin, Andrew Hertzberg, Anthony M Policastro, Kenney Workman, Cheryl Graves, Rosanne Pack, Dawn Conaway, Louise Hartzell, Jim Hatsell, Nina Galerstein and Gwyneth Sharp. Quorum was confirmed.

II. APPROVAL OF MINUTES

A. **Approval of June 15, 2021 minutes** - The fund raiser All the Fixins was referred to in the minutes as A Country and Blues Broadway Jamboree as reported at the meeting. Louise Hartzell pointed out that it may not be clear what show it was since it had been previously referred to as All the Fixins. That title would be added in parentheses for clarification. After properly moving (Kenney Workman) and seconding (Jim Hartzell) the amended minutes were approved. **CLOSED**

III. REPORTS

A Treasurer

1. Financial report (Attachment 1) was presented. It included both the monthly financials and the final financials for both Silent Sky and All the Fixins. Kenney Workman made a motion seconded by Jim Hartzell to accept the Treasurer's report. Motion was carried. **CLOSED**

2. The building mortgage is now under \$22,000. **INFO**

3. A question was raised about recording donations made by Possum members. It is possible those in kind donations could play into a future matching grant program. The suggestion was that when these things happen, the best way of capturing them would be to send a note to the Treasurer to be included with the receipts for the show for filing. A donation form could be used for that for consistency. **CLOSED**

B. Executive Administrator

1. Summer camp had a total of 25 enrollees. 21 were in the older (Grades 6 - 10) group and 4 were in the younger (Grades 4 - 5) group. Because the total number was only 25 the camps were combined. The theme was Christmas in July. Profit totaled \$2512. **INFO**

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2. Cheryl Graves participated in a COVID vaccine Public Service Announcement. It was part of a series of these kinds of announcements. This one used theater groups and was filmed at Clear Space Theater. **INFO**

3. Distinguished Young Women Pageant will take place on August 14th. We will need to address their stage needs so that the set for Heroes of the Fourth Turning is not in their way. In addition, there are some issues with costumes being in the makeup room that could make things inconvenient. **OPEN**

4. Several canopies have been used for the outdoor shows. One white one was purchased but cannot be found at this time. **INFO**

5. We have received a Longwood Foundation grant for \$25,000 that is slated to be used for the building addition. We have not begun the addition yet and may lose the money if we do not move forward. Kenney Workman made a motion seconded by Nina Galerstein that we move forward with construction even if we have to borrow some of the money. Discussion showed that the quotes we had in the past are several years old. The price of lumber has gone up significantly. Thus the amount of money that would need to be borrowed could be more than expected. For that reason Kenney Workman and Nina Galerstein agreed to withdraw the motion. Dawn Conaway will contact the Longwood Foundation to see if the time frame can be extended due to the COVID pandemic interfering with construction. Kenney Workman made a new motion seconded by Nina Galerstein that the original committee reconvene to get new quotes for the addition and perhaps revise the design if the cost requires that to be done. Motion was carried. **OPEN**

6. Dawn Conaway asked about the possibility of hiring someone for the position of Education and Community Outreach Coordinator/Box Office Associate. Other groups have someone specific for education. This might make sense for us to do as well. This individual could be involved with the PJ's, summer camps and grant writing. Jim Hartzell made a motion seconded by Nina Galerstein that a formal proposal be presented to the committee at the next meeting. Motion was carried. **OPEN**

7. An e-mail had been received from DDOA indicating that our grant money had been increased by \$4800. **INFO**

8. We received a report from the DDOA reviewing the outdoor production of Godspell. The review was a very positive one. **INFO**

9. The proposed calendar for the 2022 season (Attachment 2) was reviewed. A question was raised about the timing for the Gala for the 50th Anniversary session. That would be addressed to fit in around the season's schedule. After properly motioning (Kenney Workman) and seconding (Jim Hartzell) the proposed calendar was approved. **CLOSED**

C. Artistic Committee

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1. Calendar Girls was approved to replace The Producers for the 2022 season.

INFO

2. There was no representative from On the Edge at Artistic Committee. There was to be a new representative who declined prior to the meeting. **INFO**

D. Fund Raising Committee

1. Cheryl Graves reported that All the Fixins' went well. There were some lessons learned for future productions

- a. It would have been useful for having a period of time devoted to allowing individuals to spend looking at the auction items **INFO**

- b. Dessert replenishment procedure could be fine tuned. **INFO**

- c. The bar was very busy. We could have used more help or perhaps even set up a second bar. **INFO**

- d. There was a lot of food left over so that means we had enough for everyone **INFO**

2. Clear Space Theater had received a grant for \$300,000 from the State for a building project. Research into the funding showed that the State got an unexpected windfall. They divided the money up among elected representatives to use in their district. Because of the sudden nature of it, there was no advertising. Projects that had already been requested (like the one at Clear Space) wound up getting funded. We need to be on our local representatives radar in case something like this happens again in the future. Dawn Conaway will contact them to let them know that they should keep us in mind. **OPEN**

E. Building and Grounds -

1. Jim Hartzell made a motion seconded by Rosanne Pack that the President send a letter of thanks to Cheryl Graves and Donna deKuyper for their work on All the Fixins. Dawn Conaway will draft the letter for Michael Murnin's signature. **OPEN**

2. The plaques have been undergoing organization into years. Some shows did not have plaques but had playbills. Other shows had neither. There are also items reflecting performances by Possum affiliates. The plan for all of this will be presented once the sorting process is completed. **OPEN**

IV. OLD BUSINESS

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A. On the Edge production - The rights for Heroes of the Fourth Turning have been obtained. There were some issues about publicity for the event not following Possum protocol. Rosanne Pack had discussed this with the director. Dawn Conaway pointed out that the DDOA funding clause needed to be included with any announcements. The same was true about the required audience advisory included in last month's minutes. **INFO**

V. NEW BUSINESS

A. Marvelous Wonderettes Budget - the budget for The Marvelous Wonderettes was reviewed (Attachment 3). It had not yet been to Artistic Committee but in the interest of time needed approval pending their review. Jim Hartzell made a motion seconded by Kenney Workman that the committee provide provisional approval pending Artistic Committee review. Motion was carried. **CLOSED**

B. Marvelous Wonderettes Run - We have a third weekend set aside for rain dates for The Marvelous Wonderettes. Michael Murnin asked if it would make sense to publicize that weekend as the show being held over due to its popularity. That would encourage people to buy tickets for the first two weekends before they were gone. We know the cast would be available for that weekend since it is the rain date. After some discussion concerns were raised about people wanting tickets for dates that might not be available if we actually have rain. No motions were made. **CLOSED**

C. Elf run - Kenney Workman brought up the fact that Saturday night shows do not sell as well as other performances. Perhaps with a Christmas production that children might want to attend a Saturday matinee might make more sense. Then a Saturday evening show can be added later if there is a need for additional performances. No action needed at this time. **INFO**

VI. ITEMS FOR ARTISTIC COMMITTEE NOTIFICATION OR INFORMATION

A. Calendar for the 2022 season was approved

B. Budget for the Marvelous Wonderettes was approved pending Artistic Committee approval

C. Distinguished Young Women Pageant will need coordination with Artistic Committee to make sure that stage is available and makeup room has enough space

VII. ANNOUNCEMENTS - None this month

VIII. NEXT MEETING DATE - August 17th at 4:30 PM at Possum Hall **INFO**

IX. ADJOURNMENT - There being no further business a motion was made (Jim Hartzell) and seconded (Rosanne Pack) to close the meeting at 6:10 PM

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Attachment 1

12:36 PM
07/26/21
Cash Basis

Possum Point Players Balance Sheet Prev Year Comparison As of July 26, 2021

	Jul 26, 21	Jul 26, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
County Bank-Checking	23,072.96	32,550.33	-9,477.37	-29.1%
County Bank-MONEY MARKET	92,042.44	97,179.74	-5,137.30	-5.3%
Petty Cash	50.00	50.00	0.00	0.0%
Total Checking/Savings	115,165.40	129,780.07	-14,614.67	-11.3%
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	8,133.50	0.00	0.0%
Total Other Current Assets	7,309.32	7,309.32	0.00	0.0%
Total Current Assets	122,603.72	137,218.39	-14,614.67	-10.7%
Fixed Assets				
Accumulated Depreciation	-493,875.00	-493,875.00	0.00	0.0%
Building	925,855.55	925,855.55	0.00	0.0%
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	5,626.28	3,089.90	2,536.38	82.1%
Land	20,000.00	20,000.00	0.00	0.0%
Total Fixed Assets	600,280.09	597,743.71	2,536.38	0.4%
TOTAL ASSETS	722,883.81	734,962.10	-12,078.29	-1.6%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	-1,237.37	-1,083.37	-154.00	-14.2%
Total Accounts Payable	-1,237.37	-1,083.37	-154.00	-14.2%
Other Current Liabilities				
Overdraft Loan	-156.75	-156.75	0.00	0.0%
Payroll Liabilities	488.39	488.39	0.00	0.0%
Total Other Current Liabilities	331.64	331.64	0.00	0.0%
Total Current Liabilities	-905.73	-751.73	-154.00	-20.5%
Long Term Liabilities				
Mortgage	22,789.24	35,360.29	-12,571.05	-35.6%
Total Long Term Liabilities	22,789.24	35,360.29	-12,571.05	-35.6%
Total Liabilities	21,883.51	34,608.56	-12,725.05	-36.8%

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12:36 PM
07/26/21
Cash Basis

Possum Point Players
Balance Sheet Prev Year Comparison
As of July 26, 2021

	<u>Jul 26, 21</u>	<u>Jul 26, 20</u>	<u>\$ Change</u>	<u>% Change</u>
Equity				
Retained Earnings	671,115.35	655,231.13	15,884.22	2.4%
Net Income	29,884.95	45,122.41	-15,237.46	-33.8%
Total Equity	701,000.30	700,353.54	646.76	0.1%
TOTAL LIABILITIES & EQUITY	<u>722,883.81</u>	<u>734,962.10</u>	<u>-12,078.29</u>	<u>-1.6%</u>

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12:33 PM
07/26/21
Cash Basis

Possum Point Players Profit & Loss Prev Year Comparison January 1 through July 26, 2021

	Jan 1 - Jul 26, 21	Jan 1 - Jul 26, 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
Advertising & Sponsors	1,000.00	0.00	1,000.00	100.0%
BAR				
Concession	-148.92	189.63	-338.55	-178.5%
Tips	307.67	236.00	71.67	30.4%
BAR - Other	3,299.34	1,012.34	2,287.00	225.9%
Total BAR	3,458.09	1,437.97	2,020.12	140.5%
CONVENIENCE FEES	6.80	171.93	-165.13	-96.0%
Direct Public Support				
Corporate Contributions	102.00	45.43	56.57	124.5%
Individ, Business Contributio...	625.00	23,417.00	-22,792.00	-97.3%
Total Direct Public Support	727.00	23,462.43	-22,735.43	-96.9%
Donations - Cash	1,817.50	10.00	1,807.50	18,075.0%
Fundraising Events	15,105.00	0.00	15,105.00	100.0%
Government Grants				
State Grants	21,320.62	24,780.00	-3,459.38	-14.0%
Total Government Grants	21,320.62	24,780.00	-3,459.38	-14.0%
Grants	0.00	20,000.00	-20,000.00	-100.0%
Interest Income	19.20	43.72	-24.52	-56.1%
Other Types of Income				
Advertising Sales	0.00	300.00	-300.00	-100.0%
Total Other Types of Income	0.00	300.00	-300.00	-100.0%
Program Income				
Membership Dues	20,290.00	7,820.00	12,470.00	159.5%
Total Program Income	20,290.00	7,820.00	12,470.00	159.5%
Rentals				
Cost of Rent Rev - Debt Prop	1,800.00	0.00	1,800.00	100.0%
Total Rentals	1,800.00	0.00	1,800.00	100.0%
Ticket Sales				
GIFT CERTIFICATES	0.00	-50.00	50.00	100.0%
Ticket Sales - Other	27,758.60	25,761.00	1,997.60	7.8%
Total Ticket Sales	27,758.60	25,711.00	2,047.60	8.0%
Total Income	93,302.81	103,737.05	-10,434.24	-10.1%
Gross Profit	93,302.81	103,737.05	-10,434.24	-10.1%
Expense				
Awards and Grants				
Cash Awards and Grants	400.00	0.00	400.00	100.0%
Total Awards and Grants	400.00	0.00	400.00	100.0%
Bank Fees	1,069.87	187.25	882.62	471.4%
Building & Grounds mainten...	2,299.22	1,153.29	1,145.93	99.4%
Business Expenses				
Business Registration Fees	135.00	25.00	110.00	440.0%
Taxes - Not UBIT	25.00	0.00	25.00	100.0%
Total Business Expenses	160.00	25.00	135.00	540.0%

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12:33 PM
07/26/21
Cash Basis

Possum Point Players Profit & Loss Prev Year Comparison January 1 through July 26, 2021

	Jan 1 - Jul 26, 21	Jan 1 - Jul 26, 20	\$ Change	% Change
Contract Services				
Accounting Fees	0.00	750.00	-750.00	-100.0%
Fundraising Fees	0.00	10.00	-10.00	-100.0%
Outside Contract Services	5,834.96	6,362.59	-527.63	-8.3%
Total Contract Services	5,834.96	7,122.59	-1,287.63	-18.1%
Costumes	578.34	199.98	378.36	189.2%
Dinner expense	149.86	0.00	149.86	100.0%
Facilities and Equipment				
Equip Rental and Maintenance	2,812.93	328.00	2,484.93	757.6%
Janitorial Services	1,692.23	2,205.90	-513.67	-23.3%
Mortgage Interest	932.60	1,452.07	-519.47	-35.8%
Rent, Parking, Utilities	5,989.28	472.79	5,516.49	1,166.8%
Total Facilities and Equipment	11,427.04	4,458.76	6,968.28	156.3%
Lighting & Sound	621.68	29.98	591.70	1,973.7%
Makeup & Hair	89.64	0.00	89.64	100.0%
Music	1,113.85	156.03	957.82	613.9%
Operations				
Postage, Mailing Service	475.83	1,062.62	-586.79	-55.2%
Printing and Copying	232.74	226.56	6.18	2.7%
Supplies	526.94	297.18	229.76	77.3%
Telephone, Telecommunicati...	1,935.02	1,552.63	382.39	24.6%
Total Operations	3,170.53	3,138.99	31.54	1.0%
Other Types of Expenses				
Advertising Expenses	1,182.83	1,187.49	-4.66	-0.4%
Insurance - Liability, D and O	4,478.00	2,980.00	1,498.00	50.3%
Memberships and Dues	100.00	100.00	0.00	0.0%
Other Costs	465.00	25.00	440.00	1,760.0%
Total Other Types of Expenses	6,225.83	4,292.49	1,933.34	45.0%
Payroll Expenses	1,931.62	1,885.38	46.24	2.5%
Props	264.78	365.88	-101.10	-27.6%
Royalties-Scripts-Scores	5,000.66	4,292.15	708.41	16.5%
Set	1,023.71	600.22	423.49	70.6%
Sound	600.00	0.00	600.00	100.0%
Utilities	0.00	6,000.58	-6,000.58	-100.0%
Wages	24,066.20	24,427.07	-370.87	-1.5%
Total Expense	66,017.69	58,335.64	7,682.05	13.2%
Net Ordinary Income	27,285.12	45,401.41	-18,116.29	-39.9%
Other Income/Expense				
Other Income				
Drama camp	0.00	-214.41	214.41	100.0%
Gift Shop	20.00	0.00	20.00	100.0%
PPP Readers Theater	0.00	150.00	-150.00	-100.0%
Theatre Academy	2,579.83	-214.59	2,794.42	1,302.2%
Total Other Income	2,599.83	-279.00	2,878.83	1,031.8%
Net Other Income	2,599.83	-279.00	2,878.83	1,031.8%
Net Income	29,884.95	45,122.41	-15,237.46	-33.8%

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POSSUM POINT PLAYERS			
SILENT SKY			
MAY, 2021			
	ACTUAL	BUDGET ESTIMATE	BUDGET DIFFERENCE
Ordinary Income/Expense			
Income			
Ticket Sales	6,874.00	0.00	6,874.00
Total Income	6,874.00	0.00	6,874.00
Gross Profit	6,874.00	0.00	6,874.00
Expense			
Costumes	0.00	0.00	0.00
Dinner expense	0.00	0.00	0.00
Hair/Makeup	69.65	0.00	69.65
Lighting & Sound	0.00	0.00	0.00
Postage	0.00	0.00	0.00
Printing	0.00	0.00	0.00
Props	237.79	0.00	237.79
Publicity	296.08	0.00	296.08
Royalties-Scripts-Scores	959.10	0.00	959.10
Set	356.84	0.00	356.84
Total Expense	1,919.46	0.00	1,919.46
Net Ordinary Income	4,954.54	0.00	4,954.54
Net Income	4,954.54	0.00	4,954.54

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POSSUM POINT PLAYERS ALL THE FIXIN'S FUNDRAISER

Ordinary Income/Expense	Jun-21			IN-KIND CONTRIBUTIONS	AMT
	BUDGET	ACTUAL	BUDGET DIFFERENCE		
Income					
50/50	500.00	\$620.00	-120.00		
Auctions	3,000.00	7,790.00	-4,790.00		
Ticket Sales	9,000.00	7,760.00	1,240.00		
Total Income	12,500.00	16,170.00	-3,670.00		
Gross Profit	12,500.00	16,170.00	-3,670.00		
Expense					
Music	0.00	65.12	-65.12		
Band	0.00	0.00	0.00	DeKuyper	500
Pre-Show Music	0.00	0.00	0.00	Workman/Pack	100
Musical Director	1,000.00	1,000.00	0.00		
Dinner expense	1,500.00	149.86	1,350.14	Graves - Pork, Baked Goodum BBQ	700
				Workman/Pack - Broccoli Salad	?
Outdoor Setup	192.00	0.00	192.00	DOC - Chicken, Pretzel Salad	?
Lighting & Sound	450.00	600.00	-150.00	Graves	192
				Graves	972
				DeKuyper	965
Postage	0.00	0.00	0.00		
Printing	0.00	10.50	-10.50		
Costumes	0.00	59.99	-59.99		
Props	100.00		100.00		
Publicity	0.00		0.00		
Advertising Expense	0.00	296.08	-296.08		
Royalties-Scripts-Scores	0.00	0.00	0.00		
Set	0.00	0.00	0.00		
Total Expense	3,242.00	2,181.55	1,060.45		
Net Ordinary Income	9,258.00	13,988.45	-4,730.45		
Net Income	9,258.00	13,988.45	-4,730.45		

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Attachment 2

PPP YEAR AT A GLANCE 2022

PPP YEAR AT A GLANCE

DAWN CONAWAY MAIN-STAGE

MAIN-STAGE PRODUCTIONS	STARTING	ENDING	AFFILIATE & CAMPS	STARTING	ENDING
ANNUAL MEETING	Fri., Jan. 7	6:30 p.m.	OTE		
12 ANGRY JURORS	Fri., Jan. 28	Sun., Feb. 6	SHAKESPEARE		
GENTLEMAN'S GUIDE	Fri., April 1	Sun., April 10	POSSUM JUNIORS	Thur., July 28	Sun., July 31
HAY FEVER	Fri., June 3	Sun., June 12	DRAMA CAMP	Mon., July 11	Fri., July 15
CALENDAR GIRLS	Fri., Sept. 16	Sun., Sept. 25	THEATRE ACADEMY	Mon., July 18	Fri., July 22
HOLIDAY SHOW	Fri., Dec. 2	Sun., Dec. 11	DREAMERS		
			FUND RAISER		

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

APPROVED

Attachment 3

MUSICAL/CHRISTMAS SHOW WITH MUSIC BUDGET TEMPLATE

SHOW AND SHOW DATES: THE MARVELOUS WONDERETTES - September 10 - 19, 2021

CURRENT DATE: 7/26/2021 PREPARER'S NAME: John H. Hulse

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.

Income	PROPOSED
Ticket Sales	\$21,521
Other income (Specify)	\$0
Total	\$21,521

Expenses

Costumes	\$500
Hair/Makeup	\$300
Lighting and Sound	\$250
Music Expense (Music dir., Orchestra dir., Rehearsal Pianist, Musicians)	\$2,800
Promotion, Fixed Cost (Printing, Mailing, Advertising)	\$600
Props	\$300
Royalties/Scripts/Scores	\$4,800
Set	\$1,000
Total	\$10,550

Contribution to overhead:	\$10,971
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6 PERFS. AT \$ 24.50 AT 80% OF 183 SEATS

Avg. \$25 and \$24