

**Quail Creek Performing Arts Guild  
General Member Meeting  
October 24, 2023**

**Members in attendance:**

President	Davey Jones	Present
Vice President – Variety/Musical	Cyndy Gierada	Present
Vice President – Drama/Comedy	Maggie Brown	Absent
Secretary	Debi Gutknecht	Present
Treasurer	Sandi Hrovatin	Present
Membership Chair	Debi Nelson	Present
Publicity Chair	Dodie Prescott	Present
Member At-Large	Holly Crombie	Present
Member At-Large	Todd Combs	Absent

General Members Present: Diana Paul, John Martin, Mary Campbell-Jones, Jerry Smith, Valerie Easterly, Gary LeBarre, Bill Foraker, Ray Hebert, Karen Lubinski, Perri Jones, Irena Birdsall, Nancy Jacobs, Carole Washburn, Stuart Lisk, Patty Zatkan, Nancy Haerer.

- I. Meeting called to order at 3:02 by President, Davey Jones.
  
- II. Approval of Minutes (Debi Gutknecht)
  - Minutes of the September meetings have been approved and posted on the Website.
  - Currently, the website does not show all previous Board Meeting minutes. This will be rectified in the near future.
    - In the past 45 days, only seven PAG members have logged onto the website. Of those seven, the majority looking at the website were Board members.
    - For the October Minutes:
      - The secretary will send the final approved copy of the minutes to Dodie Prescott (Director of Publicity).
      - Dodie will send the minutes to PAG members.
  
- III. Treasurer’s Report (Sandi Hrovatin)
  - As of 10/24/2023, there is \$13, 315.83 in the account.
  - The annual auditing of the Treasurer’s books was completed on 10/14/2023 with no findings.
  - The audit team recommended that the Board consider a two-person audit team to replace the three-person team for future audits. This recommendation will be considered in January when the By-laws will be reviewed.
  
- IV. Membership (Debi Nelson)
  - Debi Nelson reported that there are now 66 paid members.
  - An updated member spreadsheet with phone numbers and email addresses will be sent to members.
  
- V. Publicity (Dodie Prescott)

- The Crossing has been sent two articles:
    - Notice of the upcoming Christmas Show – “Sleigh It Isn’t So”
    - Information on the outcomes of the Talent Show
  - Forthcoming publicity:
    - Christmas Show ticket sales and publicity for Sleigh It Isn’t So in The Crossing and What’s Happening (electronic newsletter).
    - In January, information about the Business Expo, the major fund raiser for PAG, will begin.
- VI. VP Comedy/Drama (Maggie Brown)
- A letter of resignation from Maggie Brown was received by Davey Jones and read to the members.
  - Temporary leadership for this position will be appointed by the Board. The VP of Comedy/Drama will be on the election slate in the spring of 2024.
  - Currently, the committee working with Maggie has been reading plays in preparation for Board notification. A decision on play selection should occur in December 2023. The play will be performed in the spring of 2024.
- VII. VP Music/Variety (Cyndy Gierada)
- Christmas Show updates:
    - The PAG chorus will be performing in Act III and is making great progress.
    - As of this date, the production is under the projected budget.
    - Director, Diana Paul, and Assistant Director, Sandi Hrovatin are working diligently in preparation for upcoming play practices.
    - Cyndy is continuing to work with Epi Torres (Director of Banquets, Activities and Events for Quail Creek) for additional time on the stage.
    - There will be 27 tables with 10 seats at each table for each of the 3 presentations of the Christmas show.
    - **Cyndy is requesting volunteers to help with the pressing and temporary hemming of robes prior to the performance. Please consider volunteering if you have these skills.**
    - **Diana Paul, Christmas Show Director, discussed further needs for the show. We will need the following:**
      - **Stage manager**
      - **Props**
      - **Stage Crew**
      - **House Manager**
      - **Lighting**
        - **Nancy Jacobs volunteered to be House Manager.**
        - **Karen Lubinski volunteered to be the lighting crew.**
      - **Diana will send job descriptions to Dodie who will send an email to all PAG members.**
- VIII. Members-At-Large (Holly Crombie)
- We have a contract between Quail Creek and PAG for the Christmas show production.
  - Ticket price for the Christmas Show (Friday and Saturday) will be \$45.00/person. This includes a meal. The Thursday production will be a matinee with no meal.

- PAG profits are minimal for our productions. The majority of the ticket sales monies goes to meal costs, additional fees to QC, and production costs.
- The Business Expo held in February of each year is the main fund raiser for PAG.
- Christmas Show Cast Party
  - The party will take place on November 30 (after the Matinee production) at Cyndy Gierada's home.

IX. Old Business

- Sound system status:
  - The sound system was given a trial run during a PAG Chorus practice. It was a success!
  - The sound system allows PAG the opportunity to independently run the sound equipment needed for PAG productions and, thereby, save thousands of dollars each year.
- By-law update
  - The By-laws will be updated in January 2024. Items to be considered:
    - Newly elected officers taking office on June 1 rather July 1.
    - Changing the number of auditors needed for the yearly review from a three to a two-person team.

X. New Business

- Davey Jones has been granted permission to use the PAG sound system with his production company's performance of the annual Murder Mystery (February 2024).
  - Davey Jones will make a donation to PAG of 10% of the gross income from the 2024 Murder Mystery.
- Business Expo
  - Carole Washburn (chair of the Expo Committee) reported:
    - The Expo is the main fund raiser for PAG.
    - The Expo will take place on Saturday, February 24, 2024.
    - The Expo team will meet on October 25 to begin discussions of next steps.
    - Please let Carole Washburn or Debi Nelson know if you would like to volunteer to assist with the Expo.

XI. Closing remarks and reminders

- Perri Jones asked about PAG use of GroupWorks.
  - Currently we are using mail chimp to communicate with members. Dodie Prescott reports that this program is successful.
- Bill Foraker offered to work with Davey to run the website. Davey and Bill will communicate about his offer.
- Next meeting: November 21, pending the securing of a meeting location.
- December meeting: Tuesday, December 19, 2023

XII. Meeting adjourned at 3:40 p.m.