

**Quail Creek Performing Arts Guild  
Board Meeting  
November 24, 2024**

**Board of Directors:**

President	John Martin	Present
Vice President – Variety/Musical	Cyndy Gierada	Present
Vice President – Drama/Comedy	Davey Jones	Absent
Secretary	Debi Gutknecht	Present
Treasurer	Sandi Hrovatin	Present
Membership Chair	Debi Nelson	Present
Publicity Chair	Dodie Prescott	Present
Member At-Large	Myra McCune	Present
Member At-Large	Diana Paul	Present

- I. Meeting called to order at 2:00 pm by President John Martin
  - A quorum was declared as 8 of 9 Board members were present.
  
- II. Approval of Minutes (Debi Gutknecht)
  - Minutes of the October Board meeting and General Member meeting have been approved and posted on the Website as well as sent to members via email.
  
- III. Treasurer’s Report (Sandi Hrovatin)
  - Balance as of most recent bank reconciliation: \$35,907.44.
    - The balance includes some deposits received from Business Expo sales and the first deposit of Christmas Program ticket sales as well as Gala costs.
    - Copy of bank reconciliation worksheet will be kept with the Board minutes.
  
- IV. Membership (Debi Nelson)
  - PAG currently has 63 paid members with one new member joining this past month.
  
- V. Publicity (Dodie Prescott)
  - The November Crossing front page featured the PAG Christmas Show article. Thank you, Dodie, for publicizing PAG’s events.
  - Beginning in December, publicity will begin for the Business Expo.
  - Dodie asked for Board consideration to purchase CANVA, a program which easily creates slides for further PAG advertising on the televisions in the Clubhouse. The annual cost of the program is \$120.00.

**Motion:** Approve the purchase of the CANVA program which the Publicity Chair will use to create advertising slides that will appear on the QC Clubhouse televisions. Motion made by Cyndy Gierada and seconded by Debi Nelson. Motion passes with a unanimous vote.

- VI. VP Music/Variety (Cyndy Gierada)

- A proposed budget for the 2024 Christmas Program – *A Very Boomer Christmas* was presented by Cyndy Gierada. A copy of the budget is kept with the Board minutes.
  - Total possible ticket sales:
    - Thursday Matinee: 210 tickets @ \$25/ticket = \$5,250.00
    - Friday/Saturday Dinner shows: 420 tickets @ \$45.00/ticket = 18,900.00
  - Total estimated expenses (amount to be paid to Robson not included) = \$2,427.80.
  - The Treasurer has received and paid some invoices for props, costumes, music and printing. Approximately \$1,200.00 has been paid thus far.
- Ticket sales to date:
  - Matinee: 146 of a possible 210
  - Friday Dinner show: 109 of a possible 210 plus two tickets donated to QC Lady Golfers for a fund raiser: Chip in for Charity Event.
  - Saturday Dinner show: 164 of a possible 210
  - **Total: 421 (419 sold plus 2 given as a fund raiser) tickets sold of a possible 630 tickets available.**
  - FYI: 10 seats per table with 21 tables per show. Consideration will be given to reduce the number of tables from 21 to 18, dependent upon additional ticket sales.

**Motion:** Approve the proposed budget as presented by Cyndy Gierada of the 2024 Christmas Program: *A Very Boomer Christmas*. Motion made by Sandi Hrovatin and seconded by Diana Paul. Motion passes with a unanimous vote. A copy of the proposed budget is kept with the Board minutes.

VII. VP Comedy/Drama (Davey Jones - absent)

- A written report from Davey Jones was presented to President, John Martin. A copy will be kept with the Board minutes. The written report includes the following information:
  - GALA update: The inaugural PAG Gala was a complete success with a total of 82 attendees, including members and their guests. The HOA bill of \$5,125.14 has been paid. A thank you card was received by one member. The card sent by Flossie O’Day was shared.
    - A copy of the Banquet invoice is kept with the Board minutes.
  - Direct payment from PAG to WIX.com update: This will not be able to be done. Davey will continue to pay the expense privately and request reimbursement. The other two largest ‘fixed’ yearly expenses (Insurance and off-site storage) may be paid by a PAG check.
  - 2025 Spring Play, *Out of Sight...Out of Murder* update: Performance fee of \$585.00 has been paid. The scripts have been purchased and will be available for members to read once they arrive (shortly after Thanksgiving).
  - PAG has possession of two keys for our exclusive use for the handicap lift.
  - PAG has a quote of \$5201.00 for a second on-site storage container. Approval to purchase was granted via Board email vote. The vote is expected to be ratified later in the Board meeting.
- Davey Jones will work with the members as positions for the play are recommended then approved by the Board.
- New Headsets/microphone/dual ear models discussion.

- As our current sets with only one earpiece do not stay in place for several individuals, research was done to determine a better option. The purchase of 5 additional headsets with dual ear pieces is proposed. Additionally, two new cables are needed for the sound board to work effectively.

**Motion:** Approve the purchase of new headset microphones/dual ear models (5 @ \$599.00 each) and 2 additional sound board cables (\$13.00 each) for a total of \$3,300.00 (includes shipping/taxes). Motion made by Myra McCune and seconded by Cyndy Gierada. Motion passes with a unanimous vote.

VIII. Members At- Large (Diana Paul and Myra McCune)

- A Budget of \$850.00 has been set for the Christmas Program cast party (based upon the formula passed in October 2024) which will take place on Thursday, December 5 at the home of Cyndy Gierada.
- Three volunteers have been secured to assist with the set-up of the cast party.
- Two outdoor heaters will be used.
- Hot/cold heavy appetizers and beverages will be served.

IX. Old Business

- Ratification of email votes: The following items were presented to Board members via email over the past month and tentatively approved waiting for ratification from the Board at the November Board Meeting.
  - Approval to pay graphic designer \$100.00 (Christmas Program cost)
  - Approval of Business Expo advertising cost (Green Valley News for two ads) for a cost of \$700.00
  - Approval to donate two Christmas show tickets to QC Lady Golfer “Chip in for Charity”
  - Approval to purchase a high-top table for the Christmas Program at a cost of \$48.00.
  - Approval to purchase a new on-site storage container at a cost of \$5,201.00

**Motion:** Approve the ratification of the five bulleted email votes listed above which took place since the October 22, 2024 Board Meeting. Motion made by Diana Paul and seconded by Debi Nelson. Motion passes with a unanimous vote.

- 2025 Business Expo Update: (Debi Nelson and Debi Gutknecht)
  - This year, 4 sales people were used to make calls to vendors. Great success was noted.
  - At this time, we have 53 of 63 total tables/spots sold.
  - 8 of 19 non-profits have said indicated they will attend. This year, the non-profits will be in the Silver room. Non-profit organization do not pay for space to attend the Expo.
  - Debi Nelson and Debi Gutknecht met with Epi Torres (QC/Robson coordinator) to discuss coffee for vendors and meals available for purchase.
  - If needed, the Gold room will be used for additional paying vendor tables.
- Surplus funds discussion – Table continued for a future Board meeting.

X. New Business

- The next scheduled Board and General meeting is on December 24. Discussion: Should we cancel this meeting?

**Motion:** Approval to cancel the December Board and General meeting. Motion made by Diana Paul and seconded by Sandi Hrovatin. Motion passes with unanimous vote.

XI. The meeting was adjourned at 2:42 p.m.