

**Quail Creek Performing Arts Guild  
Board Meeting  
October 22, 2024**

**Board of Directors:**

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

- I. Meeting called to order at 2:03 pm by President John Martin
  - A quorum was present as 7 of 9 Board members were present.
  
- II. Approval of Minutes (Debi Gutknecht)
  - Minutes of the September 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: \$30,310.73
    - Copy of bank reconciliation worksheet will be kept with the Secretary’s minutes.
  - Annual Audit
    - An audit of the PAG books for fiscal year 2023/2024 was completed on October 22, 2024, by PAG members Diane McCalvy and Nancy Haerer.
    - All records were found to be in order and well documented.
    - Copy of the Audit Committee Report will be kept with the Secretary’s minutes.
  
- IV. Membership (Debi Nelson)
  - PAG currently has 62 paid members with one new member joining this past month.
  
- V. Publicity (Dodie Prescott)
  - The October Crossing newspaper printed a cover story regarding the Christmas program.
  - Ticket sales will begin on November 4. This will be posted in the What’s Happening electronic newsletter.
  - The November edition of The Crossing will feature an article on ticket sales with the last day to be able to buy tickets on November 27, 2024.
    - Discussion: Is three weeks an adequate amount of time to sell tickets for maximum attendance? The Board may work on a policy that sets expectations for ticket sales.
  
- VI. VP Music/Variety (Cyndy Gierada – absent)

- As reported by John Martin per conversation with Cyndy Gierada: The individual who has completed programs and tickets for Cyndy in the past is unable to continue with this service.
  - Board Discussion
    - The Board will ask for recommendations from General Membership at the meeting at 3:00.

VII. VP Comedy/Drama (Davey Jones)

- Update of “Fixed” Annual Expenses:
  - PAG incurs annual expenses for the following items – Continental Storage Unit, State Farm Insurance, Exact Hosting (website domain name), WIX (website). These annual expenses currently cost PAG \$2,442.66 (subject to increase). Davey Jones currently pays for some of these expenses with his personal credit card and then requests reimbursement from the Treasurer. Davey will check with Exact Hosting and Wix to see if they will allow payment with a PAG bank account. Davey will report his findings in the November’s meeting.
- Gala Update
  - 86 individuals (PAG members and their +one) have responded to the Gala invite and will be in attendance. There will be eleven tables (10 tables of eight and 1 table of six). The layout of the tables and seating arrangements have been completed. The Sonorous Band will provide entertainment.
- Spring Play Update
  - The play review committee has reviewed many plays for the Spring Production. After much consideration, the committee has chosen the play entitled **Out of Sight...Out of Murder** by Fred Carmichael. The play includes a cast of five women and 4 men.
  - Estimated cost of scripts is \$730.00 which includes \$585.00 for the license to perform the play for three nights and \$145.00 for ten scripts.

**Motion:** Approve the purchase of **Out of Sight...Out of Murder** license and scripts for an amount not to exceed \$800.00. Motion made by Davey Jones and seconded by Sandi Hrovatin. Motion passes with a unanimous decision.

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

- Diana and Myra met to review previous cast party costs. Their research indicates that an average of \$10.00/individual with a base cost as yet undetermined would be appropriate.
- Discussion shared by the Board regarding base costs and the option of creating a policy to communicate cast party values and expectations. The Board agrees that this is a great starting point.

**Motion:** Cast party costs will be limited to a base cost of \$300.00 plus an additional cost of \$10.00/individual. Motion made by Diana Paul and seconded by Sandi Hrovatin. Motion passes with a unanimous decision.

IX. Old Business (Debi Nelson and Debi Gutknecht)

- 2025 Business Expo Update:

- A kick-off meeting will take place on October 28, 2024. Members who will participate in this meeting have been emailed by Debi Nelson.
  - The Expo will take place on February 22, 2025, from 10:00 – 2:00.
  - Emails to vendors will begin on November 1 with phone calls to vendors beginning on November 8.
  - The cost of vendor tables will remain the same as 2024 along with radio spots available for a limited number of vendors.
  - Surplus funds discussion – Tabled for a future Board meeting.
- X. New Business
- Closed session regarding a personal member concern.
- XI. The meeting was adjourned at 2:55 p.m.