

# **PLANT CITY COMMUNITY CHORALE**

**JULY 22, 2021**

## **BOARD MEETING MINUTES**

TIME: 3:00 p.m.

LOCATION: ANN SHEPHARD'S HOME, 2909 McGEE ROAD, PLANT CITY

PRESENT: Carol Walker – Executive Director,  
Ann Shephard – Treasurer  
Lark Underwood – Secretary

ABSENT: None

GUESTS: None

Executive Director Carol Walker called the PCC Chorale (PCCC) BoD meeting to order at 3:06 p.m.

### **APPROVAL OF PREVIOUS MINUTES**

Walker moved the June 2021 Minutes be approved as presented. Treasurer Ann Shepard 2<sup>nd</sup> the Motion. The Motion passed unanimously.

### **TREASURER'S REPORT**

The June 2021 Financials\* were presented and reviewed.

The Budget vs. Actual for June 2021 was presented and reviewed.

The QuickBooks Income Statement\*, June Balance Sheet\*, June Balance Sheet Detail\*, Profit & Loss\*, the Fiscal YTD Profit & Loss\* were presented and reviewed.

*\*Copies of these documents will be made available to the Members via a requested email or quarterly updates on the PCCC Website.*

Shepard moved the Treasurer's Report be approved as revised to include the new 2021-2022 Budget increase of rehearsal fees for the Accompanist, the increased performance payments to the Women's Ensemble Director, and the costs associated with rebuilding and maintaining the Chorale's website. Secretary Lark Underwood 2<sup>nd</sup> the Motion. The Motion passed unanimously.

### **OLD BUSINESS**

## **Women's Ensemble (WE)**

Seven Members of WE met on Sunday June 27 at Carol & John Walker's house and decided on a new day, time, and location for the group to rehearse. WE Director Marguerite Samuel decided there would be two (2) monthly rehearsals—unless nearer a performance a third was necessary.

The group voted unanimously on Sundays from 3:00pm to 5:00pm at 1<sup>st</sup> United Methodist Church (FUMC). The first WE rehearsal will be 8/22/21.

Underwood informed those WE singers who were unable to attend the meeting the results via email. Two additional members of the Ensemble have withdrawn because of the change of day and time.

Walker spoke to FUMC's Secretary and there is no objection to the day or time.

Walker also suggested if the office turns out to not be a good space for rehearsals, the Sanctuary can be used. Underwood will discuss with Samuel.

## **Membership Poster**

A co-worker of Shepard's husband, Russ Shepard, is a graphic artist who used elements of several proposed posters to create a new one for the Chorale. It will be disseminated to the Members closer to the start of rehearsals August 16<sup>th</sup>. Walker has posted it on the Chorale's Facebook page and will post a different poster later in the month.

## **Website Update**

The issues with the website have yet to be resolved. Shepard, who volunteered to take charge of the matter, brought information to help the BoD decide the best way forward.

Shepard wanted to explore what approaches the Chorale could explore which would offer the greatest gain with the least risk.

Just getting the website set up is not the end of it. There are the necessary updates to website interfaces and tools for maintenance and information and calendars updates required. Best practice would be to limit who has access to change/update the site, so maintenance is consistent.

Shepard went to several website builder sites using preset templates and found creating a new website could be done by a non-IT person, but the time and effort involved to create, get approval and test the new site was probably more effort than a volunteer would likely invest. She also contacted GoDaddy for a quote to build a new website and the costs involved were considerable.

Shepard listed several points of consideration before engaging in developing a new website: consideration:

- What approach do we want to take?
- What can we afford?
- Who should manage the on-going maintenance of the site?

There are several popular websites like WIX, Square Space, and GoDaddy which offer templates, hosting, and domains transfer. Each company offers other a la carte services which can be purchased to expand the design, maintenance, and security of the site. These services are expensive and outside what PCCC can afford at this time.

After much discussion and consideration of the different options, Shepard proposed we hire Kim Bullard of OnPoint IT Solutions, who built our original site, and have her rebuild our site using another non-profit site she created as the template for the Chorale's. Her usual rate to build a website is \$1200.00, but she will charge the Chorale \$600.00, plus a one year corporate sponsorship.

We will also pay her for quarterly maintenance and content updates. She charges \$65 an hour and is confident she can do each of the quarterly updates and maintenance our site needs in an hour's time.

Bullard offered to create a draft website using content from the old website to get something in place prior to our first rehearsal the third week in August 2021.

Walker made a Motion to hire Kim Bullard of On Point IT Solutions to do the work of re-creating and maintaining the Chorale's website. Shepard 2<sup>nd</sup> the Motion. The Motion passed unanimously.

### **Update on On-line Payment App**

The re-creation of the website will include the use of Square for on-line payments. The fees are comparable to PayPal.

Shepard would like to propose the Members be able to pay Dues on-line.

Walker made a Motion that Square be used for all on-line payments. Shepard 2<sup>nd</sup> the Motion. The Motion passed unanimously.

## **NEW BUSINESS**

### **Covid-19 Chorale Protocols**

Underwood shared information she had received from a medical provider regarding the most recent Covid-19 information. She felt it was important for the BoD to discuss what protocols should be implemented for our return to rehearsals.

Walker had received information from the Plant City Arts Council which had included the statement, "*If you have not been fully vaccinated, please wear face covering during the event...*" Walker believes there is no reason the Chorale cannot implement the same voluntary idea for our rehearsals.

She suggested the phrase, "We ask if you have not been fully vaccinated, please wear a face mask during rehearsals." Underwood suggested the BoD also state that if a vaccinated Member feels more comfortable wearing a mask, he or she is welcomed to do so. This was agreed to by the BoD.

Shepard asked about social distancing. Walker reminded the BoD the Chorale will have more space in the FUMC sanctuary, so while 5-6 feet is unlikely for good sound production, most Members will be able to sit 2-3 feet apart if they feel the need.

Walker stated the BoD will begin these messages to the group two (2) weeks before rehearsals begin.

### **FUMC Rental Agreement**

Walker reported she has signed the new Facility Agreement with FUMC. The first rental payment is due the 1<sup>ST</sup> of August. She asked Underwood to send her a PDF of the Agreement for her files and file the original.

### **Concert Ticket Prices**

It was decided that any unsold tickets distributed for the Nativity Catholic Church concert of 3/14/20 be destroyed or thrown away by the Members. Any tickets already sold can be exchanged for the new ticket for the FUMC concert 10/16/21. We need to ask the Members to give new tickets to anyone who've bought them and ask them to throw away the old ones

Walker proposed the ticket price be raised from \$12.00 to \$15.00. The BoD felt this was a good time to do it given the going prices for other similar concerts or community performances. Underwood suggested there be some sort of price break for children. Walker proposed children 12 and younger be free, and the regular ticket price would be for persons 13 and older. Underwood 2<sup>nd</sup> the Motion. The Motion passed unanimously.

The Members will be made aware of this change via the weekly Members' Message and verbally reminded at rehearsals when the tickets are distributed.

### **Music Deposit**

Shepard proposed the \$35.00 deposit be eliminated. She detailed the non-value-added extra work for the Treasurer this process posed. In the discussion of this change, it was decided the Member who lost or damaged the music would be required to pay the cost of the music plus shipping and handling and would not be given music for a new Concert Session until the previous debt was paid.

Walker made the Motion the Music Deposit be eliminated. Shepard 2<sup>nd</sup> the Motion. The Motion passed with 2 Ayes. Underwood voted Nay.

This decision will be revisited if any/too many Members abuse this policy. The Membership will be advised of the policy in the weekly Members' Message and verbally reminded at rehearsals.

### **Accompanist Rehearsal Compensation Increase**

Underwood made a Motion to increase the rehearsal payment to the Chorale Accompanist by \$5.00 making it \$80.00 per rehearsal. Shepard 2<sup>nd</sup> the Motion. The Motion passed unanimously.

### **Review of Policies & Procedures (P&P)**

Due to the lengthy discussion regarding the Website, the P&P review was tabled until another time.

The Conflict-of-Interest form, however, was signed by the new BoD as is required by Chorale Policies & Procedures at the beginning of the Chorale's new fiscal year.

Walker made a Motion that the 2021-2022 Conflict of Interest policy be approved. Shepard 2<sup>nd</sup> the Motion. The Motion passed unanimously.

### **Future Board Meeting Dates**

The next BoD meeting will be announced when scheduled.

### **ADJOURNMENT**

There being no additional business, Walker called for adjournment.

The meeting was adjourned at 5:25 p.m.

Respectfully submitted,

*Lark Underwood*

Lark Underwood – PCCC Secretary

## **Plant City Community Chorale Minutes Summary July 30,2021**

PWC Donation received by an unknown donor.  
No other activity while getting ready for a new season in August 2021.

Total Income:	\$0.20
Total Expense:	\$25.00
Net Income (Loss)	-\$24.80
South State Bank Balance as of 06/30/2021	\$4,801.72
Checks/Payments Cleared	-\$25.00
Deposits	\$25.20
South State Bank Balance as of 06/30/21	\$4,801.92
PayPal Balance (Account Closed)	\$0.00
South State Bank Balance	\$4,801.92
Total Cash	\$4,801.92
Total Cash on Balance Sheet (QB Balance)	\$4,801.92



**Plant City Community Chorale, Inc**  
**Profit and Loss**

July 2021

	<b>Total</b>
<b>Income</b>	
43400 Direct Public Support	0.00
43450 Individ, Business Contributions	25.00
<b>Total 43400 Direct Public Support</b>	<b>\$ 25.00</b>
45000 Investments	0.00
45030 Interest-Savings, Short-term CD	0.20
<b>Total 45000 Investments</b>	<b>\$ 0.20</b>
<b>Total Income</b>	<b>\$ 25.20</b>
<b>Gross Profit</b>	<b>\$ 25.20</b>
<b>Expenses</b>	
65000 Operations	0.00
65011 Accounting Software	25.00
<b>Total 65000 Operations</b>	<b>\$ 25.00</b>
<b>Total Expenses</b>	<b>\$ 25.00</b>
<b>Net Operating Income</b>	<b>\$ 0.20</b>
<b>Net Income</b>	<b>\$ 0.20</b>
Monday, Aug 09, 2021 07:01:58 PM GMT-7 - Cash Basis	