

PLANT CITY COMMUNITY CHORALE

OCTOBER 7, 2021

BOARD MEETING MINUTES

TIME: 3:00 p.m.

LOCATION: 703 N EVERS STREET, PLANT CITY

PRESENT: Carol Walker – Executive Director
Ann Shephard – Treasurer
Lark Underwood – Secretary
Joyce Nestor – Concert Manager

ABSENT: None

GUESTS:

Executive Director Carol Walker called the PCC Chorale (PCCC) BoD meeting to order at 3:08 p.m.

APPROVAL OF PREVIOUS MINUTES

Walker made a Motion the September 22, 2021 Minutes be approved as presented. Treasurer Ann Shepard 2nd the Motion. The Motion passed unanimously.

TREASURER'S REPORT

The September 2021 Financials* were presented and reviewed.

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

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

The September Budget vs Actual Spreadsheet was presented and reviewed.

** Copies of these financial documents will be made available to the Members via an email request or by viewing the quarterly updates on the PCCC Website.*

Secretary Lark Underwood moved the Treasurer's Report be approved as presented. Walker 2nd the Motion. The Motion passed unanimously.

OLD BUSINESS

Women's Ensemble (WE)

Underwood reported the music for the Christmas performances has been selected by Marguerite Samuel, the WE Director. An email has been sent to all WE members regarding the cost of their music. All WE Christmas pieces are *a cappella*. Samuel has decided, with the exception of the PCCC concert pieces where an accompanist is available, future WE music will be unaccompanied.

Bruton Memorial Library will be WE's first Christmas season performance on 12/7/21 from 6:00pm-6:45pm. The group is planning a mixture of *a cappella* pieces, poems, Christmas riddles, and an audience sing-along. Bruton Memorial is paying WE \$125 for the performance, and they will be printing the audience "songbook".

Haught Funeral Home finally confirmed a date for the Community Memorial Service. It will be 12/13/21. This is not the usual date, but Dave Wolfe had already scheduled something on the 2nd Tuesday this year. WE will perform three pieces. The expected payment, based on previous years, should be \$250.

On 10/18/21, WE will move to its new rehearsal schedule of Mondays from 5:45pm-6:45pm. The one Sunday a month has not been fixed.

In the discussion regarding what Samuel is paid for directing the Ensemble, Underwood suggested that perhaps some of the funds earned by WE could be used for an annual music subscription service where SA/SSA/SSAA music can be downloaded and a small performance fee be paid.

Website Update

Kim Bullard of ONPoint IT Solutions was given all the updated information needed to complete the site. She worked on it right away, but has gotten only half of the website completed due to another commitment. What has been completed looks good. The site is now password protected. Shepard has already updated the site's calendar with the current known dates.

The Sponsors and Advertisers are now on the site, with the Sponsors more prominent than the Advertisers. The completed tabs include *About Us*, *Our Director*, *Our Accompanist*, *Women's Ensemble* page has been completed.

The delay on the completion of this new website has been hampered by the illness in the ONPoint family and other on-going project for other clients, but Shepard was confident Bullard will complete the work and the BoD & Members will be more than satisfied with the new site.

Policies & Procedures Tabled until November

Walker Moved the following P&P's were to be tabled until the October BoD meeting: Donation Checklist, Executive Director, Secretary, and Treasurer. Shepard 2nd the Motion. The Motion passed unanimously.

NEW BUSINESS

October Concert Update

Concert Manager Joyce Nestor reported the Fall Concert plan is on track. She asked if there were any changes or corrections to the program. She pointed out the corrections and asked if the program now looked ready to be sent to the printer. All present thought it looked good.

Nestor will have volunteers taking tickets and handing out programs at the FUMC red door entrance—this eliminates needing 2 volunteers the concert evening.

Nestor still had not heard from Nativity Catholic Church in Brandon regarding being the location for the Christmas Concert yet, but has hopes she will hear soon, and it will be positive. She will update the next concert location information in the program once she hears.

The preparations for Final Dress are going well. There will be some announcements regarding concert etiquette and “Do’s and Don’ts”.

Shepard brought up the idea of microphones for soloists. There was a discussion regarding the soloists using a microphone, but the general consensus was that a mic was not needed except for the introduction by the FUMC Pastor, any comments by Conductor Claudia Bolaño Becerra, and Walker’s announcements.

Walker still hasn’t heard about the use of FUMC’s hand mikes for the concert or a person to turn on/off the equipment but will attempt to speak to the AV person again.

Walker reported, to date, the ticket sales are disappointing. 33 tickets have been sold for Friday and 57 for Saturday. Underwood said the group should encourage the attitude that however many people show for each night, they will hear a great concert. Walker concurred and thought it would offer the group the opportunity to intimately interact with our audience.

Matt Nestor will be asked to take two formal pictures at 6:00pm just before the concert on Saturday: one with Bolaño Becerra and Rob Nicholson, and one without. In the Wednesday Message, the Members will be told the picture will be taken, and if they are late, they will not be in it.

Leslie Samuel has agreed to take photos during the concert.

Christmas Music

Bolaño Becerra has not yet decided on which of the 15 pieces recommended by the BoD and others would be sung for the Christmas concert. Nancy Crist will give all the pieces to the Members at the first rehearsal, and as Bolaño Becerra eliminates pieces those will be returned to the Music Library.

Red Tops

The Hollis Tunic from [Southeastern Performance Apparel](#) is no longer available in red fabric. This is the top worn by the women for the Christmas concert. No new women will be able to purchase one, however, there are tops purchased by Members who have decided not to return which could be purchased by the new singer.

Walker suggested some current Members could wear the old red top as the colors are very similar, even if the styles are different. Underwood suggested the BoD look for a fabric and a pattern which could substitute. Nestor agreed. Nestor will look for the information regarding the seamstress who did the old red tops.

The number of new tops need to be determined as soon as possible to be ready in time for the concert.

The general consensus was to move forward with the plan to get a pattern/fabric for the red tops as they will be needed in the future.

Walker presented an idea for Bolaño Becerra’s farewell at the end of the Christmas concert. She suggested red roses be purchased and each Member get one and give it to her along with some words of parting. This was enthusiastically agreed to by the BoD. Nestor will handle the details.

Underwood asked if there would be a “farewell party” after the concert. As Bolaño Becerra is leaving town the week after the concert, it needs to be the Sunday after the performance. Walker volunteered her home as the location. It will be a potluck. The going away gift will be given at the after-concert party.

Artistic Director Applications

Underwood suggested the four applicants be sent the Music Inventory so they can see what sorts of music we have performed. The BoD could then ask each candidate what pieces they might select for a concert of their own choosing and/or one for which the BoD gives them a theme. This would give the BoD an indication of their tastes in music.

There were, in total, five candidates and three wanted to come to either a rehearsal or concert. One candidate (who applied first) is also a Chorale Member, so is already informed about the group and the position.

Three of the remaining candidates were invited to come to a rehearsal or the concert.

The BoD then discussed what the interview procedure ought to be. Walker suggested meeting at FUMC in the Chorale's office. Shepard suggested perhaps a lunch meeting at a local place.

The BoD then talked about what expectations they each had about a potential director and the things that might be a "deal breaker" for the BoD/Chorale.

Walker then said she felt it was necessary to schedule the interviews soon as a decision needed to be made so the new director has time to plan what music she/he wants the Chorale to sing for her/his first concert. Underwood suggested all the music for the first 2022 concert should come from the PCCC music library. Walker then suggested "*Love Is in the Air*" as a possible theme for the Spring Concert.

Shepard thought each BoD member should come up with list of questions and things that are important to them and the Chorale. Walker thought attention should also be paid to the candidate's personality—a positive, cheerful personality with the directing skills to ensure the Chorale continues to improve. These should be completed by next week.

It was decided that two candidates would be selected and then presented to the Members to conduct a piece from the Chorale's music library (known to most of the Members) so they could get a sense of the candidates' potential to lead the group. They would then vote by secret ballot for their preferred candidate.

Walker suggested the interviews be setup for the week of October 25th so they could be completed, and a decision made as soon as possible.

Music Librarian Reporting Change

Underwood proposed the Music Librarian position report to the Treasurer instead of the Secretary as there is a financial aspect to the position. Shepard thought it made sense to have it under the Treasurer's purview. No formal vote was taken.

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 5:15 p.m.

Respectfully submitted,

Plant City Community Chorale Financial Summary October 31, 2021

- Net monthly loss is \$181.04 and is attributed to paying Artistic Director and Accompanist
- Donations contributed to \$600 this period.
- Misc. Revenue of \$187 was from sales of red shirts for new members.
- Member dues collected for Christmas concert.
- Ticket sales for this period were from the 2021 Hope Awakes Concert.
- Concert program and Christmas poster printing expenses, Quickbooks and Rehearsal & Concert space rental incurred in 10/2021.
- Biggest expense was Artistic Director, Accompanist and WE Director salaries for Hope Awakes Concert

Total Income:	\$4,312.83
Total Expense:	\$4,493.87
Net Income (Loss)	-\$181.04

South State Bank Balance as of 09/30/2021	\$7,136.27
Checks/Payments Cleared	-\$3,277.49
Deposits	\$4,292.95
South State Bank Balance as of 10/31/21	\$8,151.73

PayPal Balance (Account Closed)	\$0.00
South State Bank Balance	\$8,151.73
Uncleared Checks	-\$1,196.50
Total Cash	\$6,955.23

Plant City Community Chorale, Inc

Balance Sheet

As of October 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Paypal	0.00
Plant City Community Chorale	6,955.23
Total Bank Accounts	\$6,955.23
Other Current Assets	
12000 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$6,955.23
Other Assets	
18600 Other Assets	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$6,955.23
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
30000 Opening Balance Equity	5,274.11
32000 Unrestricted Net Assets	-472.39
Net Income	2,153.51
Total Equity	\$6,955.23
TOTAL LIABILITIES AND EQUITY	\$6,955.23

Plant City Community Chorale, Inc

Profit and Loss

October 2021

	TOTAL
Income	
43400 Direct Public Support	0.00
43450 Individ, Business Contributions	600.00
Total 43400 Direct Public Support	600.00
45000 Investments	0.00
45030 Interest-Savings, Short-term CD	0.06
Total 45000 Investments	0.06
46400 Other Types of Income	0.00
46430 Miscellaneous Revenue	186.77
Total 46400 Other Types of Income	186.77
47200 Program Income	0.00
47230 Membership Dues	956.00
47250 Ticket Sales	2,570.00
Total 47200 Program Income	3,526.00
Total Income	\$4,312.83
GROSS PROFIT	\$4,312.83
Expenses	
62500 Concert/Event Expenses	0.00
62501 Concert Space Rental	266.50
62502 Concert Programs & Posters	252.49
Total 62500 Concert/Event Expenses	518.99
62800 Facilities and Equipment	0.00
62890 Rent, Parking, Utilities	100.00
Total 62800 Facilities and Equipment	100.00
65000 Operations	0.00
65011 Accounting Software	25.00
Total 65000 Operations	25.00
66000 PCC Chorale Contract Employee Salary	3,130.00
66002 Women's Ensemble Artistic Director	100.00
Total 66000 PCC Chorale Contract Employee Salary	3,230.00
85550 Web Host Fee	600.00
85551 Square Fees	19.88
Total Expenses	\$4,493.87
NET OPERATING INCOME	\$ -181.04
NET INCOME	\$ -181.04