

PLANT CITY COMMUNITY CHORALE

NOVEMBER 18, 2021

BOARD MEETING MINUTES

TIME: 3:00 p.m.

LOCATION: 2909 McGee Road - Plant City FL

PRESENT: Carol Walker – Executive Director (ED)
Ann Shephard – Treasurer
Lark Underwood – Secretary

ABSENT: None

GUESTS: Coleman Flentge - Artistic Director Elect (via Zoom)
Joyce Nestor – Concert Manager (via Zoom)

Executive Director Carol Walker called the PCC Chorale (PCCC) BoD meeting to order at 3:01 p.m.

APPROVAL OF PREVIOUS MINUTES

Walker made a Motion the October 4, 2021, Minutes be approved as presented. Treasurer Ann Shepard 2nd the Motion. The Motion passed unanimously.

TREASURER'S REPORT

The October 2021 Financials* were presented and reviewed.

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

The QuickBooks Income Statement*, October Balance Sheet*, October Balance Sheet Detail*, Profit & Loss*, the Fiscal YTD Profit & Loss* were 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 WE was working on their Christmas music, riddles, and poems. WE has three (3) outside performances in December: 12/7/21 at Bruton Memorial Library (general public), 12/13/21 at Haught Funeral Home's Community Memorial Service (general public), and 12/17/21 at First Baptist Brandon Christian Academy (Staff & Teachers' luncheon). WE will rehearse on Sunday 11/21/21 and Monday 12/6/21 at FUMC.

It was agreed that \$100 from the money earned during 2021 performances would be set aside for subscription fees to on-line music sites to find SSA/SSAA music for the Ensemble. The rest of the money earned would be paid to Marguerite Samuel, the WE Director.

Policies & Procedures (P&P)

The Secretary's P&P needs to have the tasks involving the website be deleted as those are now the responsibility of the Treasurer.

The Executive Director's P&P were not discussed.

The update to the Donation Checklist, however, has been completed.

Walker asked the BoD to look at the suggested changes in each Officer's P&Ps and send them to each other to get these updates completed.

A P&P for Concert Manager was sent to the BoD by Underwood for consideration. Walker stated she believes she has a previous version and wanted to compare them. She will share it when she finds it.

Shepard said she thought there ought to be a website checklist/P&P and would work on it

Music Librarian Reporting Change Reconsidered

In discussing the previously decided change for the Librarian to report to the Treasurer, it was determined the position should continue to report to the Secretary. The Treasurer will create a Music Checklist to ensure the skillful processing of the music from ordering, payment, number labeling, creating and labeling storage boxes, updating the music inventory, and the creation and distribution of labels for any Music Adoptions. The Secretary will oversee the updating of the Music Inventory and its distribution.

Underwood volunteered to update the Music Inventory's music categories for better sorting for types of music. Shepard suggested perhaps making a new column would help with any future category sort, rather than trying to include all categorization in one cell, she also stated the nomenclature should be consistent to assist in sorting. Underwood will review the Music Inventory and bring the new category suggestions back to the BoD to consider.

NEW BUSINESS

December Concert Update

Concert Manager Joyce Nestor reported the Christmas Concert plan is mostly on track. Volunteer Coordinator, Paula Spangler Klein reported she still needs 2- 3 volunteers. She needs 2 people at tickets, 1 at Will Call, which leave 4 ushers handing out programs and taking tickets.

Nestor had asked for a volunteer to pin the Chorale's traditional poinsettia corsage/boutonniere on the singers. Underwood volunteered to do it but said she also would find other Members to help.

Nestor still needs the ED message and information from the concert sponsor, Hopewell, for the program. She reported some additional program ads had been given to her by Jo-An Lusk and Becky Morton. She also reported the program was in its final version but has place-holders for these already in the program. Underwood will let her know after the WE rehearsal on Sunday 11/21/21, which song the group will sing at the concert.

Walker asked if Director Claudia Bolaño Becerra will need the small platform to stand on at Nativity to be seen. Nestor said she would likely not, but our Nativity location person said there is one at the church which is easily accessible if needed.

Nestor then asked who was taking the needed equipment (table, chairs, etc.) to Nativity Church. Walker answered either she and her husband, John, would transport them, or she would find someone to do it. Nestor will bring the corsages to the church.

Nestor will get poster board for the Donor and the large concert poster. She also has the signs for the Will Call table and the ticket table ready to go as well. There have been some on-line sales this time.

Spring 2022 Concert

Coleman Flentge, the new Artistic Director, shared his preliminary selections of the music for his first concert conducting for the Chorale. He suggested the concert's title be either *A New Day* or *A New Beginning* but said if the BoD found another title along the same idea, that was fine. His choices for music included five (5) pieces from the Chorale's Music Library and five (5) new pieces. He provided links to the new pieces so the BoD could listen to and evaluate them.

Flentge said he wanted to convey the gratitude the Chorale had for Bolaño Becerra's years and bridge the changeover into the new beginning with him. He decided to select lighthearted pieces which would showcase a wide variety of music and musicality. If some of the Chorale pieces are ones which were not well liked by the Chorale in the past, they could be swapped for others. He then briefly explained what it was about each he found suitable to the theme he was hoping to achieve.

Walker suggested Monday January 10, 2022, as the start date for the next Concert Session. The concert would be on Saturday 3/26/22, which would allow 11 weeks of rehearsal. Flentge was available both dates and agreed to them.

Nestor has contacted the Pastor of Hope Lutheran Church in Plant City as the possible location for the Summer Concert (Americana/Patriotic). There may be two issues with the piano in the church: first, it is an electric instrument, but it is currently connected to the church's sound system, second, it is not in "line of sight" of the conductor. Flentge suggested it might be mobile and could be moved so the Accompanist and he could see each other. Nestor will ask the Pastor if the piano can be moved closer to where the conductor will stand. Walker will discuss the piano situation with our Accompanist, Robert Nicholson.

Flentge then asked about the Summer Concert. Walker told him she's planned for June 4, 2022, which would give the Chorale 10 weeks of rehearsal. He stated he was also available that date.

Results of Artistic Director Search

Walker requested these Minutes officially reflect the results of the search for a new Artistic Director.

Four candidates from seven applicants were invited to interview. The BoD met with each candidate and selected two finalists to present to the Chorale Members for their decision.

The process, date, and time for presenting the two final candidates for a conducting audition was discussed in rehearsal on 11/01/2021 and reiterated in the Wednesday 11/03/2021 email.

A Membership vote was taken Monday 11/8/21 after the conducting audition before the Membership present to determine the selection between the finalists, Coleman Flentge and

Marguerite Samuel. In the vote taken after the auditions, 61% of the voting Members cast their ballots for Coleman Flentge to become the Chorale's new Artistic Director and Conductor.

Miscellaneous items

Underwood suggested the at the Membership's return in January, all Members complete a new registration to ensure updated information.

Underwood suggested Shepard investigate putting our website on Arts Axis Florida, a free arts platform for arts & entertainment groups in the Tampa Bay area.

Walker will look for a Hillsborough County arts group printed directory in which PCCC is supposed to be listed. On-line site Eventbrite was suggested by Shepard as a place to be listed.

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 4:40 p.m.

Respectfully submitted,

Lark Underwood

Lark Underwood – PCCC Secretary

Plant City Community Chorale Financial Summary for November 30, 2021

- Net monthly income is \$2,992.
- Total public support for the month from donations, sponsorship and advertising in the Christmas Concert program was \$1,314.
- Misc. Revenue of \$145 was from sales of red shirts, skirts and Amazon Smile.
- Member dues collected for Christmas Session was \$316.
- Ticket sales for this period were from the Realms of Glory Concert at \$1,898.
- Operational expenses for business license, PO Box, QuickBooks and GoDaddy renewals amounted to \$426
- Concert expenses for Nov. were minimal for \$77 printing. Misc. expenses were for fabric for the red shirts and Artistic Director job posting. \$240

Total Income:	\$3,763.88
Total Expense:	\$771.65
Net Income (Loss)	\$2,992.23

South State Bank Balance as of 10/30/2021	\$8,151.73
Checks/Payments Cleared	-\$1,706.13
Deposits	\$3,501.86
South State Bank Balance as of 11/30/21	\$9,947.46

PayPal Balance (Account Closed)	\$0.00
South State Bank Balance	\$9,947.46
Uncleared Checks	\$0.00
Total Cash	\$9,947.46

Plant City Community Chorale, Inc

Balance Sheet

As of November 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Paypal	0.00
Plant City Community Chorale	9,947.46
Total Bank Accounts	\$9,947.46
Other Current Assets	
12000 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$9,947.46
Other Assets	
18600 Other Assets	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$9,947.46
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	5,145.74
Total Equity	\$9,947.46
TOTAL LIABILITIES AND EQUITY	\$9,947.46

Plant City Community Chorale, Inc

Profit and Loss

November 2021

	TOTAL
Income	
43400 Direct Public Support	0.00
43440 Gifts in Kind - Goods	254.24
43450 Individ, Business Contributions	300.00
43460 Sponsorships	500.00
Total 43400 Direct Public Support	1,054.24
45000 Investments	0.00
45030 Interest-Savings, Short-term CD	0.07
Total 45000 Investments	0.07
46400 Other Types of Income	0.00
46430 Miscellaneous Revenue	145.18
46431 Music Adoption	90.00
Total 46400 Other Types of Income	235.18
47200 Program Income	0.00
47230 Membership Dues	316.00
47250 Ticket Sales	1,898.39
47260 Advertising Sales	260.00
Total 47200 Program Income	2,474.39
Total Income	\$3,763.88
GROSS PROFIT	\$3,763.88
Expenses	
60900 Business Expenses	0.00
60920 Business Registration Fees	35.00
Total 60900 Business Expenses	35.00
62500 Concert/Event Expenses	0.00
62502 Concert Programs & Posters	77.41
Total 62500 Concert/Event Expenses	77.41
62800 Facilities and Equipment	0.00
62890 Rent, Parking, Utilities	20.24
Total 62800 Facilities and Equipment	20.24
65000 Operations	0.00
65011 Accounting Software	25.00
65020 Postage, Mailing Service	134.00
Total 65000 Operations	159.00
65100 Other Types of Expenses	0.00
65160 Misc. Expenses	239.90
Total 65100 Other Types of Expenses	239.90
85550 Web Host Fee	232.32
85551 Square Fees	7.78
Total Expenses	\$771.65
NET OPERATING INCOME	\$2,992.23
NET INCOME	\$2,992.23