

PLANT CITY COMMUNITY CHORALE

JANUARY 20, 2022

BOARD MEETING MINUTES

TIME: 11:00 a.m.

LOCATION: ZOOM MEETING

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

ABSENT: None

GUESTS: None

Executive Director Carol Walker called the PCC Chorale (PCCC) BoD meeting to order at 11:03 a.m.

APPROVAL OF PREVIOUS MINUTES

Walker made a Motion the December 16, 2021, Minutes be approved as presented. Treasurer Ann Shephard 2nd the Motion. The Motion passed unanimously.

TREASURER'S REPORT

The December 2021 Financials* were presented and reviewed.

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

The QuickBooks Income Statement*, December Balance Sheet*, December 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.*

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

OLD BUSINESS

Women's Ensemble (WE)

At the BoD's request, WE will have their first meeting on 01/24/22—the Chorale's 2nd rehearsal. This will be an organizational meeting to discuss issues the WE Director, Marguerite Samuel, feels need to be resolved within the group. The WE Members will discuss these concerns and be asked to sign a yearly agreement reflecting the items covered.

Underwood sent an email to all likely candidates for the Ensemble inviting them to join the group. Most negative responses were due to time constraints for the women. Some of the non-responders may just show up at the first meeting.

Underwood, as WE Manager, asked if new music for the group could be purchased by the Treasurer from the funds set aside for WE from their performance payments. The WE Members would still pay for their music, then those payments—once all are collected—would be given to the Treasurer to return to the WE account. This is so no one person must pay for all the music from a personal account since the group now has funds. The BoD agreed to do this.

Website

At a previous BoD meeting it was decided the Executive Director should be the BoD member who should have oversight of the Webmaster and ensure contact with OnPoint IT Solutions, our website maintenance company. Walker reviewed the current site and offered comments to Shepard who is currently acting as the Webmaster.

Shepard would like to post better pictures of Coleman Flentge, the new Artistic Director, for the site because the pictures of our previous Conductor need to be removed. Underwood had asked Matt Nestor if he would be willing to take pictures of Flentge and Rob Nicholson, the accompanist, at the next rehearsal. Nestor said he would be happy to do it.

Underwood suggested a task on every Concert Plan should be a formal group portrait of each concert, with and without the director which can then be used for publicity or to update the website with the most current Members. It could be scheduled during the pre-concert warm-up. Underwood will contact Leslie Samuel to ask if he is willing to take the formal photo at the concert.

Policies & Procedures (P&P)

Underwood made a Motion the revised Secretary and Treasurer P&P's be approved as revised and presented. Walker 2nd the Motion. The Motion passed unanimously.

Underwood then made a Motion the revised Executive Director P&P's be approved as reviewed and presented. Shepard 2nd the Motion. The Motion passed unanimously.

NEW BUSINESS

Cash on Hand Policy

Walker reported the Cash on Hand Policy has been updated with current figures.

Shepard made a Motion the Policy be approved as presented. Underwood 2nd the Motion. The Motion passed unanimously.

Artistic Director (AD) Contract

Walker reported the AD Coleman Flentge signed his 2022 contract without comment.

Protocol for Talking About Inappropriate Concert Attire

It was decided the Chorale would be reminded several times each Concert Session that it is each Member's responsibility to be aware of the information contained in the Members' Handbook which lists—among other information—what is "*appropriate attire for each concert*".

The BoD also decided that should a Member appear at a performance not dressed in the appropriate attire, two (2) BoD Members would handle the situation together. The Member would not be allowed to perform with the Chorale, but they would be invited to either sit with the audience or leave the premises.

Spring Concert Title

Walker had noted the concert title listed on the website was *A New Day*. This had been one of two ideas she had shared with the Concert Manager, Joyce Nestor. Nestor thought *New Beginnings* was

more apt for our change in Directors, and Walker asked if the rest of the BoD agreed. Shepard and Underwood did agree.

Piano for Spring Concert

Underwood had contacted Member Janis Potter regarding finding a rental piano either a concert grand or a studio upright. She asked Potter to relay any information to Walker. Walker will contact her to find out her progress, if any.

Matthew Curtis Rehearsal Tracks

After looking at the \$1200 cost of purchasing individual tracks for a Season of concerts from Matthew Curtis, it was decided to ask Nestor to contact the site and see if a better price could be negotiated for a small choral non-profit. They offered \$700. Walker encouraged Nestor to counter with \$500, in the hope the site would come back with \$600 which would be half the original cost.

Walker then said that if Matthew Curtis then offers an amount between \$500-\$600, she and her husband John Walker could make the Chorale's membership on the site their in-kind donation to the Chorale this year.

Shepard offered to donate the difference in the amount if the site would not reduce the cost under \$700.

Underwood asked if this new Matthew Curtis membership would allow the Chorale to send future pieces to him to record which are not already on his site.

Password Files Archive

Underwood expressed concern that if something should happen to one of the BoD, the other members should be able to access the appropriate files of that office.

It was decided to add the Executive Director's and Secretary's Gmail passwords to the Treasurer's comprehensive password list.

Future Board Meeting Dates

The February BoD Meeting will be Tuesday the 16th or Wednesday the 17th, depending on the availability of AD Flentge to discuss the Summer Concert repertoire.

The March meeting will be Thursday the 10th.

The next BoD meeting will be listed in the closest Wednesday Message to the date.

ADJOURNMENT

There being no additional business, Walker called for adjournment.

The meeting was adjourned at 12:51 p.m.

Respectfully submitted,

Lark Underwood

Lark Underwood – PCCC Secretary

Plant City Community Chorale Financial Summary for December 31, 2021

Net monthly loss is \$1,009.

Total public support for the month from in kind donation of \$120 from Minuteman and \$420 donors after the concert.

Ticket sales from the Christmas Concert for Dec. was \$3,974. Of that we paid Nativity Church \$503 (however check not cashed in Dec.)

WE performance income totaled \$835 for the month however \$350 from Brandon Christian will appear in Jan. 2022 financials.

Total concert expenses for From the Realms of Glory was \$1,031 for the period (Nativity rental and programs/concert poster).

Operational expenses for QuickBooks, Concert flowers, Accompanist gift totaled \$269

The largest expense for the month was for Contract expenses for Artistic Director, Accompanist and WE Director - \$3,795

New music expenses for the Spring concert totaled \$796

Total Income:	\$4,989.26
Total Expense:	\$5,998.36
Net Income (Loss)	-\$1,009.10

South State Bank Balance as of 11/30/2021	\$9,947.46
Checks/Payments Cleared	-\$5,365.05
Deposits	\$4,861.71
South State Bank Balance as of 12/31/21	\$9,444.12

PayPal Balance (Account Closed)	\$0.00	
South State Bank Balance	\$9,444.12	
Uncleared Checks	-\$505.76	Nativity
Total Cash	\$8,938.36	

December 2021

Plant City Community Chorale, Inc

Balance Sheet

As of December 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Paypal	0.00
Plant City Community Chorale	8,938.36
Total Bank Accounts	\$8,938.36
Other Current Assets	
12000 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$8,938.36
Other Assets	
18600 Other Assets	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$8,938.36
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	4,136.64
Total Equity	\$8,938.36
TOTAL LIABILITIES AND EQUITY	\$8,938.36

Plant City Community Chorale, Inc

Profit and Loss

December 2021

	TOTAL
Income	
43400 Direct Public Support	0.00
43440 Gifts in Kind - Goods	120.00
43450 Individ, Business Contributions	420.00
Total 43400 Direct Public Support	540.00
45000 Investments	0.00
45030 Interest-Savings, Short-term CD	0.08
Total 45000 Investments	0.08
46400 Other Types of Income	0.00
46426 WE Contracted Services	475.00
Total 46400 Other Types of Income	475.00
47200 Program Income	0.00
47250 Ticket Sales	3,934.18
47260 Advertising Sales	40.00
Total 47200 Program Income	3,974.18
Total Income	\$4,989.26
GROSS PROFIT	\$4,989.26
Expenses	
62500 Concert/Event Expenses	0.00
62501 Concert Space Rental	505.76
62502 Concert Programs & Posters	525.37
Total 62500 Concert/Event Expenses	1,031.13
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
65045 Music Expenses	757.86
65046 Music Library Supplies	37.95
Total 65000 Operations	820.81
65100 Other Types of Expenses	0.00
65160 Misc. Expenses	243.87
Total 65100 Other Types of Expenses	243.87
66000 PCC Chorale Contract Employee Salary	2,970.00
66002 Women's Ensemble Artistic Director	825.00
Total 66000 PCC Chorale Contract Employee Salary	3,795.00
85551 Square Fees	7.55
Total Expenses	\$5,998.36
NET OPERATING INCOME	\$ -1,009.10
NET INCOME	\$ -1,009.10

PCCC Fiscal Year to Date (July – December 2021)

Plant City Community Chorale, Inc

Balance Sheet

As of December 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Paypal	0.00
Plant City Community Chorale	8,938.36
Total Bank Accounts	\$8,938.36
Other Current Assets	
12000 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$8,938.36
Other Assets	
18600 Other Assets	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$8,938.36
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	4,136.64
Total Equity	\$8,938.36
TOTAL LIABILITIES AND EQUITY	\$8,938.36

Plant City Community Chorale, Inc

Profit and Loss
July - December, 2021

	TOTAL
65100 Other Types of Expenses	0.00
65160 Misc. Expenses	483.77
Total 65100 Other Types of Expenses	483.77
66000 PCC Chorale Contract Employee Salary	6,100.00
66002 Women's Ensemble Artistic Director	925.00
Total 66000 PCC Chorale Contract Employee Salary	7,025.00
85550 Web Host Fee	832.32
85551 Square Fees	48.74
Total Expenses	\$11,537.14
NET OPERATING INCOME	\$4,136.64
NET INCOME	\$4,136.64