

PLANT CITY COMMUNITY CHORALE

FEBRUARY 17, 2022

BOARD MEETING MINUTES

TIME: 1:00 p.m.

LOCATION: 703 Evers Street – Plant City, FL

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

ABSENT: None

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

Executive Director Carol Walker called the PCC Chorale (PCCC) BoD meeting to order at 1:08 p.m.

APPROVAL OF PREVIOUS MINUTES

Walker made a Motion the January 20, 2022, Minutes be approved as presented. Treasurer Ann Shepard 2nd the Motion. The Motion passed unanimously.

TREASURER'S REPORT

The January 2022 Financials* were presented and reviewed.

The Budget vs. Actual for January 2022 was presented and reviewed.

The QuickBooks Income Statement*, January 2022 Balance Sheet*, January 2022 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)

The Members of WE have each signed an Agreement which outlines their responsibility to the group and themselves. It was created to answer some issues the Director, Marguerite Samuel, had identified within the group.

WE will have a Sunday 3:00p-5:00p meeting on March 6th at FUMC.

Underwood is seeking a percussionist for one of the two concert pieces, *True Colors*.

There was a general discussion regarding the WE Director, Marguerite Samuels, future remuneration.

Walker supported the idea Samuels' work for the PCC Chorale concert should be rewarded as any other Guest Artist would be.

Underwood proposed Samuels should be given the larger portion of the monies earned by WE during a Concert Session, while the remainder of those earnings be reserved for, WE operations.

Walker made a Motion the WE Director be paid \$100 each Chorale concert, when the Women's Ensemble performs. Additionally, it was recommended she receives the monies earned from WE's outside paid performances minus \$100 for WE miscellaneous expenditures. Underwood 2nd the Motion. The Motion passed unanimously.

Website

Shepard has been able to manage most of the updates for the website, but there are a few requiring ONPoint IT Solutions support, and our contact Kim Bullard is currently out of town on a job.

Walker and Underwood commented the website looks very good.

Shepard feels the website is now in its best shape and no longer needs any major changes, merely updating information and photos.

Music Librarian Polices & Procedures

Walker made a Motion the Music Librarian P&P's be approved as presented. Shepard 2nd the Motion. The Motion passed unanimously.

NEW BUSINESS

Spring Concert Plan Status

Joyce Nestor, Concert Manager, reported the posters to be given to the Members to distribute and posted in the area have been picked up. Underwood will also send copies in an email for the Members to print as needed.

Publicity has been done and sent out.

Becky Morton will get started mocking up the concert program with information already known. Once the concert order has been decided, she can rearrange the music information. Underwood will send the current Members' names and parts, including indicating which women are in WE. Shepard will get the advertiser and Donor information to Morton.

Nestor asked if the advertising handout needs to be distributed. Walker thought it should. Nestor will update it with the current poster image.

Tickets have been created and distributed. Nestor printed 200 and was told at the end of the last rehearsal by the Ticket Coordinator, Marilyn Nicholson, more were needed.

Nestor asked how many tickets would be needed for the students Flentge would be bringing to sing in the concert. Flentge thought 50 would be sufficient, and if additional tickets are needed the students' family can purchase them at the door.

It was decided no more than 300 tickets will be printed.

There was a discussion of the number of students Flentge could bring to perform with Chorale in the Spring Concert. Considering the performance space limitations, it was decided there should be no more than 12 students. Walker thought these students should come to Dress Rehearsal to help decide the logistics of the actual concert.

Walker felt the Spring Concert Plan is on track, Nestor agreed.

Summer Concert Music/Venue

Walker asked if there was any progress on venue for the June 4th Summer Concert. Nestor reported she had contacted Nativity Catholic Church in Brandon but had not yet heard from them. June is a busy time for weddings for the church, so it may be difficult to find an opening.

The group then discussed possible alternative sites. Artistic Director Coleman Flentge suggested St. Andrews in Tampa. He felt the congregation would be very supportive and it might be an idea to do more than one concert.

Other possible venues are 1st Brandon Baptist Church, Emmanuel Lutheran Brandon, First United Methodist Church (Seffner), New Hope Methodist Church, First Baptist Church, Brandon, and First Presbyterian Church of Brandon.

Flentge then began to discuss the music choices for the Americana/Patriotic Summer Concert. His theme for the selection was "*Featuring American Composers*". The BoD had listened to the pieces, then discussed them with him. By the end of the discussion the list had been reduced from 19 songs to 14.

Flentge explained his selections were chosen because they were each written by an American composer, and each represent a different compositional style.

Flentge would prefer to perform a simple, 4-part Public Domain version of *The Star-Spangled Banner* rather than either of the two pieces already in the Music Library.

Future Board Meeting Dates

The March BoD Meeting will be Thursday the 10th at 2:00pm at the home of Ann Shepard.

ADJOURNMENT

There being no additional business, Walker called for adjournment.

The meeting was adjourned at 3:14 p.m.

Respectfully submitted,

Lark Underwood

Lark Underwood – PCCC Secretary

Plant City Community Chorale
Financial Summary for January 31, 2022

- Net monthly income is \$708.95.
- Total public support for the month from in kind donation of \$550 from Carol and John Walker to offset the expense for the Curtis Mathis rehearsal tracks year subscription (In Misc. expenses account).
- One individual donation of \$65 came from Walt Dinse.
- WE performance income \$350 from Brandon Christian appeared in Jan. 2022 financials.
- Membership dues collected in Jan. amounted to \$394 (CC payments were charged at \$36 to cover Square fees).
- Operational expenses for Quickbooks, Square fees, Go Daddy Web Hosting and WE music (to be reimbursed by WE members) also in 1/2022 actuals for \$115.

| | |
|---|-------------|
| Total Income: | \$1,374.08 |
| Total Expense: | \$665.13 |
| Net Income (Loss) | \$708.95 |
| South State Bank Balance as of 12/31/2021 | \$9,444.12 |
| Checks/Payments Cleared | -\$1,160.88 |
| Deposits | \$1,364.83 |
| South State Bank Balance as of 12/31/21 | \$9,648.07 |
| PayPal Balance (Account Closed) | \$0.00 |
| South State Bank Balance | \$9,648.07 |
| Uncleared Checks | \$0.00 |
| Total Cash | \$9,648.07 |
| Total Cash on Balance Sheet (QB Balance) | \$9,647.31 |

Plant City Community Chorale, Inc

Balance Sheet

As of January 31, 2022

| | TOTAL |
|-------------------------------------|-------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| Paypal | 0.00 |
| Plant City Community Chorale | 9,647.31 |
| Total Bank Accounts | \$9,647.31 |
| Other Current Assets | |
| 12000 Undeposited Funds | 0.00 |
| Total Other Current Assets | \$0.00 |
| Total Current Assets | \$9,647.31 |
| Other Assets | |
| 18600 Other Assets | 0.00 |
| Total Other Assets | \$0.00 |
| TOTAL ASSETS | \$9,647.31 |
| 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 | 4,845.59 |
| Total Equity | \$9,647.31 |
| TOTAL LIABILITIES AND EQUITY | \$9,647.31 |

Plant City Community Chorale, Inc

Profit and Loss

January 2022

| | TOTAL |
|--|-------------------|
| Income | |
| 43400 Direct Public Support | 0.00 |
| 43440 Gifts in Kind - Goods | 550.00 |
| 43450 Individ, Business Contributions | 80.00 |
| Total 43400 Direct Public Support | 630.00 |
| 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 | 350.00 |
| Total 46400 Other Types of Income | 350.00 |
| 47200 Program Income | 0.00 |
| 47230 Membership Dues | 394.00 |
| Total 47200 Program Income | 394.00 |
| Total Income | \$1,374.08 |
| GROSS PROFIT | \$1,374.08 |
| Expenses | |
| 65000 Operations | 0.00 |
| 65011 Accounting Software | 25.00 |
| 65045 Music Expenses | 45.00 |
| Total 65000 Operations | 70.00 |
| 65100 Other Types of Expenses | 0.00 |
| 65160 Misc. Expenses | 550.00 |
| Total 65100 Other Types of Expenses | 550.00 |
| 85550 Web Host Fee | 35.88 |
| 85551 Square Fees | 9.25 |
| Total Expenses | \$665.13 |
| NET OPERATING INCOME | \$708.95 |
| NET INCOME | \$708.95 |