

PLANT CITY COMMUNITY CHORALE

MARCH 10, 2022

BOARD MEETING MINUTES

TIME: 10:00 a.m.

LOCATION: 2909 McGee Road– Plant City, FL

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 10:27 a.m.

APPROVAL OF PREVIOUS MINUTES

Walker made a Motion the February 17, 2022, Minutes be approved as presented. Treasurer Ann Shephard 2nd the Motion. The Motion passed unanimously.

TREASURER'S REPORT

The February 2021 Financials* were presented and reviewed.

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

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

Shepard reported that submittal of Florida State Annual Report (item 3 on Treasurer Task List) was completed, and the tax-exempt certificate renewal was completed with the Florida Department of Revenue.

Most music ordered for the June 4th concert was received, however, some quantities of *Shady Grove* and *The Longest Time* are still on back order. JW Pepper indicated they should be received later in March.

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 sang their two songs, *True Colors* and *Alle, Alleluia* for Artistic Director Coleman Flentge.

The BoD decided a contract would be created for and signed by the of WE Director. Underwood stated she was working on it. She is modeling it on the elements of the PCCC Artistic Director's contract.

She also said a WE Manager's P&P will be written. The contract would stipulate the WE Director would receive 85% of any monies earned from outside performances; the remaining 15% held in reserve for any WE expense in the PCCC treasury. The approval of the contract will constitute the approval of the payment amount.

The \$100 per PCCC concert performance is paid as a Guest Artist; it will not be part of her WE Director contract.

The WE Director contract will be ready to be signed in July which is when the contracts for the AD and Accompanist are renewed.

Once it is known in December how much Samuel is to be paid for the year, she will be given a 1099 to fill out if her compensation is over the \$600 threshold established by the IRS.

Website

The site has been updated with the current concert information. The ticket and donation buttons are active.

The Website was updated to use Square for both ticket sales and donations. Square interfaces directly to the PCCC bank account and sales are updated daily.

The "Buy Ticket" button now has a statement that tickets will be at the door the night of the concert.

OnPoint IT Solutions has been paid for the latest technical updates on the site.

NEW BUSINESS

Spring Concert Status

Underwood reported not yet receiving information from Concert Manager, Joyce Nestor, about which songs for the new concert were unavailable from the Matthew Curtis rehearsal track site.

Walker said she would resend the list of music available from the site to Underwood, then she should email those PDFs to Nestor.

Walker reported she had requested the ticket sales status from Nestor and Ticket Coordinator, Marilyn Nicholson earlier this day. Shepard reported she had not yet received any ticket monies to deposit.

The BoD discussed the printing of the two Public Domain pieces, *Chester* and *The Star-Spangled Banner*. It was decided to ask the Members to print their own copies and only print for Members who are not able to do so. Walker and Underwood will print the pieces.

Underwood stated she hasn't yet received from Coleman Flentge, the Artistic Director, which Public Domain version of *The Star-Spangled Banner* he wants to use in the concert. She will contact and remind him.

Shepard asked about the status of the concert program. Walker stated Becky Morton is working on it and is currently waiting for the Executive Director's message.

Shepard asked if there were any additional Guest Artists besides Miki Pinedo for this concert. Walker said he would be the only one.

Meeting with Attorney Daniel Coton

Member inquiries regarding the Choral Bylaws prompted Walker to set up an appointment to meet with an attorney to review and discuss the existing Chorale's Bylaws.

In the attorney meeting, the BoD was informed by Daniel M. Coton of Trinkle, Redman, Swanson, Coton, Davis & Smith, P.A., that the Bylaws give the BoD the authority to run the organization—as it sees fit—as long as it is in a manner that benefits the group and is within the guidelines of the Bylaws. The BoD does not have to seek permissions for operational and artistic decisions because the Membership has already authorized the BoD to make them for the organization.

Mr. Coton gave the BoD some recommendations regarding the Cash On Hand Reserve policy. He thought it was too low. He said that 100% of the budgeted annual expenses was “best practice”, but given our size and current income, the BoD felt currently even 50% would be too much for the group to consider reserve.

Walker pointed out that if the Chorale had not had the significant reserve it had when Covid-19 hit, it's very likely the Chorale would not have been able to pay expenses because the reserve was in the targeted \$3,000 range and our expenses (salaries, liability insurance and other operational expenses) were around \$5,000. Walker suggested perhaps the reserve should be increased to 25% vs 20% as a good start, and in future as the Chorale grows it could be increased as needed, based on the Chorale's financial history.

Walker agreed to update the Cash on Hand Policy sheet to state: *“the reserve is required, not merely recommended. At year-end when establishing the budgeted reserve, the funds passed to the next fiscal year must include the entire reserve, plus sufficient cash available for the operation of the next concert.”*

Additional Discussion

Underwood suggested it might be a good idea to create Policy & Procedures or Checklists for some of the Concert Manager's tasks being done by other Members, such as Ticket tracking, Poster/Program creation, Publicity, etc. Like the P&P's for other positions, a clear outline of what is necessary for a job to be completed is archived and passed to any new person. Each P&P should include regular updates to the Concert Manager, who then keeps the BoD updated

Walker will ask for a concert update from Nestor, and relay it to the BoD.

Future Board Meeting Dates

The April BoD Meeting will be Thursday the 7th at 2:00pm at a 2909 McGee Road, Plant City.

ADJOURNMENT

There being no additional business, Walker called for adjournment.

The meeting was adjourned at 11:51 a.m.

Respectfully submitted,

Lark Underwood

Lark Underwood – PCCC Secretary

Plant City Community Chorale

Financial Summary for February 28, 2022

Net monthly income is \$3.23 (Includes .76 cent JE to offset Bank error in cashing check #1064.

No donations this month. One set of two tickets sold online for the concert.

Membership dues collected in Feb. amounted to \$530 (CC payments were charged to cover Square fees).

Operational expenses of \$390 for FL State Annual report fee, Quickbooks, Rehearsal space rent, Go Daddy Web Hosting, and new bank checks.

Concert prep expenses this month was \$169

Total Income:	\$562.07
Total Expense:	\$559.60
Net Income (Loss)	\$2.47

South State Bank Balance as of 1/31/2022	\$9,648.07
Checks/Payments Cleared	-\$471.25
Deposits	\$555.64
South State Bank Balance as of 2/28/22	\$9,732.46

PayPal Balance (Account Closed)	\$0.00
South State Bank Balance	\$9,732.46
Uncleared Checks	\$81.92
Total Cash	\$9,650.54

