

PLANT CITY COMMUNITY CHORALE

APRIL 7, 2022

BOARD MEETING MINUTES

TIME: 2:00 p.m.

LOCATION: 2909 McGee Road– Plant City, FL

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

ABSENT: None

GUESTS: 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 March 10, 2022, Minutes be approved as presented. Treasurer Ann Shephard 2nd the Motion. The Motion passed unanimously.

TREASURER’S REPORT

The March 2021 Financials* were presented and reviewed.

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

The QuickBooks Income Statement*, March Balance Sheet*, March 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 said the Florida Department of Agriculture license renewal has been completed. The next task to be completed is the IRS 990 EZ, but the reminder email hadn’t yet arrived. Walker noted that filing can be done anytime without the reminder email.

Shepard reported there was a significant loss this month, but salaries for the Accompanist and Artistic Director were paid and ticket sales for the concert were down significantly from previous concerts.

Underwood remarked the BoD and Concert Manager ought to regularly remind the Members they are the primary source for ticket sales; and the tickets are the Chorale’s main source of income. She also suggested on the forms and envelopes given to the Members a reminder like **“YOU and tickets are our main source of income!”** be printed.

Walker wondered if having the concert in March might contribute to low attendance. For the last pre-pandemic March concert, only 3 Members needed to be reimbursed for tickets sold when the 2020 concert was cancelled. Few tickets had been sold by 3/13, for the 3/21/2020 concert.

Perhaps other events during that month interfered with getting audience. Shepard suggested moving the concert closer to Easter, like the first week of April, although it would push rehearsals for the later concerts.

Underwood said in her updating of the Music Inventory, she had noticed in the past, the Chorale had often performed the last 2 weeks of June on a regular basis. She suggested the Chorale again sing closer to July 4th rather than earlier in the month of June. Walker said she thought the earlier June dates were an accommodation for former AD Claudia Bolaño Becerra who returned to Colombia in early June every year. The BoD believes Flentge will not have a problem with a later June performance.

This can be discussed by the new BoD at the July Strategy Meeting.

Walker queried why the cost of music, \$757, was so high as she reviewed financial recap of the concert.

Shepard replied the amount was for the music for the up-coming June concert and reminded the BoD no new music was purchased for October or Christmas, but music was bought for New Beginnings. So it may appear as if all of it showed up at once, but looking closely at the Balance Sheet Detail Report, JW Pepper has multiple entries due to the backordered music costs being charged in QuickBooks as each backorder was shipped to the Chorale.

Any new music purchased after the June concert will be a part of the next Chorale's budget.

However, Shepard did note Music was over budget for this financial year, and perhaps adjustments can be made in the next Concert Season budget. She reminded the BoD that part of the cost increase was due to now ordering 40 copies instead of 30, which is a significant increase.

Underwood suggested Artistic Director Coleman Flentge be in on the discussion concerning the music budget and purchases and asked to consider the PCCC Music Library as his primary source for Chorale repertoire.

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)

Underwood reported WE has decided to drop *Somewhere Right Now* for this concert. It will return for a future concert once the piano part has been finished. *Try to Remember* has replaced it for the concert. *Hope Lingers On* is the other WE piece for this concert.

Rehearsal Tracks

Shepard had previously queried whether the rehearsal tracks from *JohnsRehearsalFiles.com*, the site Underwood gets the music-only tracks, should be a Chorale expense. Underwood said she has provided the \$12 a year subscription as an in-kind donation to the Chorale and is fine to continue doing this. The BoD agreed with her decision.

Shepard said she had been more concerned about whose responsibility it should be to obtain the Curtis Matthew's Choral Tracks rehearsal tracks: the Concert Manager (CM) as part of the concert

duties, someone else under the CM, or the Secretary as the person responsible for the Music Library.

Underwood suggested the Membership be asked which or both rehearsal tracks are desired. Then the preferred tracks could be sent.

Walker suggested the Women's Ensemble (WE) be included in the access to Chorale Tracks. Underwood concurred and stated she had wanted to bring this to the BoD as well.

Whoever is given the responsibility of getting the Chorale's rehearsal tracks needs to consider obtaining WE's music needs and include them with the Chorale's request for Choral Tracks. The WE Manager will get the PDFs to that person.

Walker will ask CM Joyce Nestor her opinion as CM for who should have responsibility for obtaining the rehearsal tracks.

Website

Underwood reported that Randy Kloko politely declined the request to provide maintenance for the PCCC website.

This began a discussion regarding finding ways of getting other Members to assist in the Chorale tasks. This will be tackled again during the Strategic Planning Meeting in July.

Shepard reported she had added to the site some of the pictures Leslie Samuel took before the last concert. They were excellent.

NEW BUSINESS

Summer Concert Status

To date there is no title for the Summer Concert. Underwood suggested Flentge's working title for his music list of "*Celebrating America & American Composers*" or "*Celebrating American Composers*" would be excellent.

She also suggested Flentge write the program Welcome, so he can explain about the selection of the songs, rather than or in addition to speaking before each piece.

Walker said Flentge would like to offer some ideas for the poster, and she encouraged him to do so.

Walker asked if the BoD ought to consider having a narrator or as has been done in the past, having individual Members introduce a song. The idea of narrator was preferred. Underwood offered to contact a previous narrator, Chris Grant. Walker will present the idea to the CM.

Walker informed Flentge of some instrumentalists who are interested in playing this concert. Accompanist Rob Nicholson suggested some PCHS trumpeters he knows. Flentge was enthusiastic about all of them.

There was a discussion of how much to pay the guest musicians; and \$100 each was decided as reasonable compensation.

Concert Manager Policy & Procedures

Walker is meeting with CM Joyce Nestor this week to discuss and finalize these.

Annual General Meeting & BoD Elections

The proposed schedule for the Meeting & Elections is:

May 4th – Distribution of Board Positions Operating Procedures

May 9th – Nomination of Officers

May 16th – Speeches and General Meeting (If no competition – Elections)

May 23rd – Elections

Underwood suggested Barbara McGiffin as the Election Monitor/Counter on the 23rd. Underwood will ask if she is willing to do this.

Additional Discussion

Underwood suggested the concert volunteers have badges identifying them. The BoD agreed. She will research this and inform the BoD. Ten to 12 badges for the volunteers.

She also reported additional name holders need to be purchased for the new Members as she no longer has any for the next Concert Session.

Future Board Meeting Dates

The May BoD Meeting will be Tuesday the 17th at 2:00pm at a location to be determined.

ADJOURNMENT

There being no additional business, Walker called for adjournment.

The meeting was adjourned at 3:41 p.m.

Respectfully submitted,

Lark Underwood

Lark Underwood – PCCC Secretary

Plant City Community Chorale Financial Summary for April 30, 2022

- Net monthly **income** is \$664.39
- Membership dues collected in March amounted to \$882.00 (CC payments were charged to cover Square fees).
- Operational expenses of \$97.44 plus \$105.44 to purchase Music Library shelving. America the Beautiful Concert expenses this month was \$34.80 for initial posters and ticket materials.
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Total Income:	\$902.07
Total Expense:	\$237.68
Net Income (Loss)	\$664.39

South State Bank Balance as of 03/31/2022	\$8,543.33
Checks/Payments Cleared	-\$734.08
Deposits	\$894.79
South State Bank Balance as of 4/30/22	\$8,704.04

PayPal Balance (Account Closed)	\$0.00
South State Bank Balance	\$8,704.04
Uncleared Checks	\$99.96
Total Cash	\$8,604.08

Plant City Community Chorale, Inc
Balance Sheet
As of April 30, 2022

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
Paypal	0.00
Plant City Community Chorale	8,604.08
	<u>\$</u>
Total Bank Accounts	8,604.08
Other Current Assets	
12000 Undeposited Funds	0.00
	<u>\$</u>
Total Other Current Assets	0.00
	<u>\$</u>
Total Current Assets	8,604.08
Other Assets	
18600 Other Assets	0.00
	<u>\$</u>
Total Other Assets	0.00
	<u>\$</u>
TOTAL ASSETS	8,604.08
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	0.00
	<u>\$</u>
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	3,802.36
	\$
Total Equity	8,604.08
	\$
TOTAL LIABILITIES AND EQUITY	8,604.08

Wednesday, May 04, 2022 11:42:48 AM GMT-7 - Cash Basis

Plant City Community Chorale, Inc

Profit and Loss

April 2022

	<u>Total</u>
Income	
43400 Direct Public Support	0.00
43450 Individual, Business Contributions	20.00
	\$
Total 43400 Direct Public Support	20.00
45000 Investments	0.00
45030 Interest-Savings, Short-term CD	0.07
	\$
Total 45000 Investments	0.07
47200 Program Income	0.00
47230 Membership Dues	882.00
	\$
Total 47200 Program Income	882.00
	\$
Total Income	902.07
	\$
Gross Profit	902.07
Expenses	
62500 Concert/Event Expenses	0.00
62502 Concert Programs & Posters	20.66
62503 Concert Tickets	14.14
	\$
Total 62500 Concert/Event Expenses	34.80
62800 Facilities and Equipment	0.00
62890 Rent, Parking, Utilities	50.00
	\$
Total 62800 Facilities and Equipment	50.00
65000 Operations	0.00
65011 Accounting Software	25.00
65046 Music Library Supplies	105.44
	\$
Total 65000 Operations	130.44

65100 Other Types of Expenses	0.00
65160 Misc. Expenses	15.16
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Total 65100 Other Types of Expenses	15.16
85551 Square Fees	7.28
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Total Expenses	237.68
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	\$
Net Operating Income	664.39
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	\$
Net Income	664.39

Wednesday, May 04, 2022 11:44:44 AM GMT-7 - Cash Basis