

# PLANT CITY COMMUNITY CHORALE

JUNE 9, 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: Coleman Flentge – Artistic Director (via Zoom)  
Joyce Nestor – Concert Manager

Executive Director Carol Walker called the PCC Chorale (PCCC) BoD meeting to order at 1:05 p.m.

### APPROVAL OF PREVIOUS MINUTES

Walker made a Motion the May 16, 2022, Minutes be approved as presented. Treasurer Ann Shepard 2<sup>nd</sup> the Motion. The Motion passed unanimously.

### TREASURER'S REPORT

The May 2022 Financials\* were presented and reviewed.

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

The QuickBooks Income Statement\*, April Balance Sheet\*, April 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 2<sup>nd</sup> the Motion. The Motion passed unanimously.

Shepard discussed the fact that our QuickBooks costs is increasing, and we will see this sort of increase in our outside expenses due to the economy.

There was a discussion of bonus payments to the Accompanist and the Artistic Director. It was decided to give Rob Nicholson a \$300 bonus; and to wait until Flentge has completed a full Concert Season for a bonus.

The BoD agreed future bonuses ought to be more, so this discussion will be a part of the 2022-2023 budgeting process.

### OLD BUSINESS

## **Minutes of the Annual General Meeting**

Underwood moved the revised Minutes of the Annual General Meeting be approved as presented. Shepard seconded the Motion. The Motion passed unanimously.

## **Women's Ensemble (WE)**

Underwood, as the WE Manager, reported Marilyn Nicholson has accepted the position of WE Director. WE is now making plans to meet during the Summer to begin work.

## **NEW BUSINESS**

### **Results of BoD Elections**

The Executive Director and Treasurer were given overwhelming votes of confidence and retained their offices.

The election for the position of Secretary resulted in a tie.

Three Members were absent from the meeting.

The Membership and the candidates agreed to allow the absent Members the chance to vote at the next rehearsal. This vote also resulted in a tie as one Member was absent.

Danielle Laughlin decided to concede the election to Lark Underwood, who accepted the position.

### **Fall & Winter Concert Sessions**

Artistic Director Coleman Flentge joined the meeting via zoom at 2:06pm.

At 2:00pm, Concert Manager Joyce Nestor joined the meeting in person.

The Fall Concert Session will begin - Monday August 15, 2022.

Saturday September 17, 2022 - will be a Saturday Workshop.

Saturday October 1, 2022 - will be the date for an additional Saturday Workshop, if one is needed.

The Fall Concert will be Saturday October 8, 2022, at a venue to be determined.

The Winter Concert Session will begin October 10, 2022. The concert will be December 3, 2022, at a venue to be determined.

Saturday November 19, 2022 - will be a Saturday Workshop.

### **Fall Music**

Flentge had sent Walker a list of 14 pieces he wanted the BoD to consider and approve. Copies of the list were handed out.

Seven pieces are already in the PCCC Music Library; 4 of which are in foreign languages.

Of the new works, 5 are in foreign languages.

The BoD helped narrow the list to ten pieces, but expressed concern about so many different languages, but agreed to listen to the music and discuss them again when Flentge will be back.

### **Concert Manager Position**

Danielle Laughlin will be approached to take on the position of Concert Manager.

### **Strategic Planning Meeting**

This meeting is scheduled for 1:30pm Thursday July 7, 2022, at Walker's home.

### **Future Board Meeting Dates**

The next monthly BoD Meeting will be announced when scheduled.

## ADJOURNMENT

There being no additional business, Walker called for adjournment.

The meeting was adjourned at 3:29 p.m.

Respectfully submitted,

*Lark Underwood*

Lark Underwood – PCCC Secretary

### Plant City Community Chorale Financial Summary for May 31, 2022

- Net monthly **income** is \$912.18
- A \$100 donation and Misc. revenue for May included purchase of a donated red top and Amazon Smile income (total 138.15).
- Ticket sales for the America the Beautiful Concert contributed to \$1,155 for this month's income.
- Operational expenses = \$176.52.
- America the Beautiful Concert posters and ticket admin. expenses this month was \$204.52.

Total Income:	\$1,293.22
Total Expense:	\$381.04
Net Income (Loss)	\$912.18

South State Bank Balance as of 04/30/2022	\$8,704.04
Checks/Payments Cleared	-\$299.67
Deposits	\$1,292.47
South State Bank Balance as of 5/31/22	\$9,696.84

PayPal Balance (Account Closed)	\$0.00
South State Bank Balance	\$9,696.84
Uncleared Checks	\$180.58
Total Cash	\$9,516.26

**Plant City Community Chorale, Inc**  
**Profit and Loss**  
 May 2022

	Total
<b>Income</b>	
43400 Direct Public Support	0.00
43450 Individ, Business Contributions	100.00
<b>Total 43400 Direct Public Support</b>	<b>100.00</b>
45000 Investments	0.00
45030 Interest-Savings, Short-term CD	0.07
<b>Total 45000 Investments</b>	<b>0.07</b>
46400 Other Types of Income	0.00
46430 Miscellaneous Revenue	38.15
<b>Total 46400 Other Types of Income</b>	<b>38.15</b>
47200 Program Income	0.00
47250 Ticket Sales	1,155.00
<b>Total 47200 Program Income</b>	<b>1,155.00</b>
<b>Total Income</b>	<b>1,293.22</b>
<b>Gross Profit</b>	<b>1,293.22</b>
<b>Expenses</b>	
62500 Concert/Event Expenses	0.00
62502 Concert Programs & Posters	132.13
62503 Concert Tickets	72.39
<b>Total 62500 Concert/Event Expenses</b>	<b>204.52</b>
62800 Facilities and Equipment	0.00
62890 Rent, Parking, Utilities	50.00
<b>Total 62800 Facilities and Equipment</b>	<b>50.00</b>
65000 Operations	0.00
65011 Accounting Software	25.00
<b>Total 65000 Operations</b>	<b>25.00</b>
65100 Other Types of Expenses	0.00
65160 Misc. Expenses	100.77
<b>Total 65100 Other Types of Expenses</b>	<b>100.77</b>
85551 Square Fees	0.75
<b>Total Expenses</b>	<b>381.04</b>
<b>Net Operating Income</b>	<b>912.18</b>
<b>Net Income</b>	<b>912.18</b>

**Plant City Community Chorale, Inc**  
**Balance Sheet**  
As of May 31, 2022

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Paypal	0.00
Plant City Community Chorale	9,516.26
	\$
<b>Total Bank Accounts</b>	<b>9,516.26</b>
<b>Other Current Assets</b>	
12000 Undeposited Funds	0.00
	\$
<b>Total Other Current Assets</b>	<b>0.00</b>
	\$
<b>Total Current Assets</b>	<b>9,516.26</b>
<b>Other Assets</b>	
18600 Other Assets	0.00
	\$
<b>Total Other Assets</b>	<b>0.00</b>
	\$
<b>TOTAL ASSETS</b>	<b>9,516.26</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 Accounts Payable	0.00
	\$
<b>Total Accounts Payable</b>	<b>0.00</b>
	\$
<b>Total Current Liabilities</b>	<b>0.00</b>
	\$
<b>Total Liabilities</b>	<b>0.00</b>
<b>Equity</b>	
30000 Opening Balance Equity	5,274.11
32000 Unrestricted Net Assets	-472.39
Net Income	4,714.54
	\$
<b>Total Equity</b>	<b>9,516.26</b>
	\$
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>9,516.26</b>

Friday, Jun 03, 2022 07:08:33 PM GMT-7 - Cash Basis