

PLANT CITY COMMUNITY CHORALE

AUGUST 18, 2022

BOARD MEETING MINUTES

TIME: 2:00 p.m.

LOCATION: 2909 McGee Rd. – 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 2:17 p.m.

APPROVAL OF PREVIOUS MINUTES

Walker made a Motion the July 7, 2022, Minutes be approved as presented. Treasurer Ann Shepard 2nd the Motion. The Motion passed unanimously.

APPROVAL OF 2022-2023 BUDGET REVIEW

Walker moved the 2022-2023 Budget be approved as reviewed and discussed. Secretary Lark Underwood 2nd the Motion. The Motion passed unanimously.

TREASURER'S REPORT

The July 2022 Financials* were presented and reviewed.

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

The QuickBooks Income Statement*, July Balance Sheet*, July 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 few transactions during the month. She reported a small net loss and income from one \$30 donation and one \$100 program ad renewal; equaling \$130.

Shepard then discussed what she intended to share with the Members at the 3rd Rehearsal Financial Update.

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

ACTION ITEM

Shepard will follow-up with Member Jan Potter who has not yet cashed check given to her.

Shepard and Walker will each prepare short, informational reports for the Membership regarding the Budget. These will be presented at the 3rd Rehearsal of the current Session.

OLD BUSINESS

Women's Ensemble (WE)

Underwood, as the WE Manager (WEM), reported the WE is working on two pieces for the Fall concert.

Karen Kimbro (S2/A1) has returned to the Chorale and WE.

Underwood and WE Director Marilyn Nicholson will be getting together to find outside performance repertoire which will not cost the WE Members too much. Nicholson is exploring Public Domain music as a solution. She also has access to music from when she taught, which WE may be able to borrow.

Underwood is following up on Shepard's request for a biography and photo of the Nicholson for the WE page of the website.

ACTION ITEM

Underwood will follow-up with Nicholson to request the bio and arrange for photos be taken.

Women's Ensemble Operating Procedures

The revised Operating Procedures for the WE was reviewed.

Underwood moved the WE Operating Procedures be approved as presented. Shepard 2nd the Motion. The Motion passed unanimously.

MUSIC

Additional copies of *Der Tanz* (a Public Domain piece) and *Arirang* (additional folios have been ordered) are needed as more Members joined than expected. Each of the BoD will print and 3-hole punch 3 copies of *Arirang*, and Walker will print and 3-hole punch 5 copies of *Der Tanz*.

ACTION ITEM

Copies of the listed additional music will be printed and 3-hole punched by each BoD member and given to the Music Librarian for distribution.

NEW BUSINESS

Refer-A-Friend Campaign

Lisa Sode had suggested this at a previous meeting and the Membership was made aware of it in a recent Wednesday Message. As the mechanics of the program was not previously fully considered, the BoD discussed in more depth. It was decided regardless of the number of "friends" brought into the group, the current Member's discount would be \$15 for a given Session.

Underwood made a Motion the BoD continue the **Refer-a-Friend Campaign** each Session with the clear understanding by the Membership their dues discount is \$15 regardless of the number of new Members are brought in by an individual current Member in a Session. Shepard 2nd the Motion. The Motion passed unanimously.

ACTION ITEM

Walker: The Campaign will be clarified for the Membership so it is clearly understood the discounted Membership dues of \$15 are per Session, regardless of how many new Members a current Member brings into the Chorale.

Concert Photos & Recordings

The BoD discussed the need to find non-Members to photograph and record the concerts. Shepard would like to have concert photographs and samples of our performances for the website and our YouTube channel.

It was decided to ask the Members in a Wednesday message for possible suggestions.

ACTION ITEM

Walker: Will include the request and rationale in the next Wednesday Message to the Members.

Social Media

A new Member, Lauren Letzen, has indicated she would be willing to handle the Chorale's Social media.

ACTION ITEM

Walker: Will contact Lauren Letzen and discuss the Chorale's needs regarding Social Media.

Cash on Hand Policy

Walker presented the updated edition of this policy with the current 2022-2023 figures.

Shepard moved the Cash on Hand Policy be approved as presented. Underwood 2nd the Motion. The Motion passed unanimously.

Fall Concert

Walker reported she, the Artistic Director, Coleman Flentge, and the Accompanist, Rob Nicholson, visited Eastside Baptist Church in Plant City as a possible venue for the Fall concert.

Flentge and Nicholson approved of the space, although some accommodations will need to be made so Flentge can be seen by the Chorale and Nicholson during the performance.

Underwood asked Walker to inquire whether a PowerPoint program could be run in the venue, as it would be a good way for the audience to understand the English translations of the foreign language pieces in the concert. Walker agreed to ask the church's liaison, Hazel Smith, about this and the use of a microphone/sound system.

ACTION ITEM

Walker will inquire about projection and sound equipment at Eastside Baptist.

Christmas Concert

Walker reported Nativity Catholic Church is not available on December 3rd. It is available on December 10, but there is no time during that week for a Final Dress in the space. Joyce Nestor, our contact with Nativity, said the church's calendar indicates it is free the morning of the 3rd for a dress rehearsal.

The BoD is not comfortable moving the concert to the 10th as too many other Christmas events are happening by then; and our Members often are already engaged.

Shepard suggested, with the influx of new Members, this may no longer be true. Shepard then proposed the Members be polled about the 10th.

Walker conceded this date might work for the Members, but said until it is known whether the 3rd is available at Nativity for final dress, the BoD cannot make a decision.

ACTION ITEM

Walker will follow-up on 12/3/22 as a Final Dress rehearsal date at Nativity Catholic Church. If available, the Membership will be polled to discover if sufficient singers are available for a 12/10/22 concert.

Walker reported the New Hope United Methodist Church is not available for a concert. No reason was given.

Shepard asked if no other venues are available, would the Winter Concert then be at First United Methodist Church in Plant City? Walker confirmed it would be; FUMC supports the Chorale and she felt it will always host our concerts.

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 3:17 p.m.

Respectfully submitted,

Lark Underwood

Lark Underwood – PCCC Secretary

Plant City Community Chorale Financial Summary for July 31, 2022

Net monthly **loss** is \$(89.94)

Monthly income included a \$30 donation and \$100 DeFrancesco's ad.

Operational expenses = \$130 for UMC rent and Quickbooks.

A \$90 reimbursement for last concert tickets due to double payment of some tickets.

Total Income:	\$40.06
Total Expense:	\$130.00
Net Income (Loss)	-\$89.94

South State Bank Balance as of 07/01/2022	\$7,549.43
Checks/Payments Cleared	-\$170.00
Deposits	\$130.06
South State Bank Balance as of 7/29/22	\$7,509.49

PayPal Balance (Account Closed)	\$0.00
South State Bank Balance	\$7,509.49
Uncleared Checks	\$90.00
Total Cash	\$7,419.49

Plant City Community Chorale, Inc
Profit and Loss
 July 2022

	Total
Income	
43400 Direct Public Support	0.00
43450 Individ, Business Contributions	30.00
	\$
Total 43400 Direct Public Support	30.00
45000 Investments	0.00
45030 Interest-Savings, Short-term CD	0.06
	\$
Total 45000 Investments	0.06
47200 Program Income	0.00
47250 Ticket Sales	-90.00
47260 Advertising Sales	100.00
	\$
Total 47200 Program Income	10.00
	\$
Total Income	40.06
	\$
Gross Profit	40.06
Expenses	
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	30.00
	\$
Total 65000 Operations	30.00
	\$
Total Expenses	130.00
	-\$
Net Operating Income	89.94
	-\$
Net Income	89.94

Monday, Aug 15, 2022 01:05:12 PM GMT-7 - Cash Basis

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

	Total
ASSETS	
Current Assets	
Bank Accounts	
Paypal	0.00
Plant City Community Chorale	7,419.49
	\$
Total Bank Accounts	7,419.49
Other Current Assets	
12000 Undeposited Funds	0.00
	\$
Total Other Current Assets	0.00
	\$
Total Current Assets	7,419.49
Other Assets	
18600 Other Assets	0.00
	\$
Total Other Assets	0.00
	\$
TOTAL ASSETS	7,419.49
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	2,235.32
Net Income	-89.94
	\$
Total Equity	7,419.49
	\$
TOTAL LIABILITIES AND EQUITY	7,419.49

Monday, Aug 15, 2022 01:02:48 PM GMT-7 - Cash Basis