

PLANT CITY COMMUNITY CHORALE

SEPTEMBER 8, 2022

BOARD MEETING MINUTES

TIME: 3:00 p.m.

LOCATION: 703 N. Evers St. – 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 3:07 p.m.

APPROVAL OF PREVIOUS MINUTES

Walker made a Motion the August 18, 2022, Minutes be approved as presented. Treasurer Ann Shepard 2nd the Motion. The Motion passed unanimously.

ACTION ITEM

Underwood to send Approved Minutes to Shepard to post on the website.

TREASURER'S REPORT

The August 2022 Financials* were presented and reviewed.

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

The QuickBooks Income Statement*, August Balance Sheet*, August 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 all Members paid their dues within the month of August, with the exception of one Tenor and AD Coleman Flentge's two students whose school is paying for them. Shepard has given Flentge the invoice the school needs to process the payment.

There was a profit of \$300 for the month, despite the purchase of 40 copies of each piece of new music amounting to over \$700.

Underwood inquired if the \$35 amount listed in the Member Handbook would still cover the cost of any lost music. Shepard confirmed it would.

Walker asked if Walden Lake Carwash had paid the \$350 for their ad. Shepard said it had not yet arrived. Walker has delivered the tickets to be sold there.

Walker moved the Treasurer's report be approved as reviewed and discussed. Secretary Lark Underwood 2nd the Motion. The Motion passed unanimously.

ACTION ITEM

Shepard to check with Jan Potter regarding an uncashed check.
Shepard to send Walden Lake Carwash a new invoice.
Shepard to get Venue tickets to Underwood.
Underwood to send Venue tickets to Hazel Smith's attention.

OLD BUSINESS

Women's Ensemble (WE)

Underwood reported the WE will meet at its regular time on Mondays to work on choreography for one of their concert pieces during the two-week absence of Marilyn Nicholson, WE Director. The group has already scheduled make-up music rehearsals in FUMC's Wesley Room the week of her return (9/27 & 9/30).

Underwood sent an email to the church to confirm there are no conflicts with church activities.

Because of the choreography, Underwood queried where WE will stand to sing during the concert, and if the Chorale would sit. No decision has yet been made.

Flentge agreed to the three pieces Marilyn submitted for the Christmas concert.

ACTION ITEM

Underwood will rework the WE ad for the program, so it is easier to read and to update the graphics.

NEW BUSINESS

Revised/Updated Handbook

Underwood updated the Handbook with minor word corrections, added the new Refer-A-Friend program information, and left room for information on a new red top for the women.

Shepard moved the Member Handbook revision be accepted as presented. Walker 2nd the Motion. The Motion passed unanimously.

ACTION ITEM

Underwood will update the Member Handbook with the Red Top information once a decision has been made.

Website Blog

At a previous meeting the idea of having a blog as part of the website was considered, but no action has been taken yet. Underwood asked if the BoD still thought it was a good idea and the consensus was it was.

If all goes well, then Members will be asked to submit "insider insight" pieces for the blog spot.

ACTION ITEM

Underwood will contact Lisa Sode, who has experience, to write a sample blog post, then she will write one.

Shepard will look at how to create a spot on the Home Page for them.

Member Survey

Underwood reminded the BoD it had discussed doing a Member Survey. She suggested one be done during the Winter Break after the Christmas concert. Topics ought to include the number of foreign language pieces in a concert, the types of music the group would like, etc.

The BoD decided only one survey was needed during a Concert Season, unless significant issues were found; then a follow-up survey during the next Session break would be appropriate.

ACTION ITEM

The **BoD** needs to decide the survey questions it wants asked during the Christmas Break.
Someone needs to be asked to go to Survey Monkey to create the survey and send it to the Members.

Red Top Discussion

The seamstress who has been making the current red tops is gravely ill and no longer doing large projects.

Shepard and Underwood found several possible replacement tops which can be purchased online.

ACTION ITEM

Walker will order the top the BoD liked best to see how well its color matches and style meshes with the current tops.

Accompanist's Vacation

Rob Nicholson and his wife Marilyn will miss 2 Mondays and a Saturday Workshop while on vacation.

Walker made a Motion to pay the Saturday Workshop accompanist. Underwood 2nd the Motion. The Motion passed unanimously.

ACTION ITEM

Shepard will have a check prepared for the substitute accompanist.

Wednesday Night Email

There was a discussion of whether the Wednesday email should be two messages: one from the Artistic Director and one from the BoD.

It was decided one message would be best; with the subject line indicating "BoD Message" and "Coleman's Notes" so the Members have an idea of what information is included.

Christmas Music Selections

Concert Manager Joyce Nestor arrived to join the meeting; AD Flentge joined the meeting via Zoom.

Flentge has previously sent his Christmas music selections to the BoD, so they might listen to each piece prior to the BoD meeting.

The group discussed each piece and narrowed the Chorale list to nine songs; with the three Women's Ensemble pieces the concert will consist of 13 pieces.

ACTION ITEM

Shepard will order the selected music.
Underwood will look at Choral Tracks' site to see which pieces are already on the site and which will need PDFs made to get the rehearsal tracks for the Chorale.

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 5:17 p.m.

Respectfully submitted,

Lark Underwood

Lark Underwood – PCCC Secretary

Plant City Community Chorale Financial Summary for August 31, 2022

- Net monthly **income** is \$302.09
- Monthly incomes consisted of predominately membership dues (\$936). Other monthly income included a \$65 member donation, \$100 In Kind Donation from the Walker's for past member memorial donation and sale of a dress \$50).
- Operational expenses = \$30 Quickbooks & Square fees from member dues using credit card (\$12).
- Music expense for this concert was \$707 for 40 copies of 6 pieces.
- Misc. expense for Lifepath Hospice donation for Nicole Lendel (former PCCC Member). Offset by Carol's in-kind donation of \$100.

Total Income:	\$1,150.90
Total Expense:	\$848.81
Net Income (Loss)	\$302.09

South State Bank Balance as of 07/30/2022	\$7,509.49
Checks/Payments Cleared	-\$786.91
Deposits	\$1,039.00
South State Bank Balance as of 8/31/22	\$7,761.58

PayPal Balance (Account Closed)	\$0.00
South State Bank Balance	\$7,761.58
Uncleared Checks	\$40.00
Total Cash	\$7,721.58

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

	Total
ASSETS	
Current Assets	
Bank Accounts	
Paypal	0.00
Plant City Community Chorale	7,721.58
	\$
Total Bank Accounts	7,721.58
Other Current Assets	
12000 Undeposited Funds	0.00
	\$
Total Other Current Assets	0.00
	\$
Total Current Assets	7,721.58
Other Assets	
18600 Other Assets	0.00
	\$
Total Other Assets	0.00
	\$
TOTAL ASSETS	7,721.58
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	212.15
	\$
Total Equity	7,721.58
	\$
TOTAL LIABILITIES AND EQUITY	7,721.58

Wednesday, Sep 07, 2022 05:35:09 PM GMT-7 - Cash Basis

Plant City Community Chorale, Inc
Profit and Loss
August 2022

	Total
Income	
43400 Direct Public Support	0.00
43440 Gifts in Kind - Goods	100.00
43450 Individ, Business Contributions	65.00
	\$
Total 43400 Direct Public Support	165.00
45000 Investments	0.00
45030 Interest-Savings, Short-term CD	0.07
	\$
Total 45000 Investments	0.07
46400 Other Types of Income	0.00
46430 Miscellaneous Revenue	50.00
	\$
Total 46400 Other Types of Income	50.00
47200 Program Income	0.00
47230 Membership Dues	935.83
	\$
Total 47200 Program Income	935.83
	\$
Total Income	1,150.90
	\$
Gross Profit	1,150.90
Expenses	
65000 Operations	0.00
65011 Accounting Software	30.00
65045 Music Expenses	706.91
	\$
Total 65000 Operations	736.91
65100 Other Types of Expenses	0.00
65160 Misc. Expenses	100.00
	\$
Total 65100 Other Types of Expenses	100.00
85551 Square Fees	11.90
	\$
Total Expenses	848.81
	\$
Net Operating Income	302.09
	\$
Net Income	302.09

Wednesday, Sep 07, 2022 05:37:02 PM GMT-7 - Cash Basis