

# PLANT CITY COMMUNITY CHORALE

OCTOBER 13, 2022

## BOARD MEETING MINUTES

TIME: 2:00 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: None

Executive Director Carol Walker called the PCC Chorale (PCCC) BoD meeting to order at 2:08 p.m.

### APPROVAL OF PREVIOUS MINUTES

Walker made a Motion the September 8, 2022, Minutes be approved as presented. Treasurer Ann Shepard 2<sup>nd</sup> the Motion. The Motion passed unanimously.

#### ACTION ITEM

Secretary to send Approved Minutes to Treasurer to post on the website.

### TREASURER'S REPORT

The September 2022 Financials\* were presented and reviewed.

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

The QuickBooks Income Statement\*, September Balance Sheet\*, September 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 there was a net income for the month of September of \$459. Part of the income included in-kind donations, Member dues of \$105, \$115 in music adoptions, \$255 in ticket sales, and the collection of 2 program ad sales.

Operational expenses included the payment of \$30 to QuickBooks, FUMC rehearsal space rental, an upgrade to Shepard's Google Drive to accommodate storage of Chorale performance videos (which she In-Kind at the yearly rate).

Original music costs were \$707 and paid in August, but additional pieces of several works needed to be ordered were purchased in September due to the increase in Membership and totaled \$404.

Underwood brought up this issue of the postal rate for a stamp going up to 60 cents and suggested the BoD purchase 100 50 cent Forever stamps for its use.

The BoD agreed to this. Shepard will do this using the Chorale's debit card.

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

**ACTION ITEM**

Shepard to purchase 100 postage stamps before the USPS rate increase.  
Underwood to fill out an In-Kind Donation form to track the cost of pre- and post-concert mailings to Advertisers, Donors, & Venues

**OLD BUSINESS**

**Women's Ensemble (WE)**

Underwood responded to an email sent by Walker answering her queries regarding the group's older repertoire, the repertoire currently being rehearsed for community performances, the number of songs being performed with the Chorale, and whether the group has sufficient rehearsal time and material for its community performances.

WE currently have two pending performances: Haught Funeral Home and Brandon Baptist Christian Academy. These have not yet been shared with the group for participation. Bruton Memorial Library has not yet decided whether it will have a program.

WE is now also purchasing 1 copy for an accompanist/archive, so any future director can review the performed repertoire.

Underwood also reported 2 new Ladies have joined the group: Annalise Pope (Alto), and Lauren Lenzen (Sop2).

**ACTION ITEM**

NONE

**NEW BUSINESS**

**Christmas Concert Membership Status**

Walker wished an update on the number of new Members. Because of Empty Bowls she needed to know how many copies of the music to be performed would be needed.

Shepard responded the number was holding around 40 singers.

**ACTION ITEM**

NONE

**Christmas Music Status**

The BoD members printed 13 copies each of *Lo How a Rose E'er Blooming* which replaces *It's So Still in Bethlehem*. The Music Librarian will stamp and number the pieces and they will be distributed at the next rehearsal.

Underwood reported PDFs of the current repertoire were sent, but only 3 rehearsal tracks-those already on the site-have come from Choral Tracks, but these have been sent to the Membership.

**ACTION ITEM**

Underwood will query Choral Tracks about the other tracks delivery periodically.

**Women's Concert Attire**

After much discussion, it was decided the Christmas concert attire for the women will be the formal black dress.

An alternative discussed was to find an appropriate fabric in the correct red color—as nearly as possible—buy an entire bolt of the fabric, then find another seamstress to do the work as needed.

Another alternative, in January, the women will be polled about options the BoD will offer for a new blue replacement top, and then a decision can be made.

**ACTION ITEM**

Walker will call the supplier to determine if the Red Top might or will be reinstated in the future.

**Empty Bowls Performance**

Walker reported all the music will be a cappella. The pieces she is printing are: *The Star-Spangled Banner*, *Eternal Father Strong to Save*, *God Bless America*, and *American the Beautiful*. The WE will sing *Boogie Woogie Bugle Boy*.

The Chorale will meet at 9:00a at the Train Station in Plant City. It was decided the attire would be Red, White, and blue tops, and jeans pants.

**ACTION ITEM**

Walker will print the Chorale pieces.  
Nestor to be asked to create a large PC3 logo.

**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 3:13 p.m.

Respectfully submitted,

*Lark Underwood*

Lark Underwood – PCCC Secretary

**Plant City Community Chorale  
Financial Summary for September 30, 2022**

- Net monthly **income** is \$459.93  
Other monthly income included a \$130 member In Kind Donation, Music Adoption (\$115), Member Dues (\$105), watersong ticket sales (\$255) and
- Advertising for (\$550) Poppell & Walden Lake Car Wash.
- Operational expenses = \$30 Quickbooks & \$20 yearly fee for Google Drive space for videos and \$50 rent.

- Music expense for this concert was \$707 for 40 copies of 6 pieces last month. An additional \$440 for additional copies required this month.
- Misc. expense is for \$100 to an accompanist for the Sat. workshop while Rob was on vacation. This was offset by an in-kind donation from Ann Shepard.

Total Income:	\$1,167.17
Total Expense:	\$707.24
Net Income (Loss)	\$459.93

South State Bank Balance as of 08/31/2022	\$7,761.58
Checks/Payments Cleared	-\$787.59
Deposits	\$1,247.52
South State Bank Balance as of 9/30/22	\$8,221.51

PayPal Balance (Account Closed)	\$0.00
South State Bank Balance	\$8,221.51
Uncleared Checks	\$40.00
Total Cash	\$8,181.51

Total Cash on Balance Sheet (QB Balance) \$8,181.51

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

	<u>Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Paypal	0.00
Plant City Community Chorale	8,181.51
<b>Total Bank Accounts</b>	<b>8,181.51</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>8,181.51</b>
<b>Other Assets</b>	
18600 Other Assets	0.00
<b>Total Other Assets</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b>8,181.51</b>

**LIABILITIES AND EQUITY****Liabilities****Current Liabilities****Accounts Payable**

20000 Accounts Payable	0.00
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\$
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<b>Total Accounts Payable</b>	<b>0.00</b>
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\$
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<b>Total Current Liabilities</b>	<b>0.00</b>
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\$
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<b>Total Liabilities</b>	<b>0.00</b>
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**Equity**

30000 Opening Balance Equity	5,274.11
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32000 Unrestricted Net Assets	2,235.32
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Net Income	672.08
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\$
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<b>Total Equity</b>	<b>8,181.51</b>
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\$
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<b>TOTAL LIABILITIES AND EQUITY</b>	<b>8,181.51</b>
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Tuesday, Oct 04, 2022 02:06:18 PM GMT-7 - Cash Basis

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

	<u>Total</u>
<b>Income</b>	
43400 Direct Public Support	0.00
43440 Gifts in Kind - Goods	129.56
	\$
<b>Total 43400 Direct Public Support</b>	<b>129.56</b>
45000 Investments	0.00
45030 Interest-Savings, Short-term CD	0.06
	\$
<b>Total 45000 Investments</b>	<b>0.06</b>
46400 Other Types of Income	0.00
46430 Miscellaneous Revenue	12.55
46431 Music Adoption	115.00
	\$
<b>Total 46400 Other Types of Income</b>	<b>127.55</b>
47200 Program Income	0.00
47230 Membership Dues	105.00
47250 Ticket Sales	255.00
47260 Advertising Sales	550.00
	\$
<b>Total 47200 Program Income</b>	<b>910.00</b>
	\$
<b>Total Income</b>	<b>1,167.17</b>
	\$
<b>Gross Profit</b>	<b>1,167.17</b>

<b>Expenses</b>	
62500 Concert/Event Expenses	0.00
62502 Concert Programs & Posters	35.10
62503 Concert Tickets	30.06
	<u>          </u>
	<b>\$</b>
<b>Total 62500 Concert/Event Expenses</b>	<b>65.16</b>
62800 Facilities and Equipment	0.00
62890 Rent, Parking, Utilities	50.00
	<u>          </u>
	<b>\$</b>
<b>Total 62800 Facilities and Equipment</b>	<b>50.00</b>
65000 Operations	0.00
65011 Accounting Software	30.00
65045 Music Expenses	439.09
	<u>          </u>
	<b>\$</b>
<b>Total 65000 Operations</b>	<b>469.09</b>
65100 Other Types of Expenses	0.00
65160 Misc. Expenses	100.00
	<u>          </u>
	<b>\$</b>
<b>Total 65100 Other Types of Expenses</b>	<b>100.00</b>
85550 Web Host Fee	19.90
85551 Square Fees	3.09
	<u>          </u>
	<b>\$</b>
<b>Total Expenses</b>	<b>707.24</b>
	<u>          </u>
	<b>\$</b>
<b>Net Operating Income</b>	<b>459.93</b>
	<u>          </u>
	<b>\$</b>
<b>Net Income</b>	<b>459.93</b>

Tuesday, Oct 04, 2022 02:03:58 PM GMT-7 - Cash Basis

**Plant City Community Chorale, Inc**  
**Profit and Loss**  
FYTD July - September, 2022

	<u>          </u>
	<b>Total</b>
<b>Income</b>	
43400 Direct Public Support	0.00
43440 Gifts in Kind - Goods	229.56
43450 Individ, Business Contributions	95.00
	<u>          </u>
	<b>\$</b>
<b>Total 43400 Direct Public Support</b>	<b>324.56</b>
45000 Investments	0.00
45030 Interest-Savings, Short-term CD	0.19
	<u>          </u>
	<b>\$</b>
<b>Total 45000 Investments</b>	<b>0.19</b>
46400 Other Types of Income	0.00
46430 Miscellaneous Revenue	62.55
46431 Music Adoption	115.00
	<u>          </u>
	<b>\$</b>
<b>Total 46400 Other Types of Income</b>	<b>177.55</b>
47200 Program Income	0.00

47230 Membership Dues	1,040.83
47250 Ticket Sales	165.00
47260 Advertising Sales	650.00
	<u>\$</u>
<b>Total 47200 Program Income</b>	<b>1,855.83</b>
	<u>\$</u>
<b>Total Income</b>	<b>2,358.13</b>
	<u>\$</u>
<b>Gross Profit</b>	<b>2,358.13</b>
<b>Expenses</b>	
62500 Concert/Event Expenses	0.00
62502 Concert Programs & Posters	35.10
62503 Concert Tickets	30.06
	<u>\$</u>
<b>Total 62500 Concert/Event Expenses</b>	<b>65.16</b>
62800 Facilities and Equipment	0.00
62890 Rent, Parking, Utilities	150.00
	<u>\$</u>
<b>Total 62800 Facilities and Equipment</b>	<b>150.00</b>
65000 Operations	0.00
65011 Accounting Software	90.00
65045 Music Expenses	1,146.00
	<u>\$</u>
<b>Total 65000 Operations</b>	<b>1,236.00</b>
65100 Other Types of Expenses	0.00
65160 Misc. Expenses	200.00
	<u>\$</u>
<b>Total 65100 Other Types of Expenses</b>	<b>200.00</b>
85550 Web Host Fee	19.90
85551 Square Fees	14.99
	<u>\$</u>
<b>Total Expenses</b>	<b>1,686.05</b>
	<u>\$</u>
<b>Net Operating Income</b>	<b>672.08</b>
	<u>\$</u>
<b>Net Income</b>	<b>672.08</b>

Monday, Oct 10, 2022 12:15:50 PM GMT-7 - Cash Basis