

# PLANT CITY COMMUNITY CHORALE

DECEMBER 15, 2022

## BOARD MEETING MINUTES

TIME: 1:00 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 1:13 p.m.

### APPROVAL OF PREVIOUS MINUTES

Treasurer Ann Shepard made a Motion the November 17, 2022, Minutes be approved as presented. Walker 2<sup>nd</sup> the Motion. The Motion passed unanimously.

#### ACTION ITEM

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

#### 11/17/22 ACTION ITEM COMPLETED:

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

### TREASURER'S REPORT

The November 2022 Financials\* were presented and reviewed.

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

The QuickBooks Income Statement\*, November Balance Sheet\*, November 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 as of end of November there was \$8854 in the bank as indicated on the reports. After the accompanist's and conductor's checks were cashed in December, there will be \$5535. Guest artist Flutist Larry Clark has not yet cashed his check.

217 tickets were sold, but only 164 people attended the concert. The ticket sales are under budget for this Concert Session.

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

#### ACTION ITEM

NONE

**11/17/22 ACTION ITEM COMPLETED:**

Shepard purchased 8 Starbucks \$10 gift cards for the Christmas concert volunteers. Underwood gave Shepard 8 window clings to include with the cards.

## **OLD BUSINESS**

### **Website/YouTube Channel Update**

Shepard reported what updates have been made to the website. Several concert videos were uploaded to the site.

The Chorale's YouTube Channel has been organized into separate playlists for the Chorale and the Women's Ensemble's (WE) performances.

Pieces from the *watersong* and *New Noel concerts* were posted for the Chorale. The song *Mary, Did You Know?* was posted in the WE playlist.

Shepard will update the graphics for the Spring concert **Seize the Day** after Christmas break.

**ACTION ITEM**

Walker to add this item to Old Business for future BoD Meeting Agendas.

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

Underwood reported the group's performance on 12/12/22 at the Plant City Community Resources Center went very well. The audience enjoyed themselves. WE learned it needs to include some Spanish (or other languages) carols as the audience included several non-English speaking attendees.

One person who attended was an employee of the Plant City Living Center and wanted WE to perform later in December for that facility.

Underwood had to decline that invitation as it was too late to organize the group for this year. However, it is possible WE will perform there for other holidays, such as Mother's Day, Father's Day or Valentine's Day in the New Year.

Haught Funeral Home is scheduled for 12/20/22. The final December performance—on 12/21/22, will be at 1<sup>st</sup> Brandon Baptist Christian Academy.

**ACTION ITEM**

Underwood will follow-up with potential 2023 WE performances with PC Living Center.

**11/17/22 ACTION ITEM COMPLETED:**

Underwood ordered and distributed the WE Spring music to its members.

## **NEW BUSINESS**

### **Concert Manager Assistant**

Walker brought up the issue of needing someone to assist Concert Manager (CM) Joyce Nestor as her backup

**ACTION ITEM**

Walker will approach Nestor to ask she find a Member willing to be trained as her assistant so when she is out of town, etc., the Concert Manager's tasks will be tracked and/ or completed by the assistant.

**Music Library**

Several Members have not returned concert music. One Tenor, who did not join, but attended at least 3 rehearsals, also has not returned his music. Music Librarian Nancy Crist will be asked to give a list of who has not returned music to Underwood.

It was decided new singers who have not yet paid dues must return their music to the Librarian each rehearsal until the dues are paid.

Members who have paid the current concert dues but have not returned music from a previous concert will not be able to take home the new concert music until the previous concert music is returned to the Chorale.

Walker inquired about the music on the floor of the office. Underwood said it was the pieces from the music library which had insufficient pieces and or were photocopies. It was suggested the photocopies all be thrown away, and the Chorale Members be made aware of the remaining titles and the number of pieces and be invited to take them. If there was no response to this offer, the pieces should be tossed.

Underwood inquired whether the accompanist/archival copies of the Women's Ensemble music could be stored on a separate shelf in the office. The BoD agreed.

**ACTION ITEM**

Underwood will contact Music Librarian, Nancy Crist, for a list of Members who have not turned in concert music to date.

Underwood will contact Crist and request she set aside a shelf for WE music in the office.

**Action Items Review**

In future, the BoD will review the Action Items generated during their monthly meeting.

**ACTION ITEM**

The BoD reviewed the Action Items to be completed by their next meeting.

**Future Board Meeting Dates**

The next monthly BoD Meeting will be 2:00pm Thursday 1/19/23 at Shepard's residence.

**ADJOURNMENT**

There being no additional business, Walker called for adjournment.

The meeting was adjourned at 2:29 p.m.

Respectfully submitted,

Lark Underwood

Lark Underwood – PCCC Secretary

## Plant City Community Chorale Financial Summary for November 30, 2022

- Net monthly **income** is \$1,339.75  
Monthly income included \$160 in In-Kind Donations and \$500 donation from Marion Smith. There was also \$35 in member donations during ticket sales
- A donation from Amazon Smile of \$25.82 was also received.
- Christmas Concert ticket money for member sales amounted to \$2,026
- Operational expenses = \$30 Quickbooks, \$100 rent, \$166 PO Box annual fee, \$62 Stamps for BoD, \$275 PCCC Ad for Strawberry Fest Magazine
- Expenses offset by In-Kind donations were \$100 for substitute accompanist, \$59.13 for PCCC banner
- Concert prep expenses included \$112.08 for posters. Concert salaries will be in Dec. 2022 financials
- Misc. expenses for the month was for Christmas gifts for Coleman, Rob and Volunteers (\$147.80)
- Finally, most of the music was purchased from JW Pepper for Spring 2023 Broadway concert (\$353.64)

Total Income:	\$2,746.26
Total Expense:	\$1,406.51
Net Income (Loss)	\$1,339.75

South State Bank Balance as of 11/01/2022	\$7,564.66
Checks/Payments Cleared	-\$906.27
Deposits	\$2,586.37
South State Bank Balance as of 11/30/22	\$9,244.76

PayPal Balance (Account Closed)	\$0.00
South State Bank Balance	\$9,244.76
Uncleared Checks	\$390.35
Total Cash	\$8,854.41

Total Cash on Balance Sheet (QB Balance)	\$8,854.41
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**Plant City Community Chorale, Inc**  
**Profit and Loss**  
November 2022

	<b>Total</b>
<b>Income</b>	
43400 Direct Public Support	0.00
43440 Gifts in Kind - Goods	159.13
43450 Individ, Business Contributions	535.00
	\$
<b>Total 43400 Direct Public Support</b>	<b>694.13</b>
45000 Investments	0.00
45030 Interest-Savings, Short-term CD	0.31
	\$
<b>Total 45000 Investments</b>	<b>0.31</b>
46400 Other Types of Income	0.00
46430 Miscellaneous Revenue	25.82
	\$
<b>Total 46400 Other Types of Income</b>	<b>25.82</b>
47200 Program Income	0.00
47250 Ticket Sales	2,026.00
	\$
<b>Total 47200 Program Income</b>	<b>2,026.00</b>
	\$
<b>Total Income</b>	<b>2,746.26</b>
	\$
<b>Gross Profit</b>	<b>2,746.26</b>
<b>Expenses</b>	
60900 Business Expenses	0.00
60930 Advertising & Promotion	275.00
	\$
<b>Total 60900 Business Expenses</b>	<b>275.00</b>
62100 Contract Services	0.00
62150 Outside Contract Services (Musicians)	100.00
	\$
<b>Total 62100 Contract Services</b>	<b>100.00</b>
62500 Concert/Event Expenses	0.00
62502 Concert Programs & Posters	112.08
	\$
<b>Total 62500 Concert/Event Expenses</b>	<b>112.08</b>
62800 Facilities and Equipment	0.00
62890 Rent, Parking, Utilities	100.00
	\$
<b>Total 62800 Facilities and Equipment</b>	<b>100.00</b>
65000 Operations	0.00
65011 Accounting Software	30.00
65020 Postage, Mailing Service	228.10
65030 Printing and Copying	59.13
65045 Music Expenses	353.64
	\$
<b>Total 65000 Operations</b>	<b>670.87</b>
65100 Other Types of Expenses	0.00
65160 Misc. Expenses	147.80
	\$
<b>Total 65100 Other Types of Expenses</b>	<b>147.80</b>
85551 Square Fees	0.76

	<hr/>	\$
<b>Total Expenses</b>	<hr/>	<b>1,406.51</b>
		\$
<b>Net Operating Income</b>	<hr/>	<b>1,339.75</b>
		\$
<b>Net Income</b>		<b>1,339.75</b>

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

	<u>Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Paypal	0.00
Plant City Community Chorale	8,854.41
	<u>\$</u>
<b>Total Bank Accounts</b>	<b>8,854.41</b>
<b>Other Current Assets</b>	
12000 Undeposited Funds	0.00
	<u>\$</u>
<b>Total Other Current Assets</b>	<b>0.00</b>
	<u>\$</u>
<b>Total Current Assets</b>	<b>8,854.41</b>
<b>Other Assets</b>	
18600 Other Assets	0.00
	<u>\$</u>
<b>Total Other Assets</b>	<b>0.00</b>
	<u>\$</u>
<b>TOTAL ASSETS</b>	<b>8,854.41</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 Accounts Payable	0.00
	<u>\$</u>
<b>Total Accounts Payable</b>	<b>0.00</b>
	<u>\$</u>
<b>Total Current Liabilities</b>	<b>0.00</b>
	<u>\$</u>
<b>Total Liabilities</b>	<b>0.00</b>
<b>Equity</b>	
30000 Opening Balance Equity	5,274.11
32000 Unrestricted Net Assets	2,275.32
Net Income	1,304.98
	<u>\$</u>
<b>Total Equity</b>	<b>8,854.41</b>
	<u>\$</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>8,854.41</b>