

# PLANT CITY COMMUNITY CHORALE

NOVEMBER 17, 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: Artistic Director Coleman Flentge (via Zoom)  
Concert Manager Joyce Nestor (arrived after meeting start)

Executive Director Carol Walker called the PCC Chorale (PCCC) BoD meeting to order at 3:09 p.m.

### APPROVAL OF PREVIOUS MINUTES

Walker made a Motion the October 13, 2022, Minutes be approved as presented. Treasurer Ann Shephard 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 October 2022 Financials\* were presented and reviewed.

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

The QuickBooks Income Statement\*, October Balance Sheet\*, October 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 in October there was a concert with ticket sales and Member dues paid for the Winter Session which gave the Chorale a large amount in income as well as concert expenses. There was a net loss of \$700, but this is actually pretty good for a concert month. The Chorale is also sustaining a bank balance of \$7500, which has been true for the year so far. There was \$165 in Donations in October. There was a donation of \$500 earlier in November. The check from Concert Sponsor Hopewell Funeral Home & Memorial Gardens has still not arrived.

Walker said she received a positive response to the concert poster and felt they would send the payment. Concert Manager Joyce Nestor will contact Hopewell to be assured the check is forthcoming.

Accompanist Rob Nicholson is not available for the next rehearsal. Walker asked if \$100 is appropriate to again pay the substitute. It was agreed it was.

Walker then suggested a small thank you Starbucks \$10 gift card be given to the Christmas Concert Volunteers. Underwood suggested the car clings with the Chorale logo might also be given to them. It was agreed to include with the gift card, and she will bring them to be included in the gift card envelope. Shepard will purchase eight gift cards.

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 will purchase 8 Starbucks \$10 gift cards for the concert volunteers.  
Underwood will bring 8 window clings to include with the cards.

## **OLD BUSINESS**

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

Underwood reported *The Dance of the Sugar Plum Fairy* has been dropped from the Christmas concert. The group will perform *Deck the Halls in 7/8* and *Mary, Did You Know?*

For the Spring 2023 concert, she is ordering *Beauty and the Beast*, *Broadway Here I Come*, and *Mama Who Bore Me*.

The group has three confirmed December performances: 12/12/22—Plant City Community Resources Center, 12/20/22—Haught Funeral Home, and 12/21/22—1<sup>st</sup> Brandon Baptist Christian Academy.

#### **ACTION ITEM**

Underwood to order the WE music.

## **NEW BUSINESS**

### **Update on Christmas Concert**

Underwood has mailed the tickets to the Concert Sponsor, the Venue, and the Donors. Underwood has given the Name/Part list to Joyce Nestor for the program. 187 tickets have been distributed to the Members.

Concert Manager Joyce Nestor arrived during this item.

#### **ACTION ITEM**

NONE

### **Spring Concert Music**

Director Coleman Flentge joined via Zoom to discuss the Spring Concert music.

The title of the concert will be SEIZE THE DAY and be composed of the music of Broadway, musical theater and from movies.

The BoD and Nestor delivered their positive opinions on each piece. The only piece for which there was no consensus was *SOMEWHERE* by Carlton Young as no one had been able to find a soundtrack or performance.

This piece was recommended to Flentge by WE Director, Marilyn Nicholson, who had performed it

with her high school students. She will be asked to see if copies can be borrowed from the school system if not, it will be cut, and *GOD HELP THE OUTCASTS* will replace it.

**ACTION ITEM**

Underwood will get rehearsal tracks from Choral Tracks for the selected pieces when the music arrives

**January Session Start Date**

Spring 2023 Session will begin Monday 1/16/23.

Sumer 2023 Session will begin 4/3/23.

**Dates for Spring & Summer Concerts**

It was decided to have two performances of the 2023 Spring Concert: Saturday 3/25/23, then Saturday evening on 4/1/23 at St. Andrews in Tampa.

The 2023 Summer Concert is scheduled for 6/10/23.

**Venues for Spring & Summer Concerts**

Spring Concert location-the 1<sup>st</sup> performance is TBD. Concert Manager Joyce Nestor will look into locations. 2<sup>nd</sup> Spring performance will be at St. Andrews in Tampa.

Shiloh for Spring and Nativity for Summer were suggested.

Summer Concert location: Concert Manager Joyce Nestor will look into potential locations.

**Choral Tracks**

Underwood will contact the site to find out about the cost of the 2023 renewal. She will try to renew for the same \$550 as in 2022.

**ACTION ITEM**

Underwood will request the 2023 Choral Tracks renewal remain at the 2022 price.

**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 4:57 p.m.

Respectfully submitted,

Lark Underwood

Lark Underwood – PCCC Secretary

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

- Net monthly **loss** is (\$706.85)
- Monthly income included \$165 in Donations, \$1,424 Member Dues, \$1,672 watersong ticket sales and \$50 for a concert dress.
- Operational expenses = \$30 QuickBooks & \$50 rent.  
Concert expenses included \$3,250 for AD and Accompanist and \$350 WE
- Director/musicians and \$305 for concert programs.

Total Income:	\$3,311.07
Total Expense:	<u>\$4,017.92</u>
Net Income (Loss)	-\$706.85

South State Bank Balance as of 9/30/2022	\$8,221.51
Checks/Payments Cleared	-\$3,934.74
Deposits	<u>\$3,277.89</u>
South State Bank Balance as of 10/31/22	\$7,564.66

PayPal Balance (Account Closed)	\$0.00
South State Bank Balance	\$7,564.66
Uncleared Checks	\$50.00
Total Cash	\$7,514.66

# Plant City Community Chorale, Inc

## Balance Sheet

As of October 31, 2022

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Paypal	0.00
Plant City Community Chorale	7,514.66
	\$
<b>Total Bank Accounts</b>	<b>7,514.66</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>7,514.66</b>
<b>Other Assets</b>	
18600 Other Assets	0.00
	\$
<b>Total Other Assets</b>	<b>0.00</b>
	\$
<b>TOTAL ASSETS</b>	<b>7,514.66</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	2,275.32
Net Income	-34.77
	\$
<b>Total Equity</b>	<b>7,514.66</b>
	\$
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>7,514.66</b>

Wednesday, Nov 02, 2022 09:45:36 AM GMT-7 - Cash Basis

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

	Total
<b>Income</b>	
43400 Direct Public Support	0.00
43450 Individ, Business Contributions	165.00
	\$
<b>Total 43400 Direct Public Support</b>	<b>165.00</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	50.00
	\$
<b>Total 46400 Other Types of Income</b>	<b>50.00</b>
47200 Program Income	0.00
47230 Membership Dues	1,424.00
47250 Ticket Sales	1,672.00
	\$
<b>Total 47200 Program Income</b>	<b>3,096.00</b>
	\$
<b>Total Income</b>	<b>3,311.07</b>
	\$
<b>Gross Profit</b>	<b>3,311.07</b>
<b>Expenses</b>	
62100 Contract Services	0.00
62150 Outside Contract Services (Musicians)	250.00
	\$
<b>Total 62100 Contract Services</b>	<b>250.00</b>
62500 Concert/Event Expenses	0.00
62502 Concert Programs & Posters	304.74
	\$
<b>Total 62500 Concert/Event Expenses</b>	<b>304.74</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	30.00
	\$
<b>Total 65000 Operations</b>	<b>30.00</b>
66000 PCC Chorale Contract Employee Salary	3,250.00
66002 Women's Ensemble Artistic Director	100.00
	\$
<b>Total 66000 PCC Chorale Contract Employee Salary</b>	<b>3,350.00</b>
85551 Square Fees	33.18
	\$
<b>Total Expenses</b>	<b>4,017.92</b>
	-\$
<b>Net Operating Income</b>	<b>706.85</b>
	-\$
<b>Net Income</b>	<b>706.85</b>

