**PLANT CITY COMMUNITY CHORALE**

**JANUARY 19, 2023**

**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) Board of Directors (BoD) meeting to order at 2:10 p.m.

**APPROVAL OF PREVIOUS MINUTES**

Walker made a Motion the December 17, 2022, Minutes be approved as presented. Treasurer Ann Shepard 2nd the Motion. The Motion passed unanimously.

ACTION ITEM

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

**01/19/23 ACTION ITEM COMPLETED:**

**On 1/19/23, Secretary sent Approved December 17, 2022, Minutes to   
Treasurer to post on the website.**

**TREASURER’S REPORT**

The December 2022 Financials**\*** were presented and reviewed.

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

The QuickBooks Income Statement\*, December Balance Sheet\*, December 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 the Chorale lost money in December, due to the Christmas concert expenses. There was a $100 donation from Walden Lake Car Wash & Service Center, the concert Sponsor, the Hopewell, $500 check arrived, and an In-Kind donation from Minuteman Press. Ticket sales of $708 were recorded in December for tickets sold the night of the concert. Member ticket sales were recorded in November.

ACTION ITEM

Walker to request Concert Manager Joyce Nestor combine the same due date for ordering advertising booklet, concert and donor posters to the master Concert Plan.   
The intent is to save money ordering these items at the same time.

**1/19/23 ACTION ITEM COMPLETED:**

**On 1/19/23, Walker spoke to Concert Manager Nestor who agreed to  
update the Concert Plan with the requested information.**

QuickBooks was the only Operational Expenses, as Rent to 1st United Methodist Church (FUMC) for rehearsal space was paid in November.

Guest artists (flute and WE Director) were paid $100 each. $273—which equaled10 percent of ticket sales—was paid to FUMC for the use of its space as the concert venue.

Additional music was purchased due to an increase in Membership.

ChoralTracks did not increase the Chorale’s 2022 $550 rehearsal tracks subscription for 2023.

The check paid to Parrish Threads for the AD’s Christmas gift has not yet been cashed. Underwood will call and remind them.

Shepard reported the Chorale’s debit card was accidently used for a personal household expense. When she realized the error, the funds were replaced in the Chorale’s account.

Shepard reported the 1099 IRS reporting for the Artistic Director and the Accompanist was completed early January for 2023. WE Director Marilyn Nicholson, will need to fill out a 1099 this year for next year’s filing.

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

ACTION ITEM

Underwood to contact Parrish Threads regarding uncashed check.

**1/19/23 ACTION ITEM COMPLETED:**

**On 1/19/23,** **Underwood called Parish Threads and spoke to Owner, Barbara Parrish   
regarding check. Parrish said it would be deposited soon.**

**ACTION ITEM UPDATE**

**The check was cashed late Jan.**

**OLD BUSINESS**

**Website/YouTube Channel Update**

Shepard showed what updates have been made to the current pages on the site, and reported on what additional information will be made.

ACTION ITEM

Underwood to send updated Member Handbook to be posted on Chorale website.

**1/19/23 ACTION ITEM COMPLETED:**

**On 1/19/23, Underwood sent Shepard the updated Member Handbook   
to be posted on Chorale website.**

**Shepard to label the website *Members Only* page’s Minutes and   
Financials with the approved dates for each**.

**Women’s Ensemble (WE)**

Underwood reported two WE Members have decided to not sing the current Concert Session with the Ensemble.

WE Director Marilyn Nicholson is considering possible singers to join.

The vote to change the Ensemble’s name was postponed because there was not a full complement of, WE Members at the first rehearsal.

ACTION ITEM  
Underwood to speak to WE Director regarding name change.

**1/19/23 ACTION ITEM COMPLETED:**

**On 1/30/23, Underwood informed Nicholson, WE Director, the BoD accepted the   
Ensemble’s 6-4 vote in favor of changing the Ensemble’s name but did not accept   
the proposed name of *TrebleLegacy*.   
Nicholson has decided to not continue pursuing a name change currently.**

**NEW BUSINESS**

**Updates to Secretary and Music Librarian Operating Procedures** (OP)

Walker reviewed the additions to the Secretary OP which now incorporates the Music Librarian’s tasks as this position reports to the Secretary.

Walker moved the Secretary OP be approved as reviewed and discussed. Underwood 2nd the Motion. The Motion passed unanimously.

The Music Librarian OP was updated to state how frequently the Inventory is updated which is any/every time new music is added, and to include a list of to whom an updated list be sent after each update is made to the Inventory. The Artistic Director and the BoD are who should receive the updated Inventory.

Underwood moved the Music Librarian OP be approved as reviewed and discussed.

Walker 2nd the Motion. The Motion passed unanimously.

ACTION ITEM

Underwood will contact the Music Librarians to inform them of the   
newly approved updates to the OP.

**1/19/23 ACTION ITEM COMPLETED:**

1/19/23, Underwood emailed Patti Booher and Nancy Crist, the   
Music Librarians, the updated OP information.

**Music Library Inventory Update Completion Date**

A date of 2/4/23 was set at the date the Music Library Inventory needs to be completed in time for the Artistic Director to make decisions regarding Summer Concert music.

ACTION ITEM

Underwood will contact Music Librarians, Patti Booher and Nancy Crist to apprise them of the date the Music Library count needs to be completed and to whom any updated inventory should be sent.

**1/19/23 ACTION ITEM COMPLETED:**

Underwood emailed the Music Librarians a request to complete the Music Inventory update and copy count by 2/4/23.   
She also sent a list of who should be sent the Music Inventory each time it is updated.

**2/2/23 ACTION ITEM COMPLETED:**

Booher sent updated Music Inventory to Artistic Director Coleman Flentge.

**2/2/23 ACTION ITEM COMPLETED:**

Booher sent updated Music Inventory to Artistic Director Coleman Flentge.

Underwood requested the updated Music Inventory be sent to BoD.

**2/8/23 Update:**

Booher sent updated Music Inventory to BoD

**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 Wednesday 2/15/23 at a time and place to be determined.

**ADJOURNMENT**

There being no additional business, Walker called for adjournment.

The meeting was adjourned at 4:10 p.m.

Respectfully submitted,

**Lark Underwood**

Lark Underwood – PCCC Secretary

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|  | **Plant City Community Chorale** | | | | | | |
|  | **Financial Summary for December 31, 2022** | | | | | | |
|  |  |  |  |  |  |  |  |
| l | Net monthly **loss** is -$2,862.47 | | | | | | |
| l | Monthly income included $100 Donation from Walden Lake Car Wash, $500 Hopewell Concert Sponsorship, and $120 Ad from Minuteman Press (offset program price with ad) | | | | | | |
| l | Christmas Concert night ticket sales was $708.00 | | | | | | |
| l | Operational expenses = $30 Quickbooks | | | | | | |
| l | Concert expenses included $100 for Flute Musician, $100 for WE Director, $273 First United Methodist Church concert space rental and $343 Concert Programs | | | | | | |
| l | Salaries for Coleman and Rob for this concert were $3,250 | | | | | | |
| l | Spring 2023 Music expense for remaining Edelweiss backorder & Sunrise Sunset were $242. | | | | | | |
| l | Choral Tracks subscription for 2023 was $550 (in Music Expenses GL Acct.) | | | | | | |
| l | Error in charging PCCC Debit Card for $3,994 (Red Cap Plumbing) was offset by deposit of Ann Shepard's personal check to net to zero in Reconciliation Discrepancies GL Account. | | | | | | |
|  |  |  |  |  |  |  |  |
|  | Total Income: |  |  |  |  |  | $2,028.23 |
|  | Total Expense: | |  |  |  |  | $4,890.70 |
|  | Net Income (Loss) | |  |  |  |  | -$2,862.47 |
|  |  |  |  |  |  |  |  |
|  | South State Bank Balance as of 12/01/2022 | | |  |  |  | $9,244.76 |
|  | Checks/Payments Cleared | |  |  |  |  | -$9,041.77 |
|  | Deposits |  |  |  |  |  | $5,899.95 |
|  | South State Bank Balance as of 12/30/22 | | |  |  |  | $6,102.94 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | PayPal Balance (Account Closed) | | |  |  |  | $0.00 |
|  | South State Bank Balance | |  |  |  |  | $6,102.94 |
|  | Uncleared Checks | |  |  |  |  | $111.00 |
|  | Total Cash |  |  |  |  |  | $5,991.94 |
|  |  |  |  |  |  |  |  |
|  | Total Cash on Balance Sheet (QB Balance) | | |  |  |  | $5,991.94 |

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| **Plant City Community Chorale, Inc** | |
| **Balance Sheet** | |
| **As of December 31, 2022** | |
|  |  |
|  | **Total** |
| **ASSETS** |  |
| **Current Assets** |  |
| **Bank Accounts** |  |
| **Paypal** | 0.00 |
| **Plant City Community Chorale** | 5,991.94 |
| **Total Bank Accounts** | **$ 5,991.94** |
| **Other Current Assets** |  |
| **12000 Undeposited Funds** | 0.00 |
| **Total Other Current Assets** | **$ 0.00** |
| **Total Current Assets** | **$ 5,991.94** |
| **Other Assets** |  |
| **18600 Other Assets** | 0.00 |
| **Total Other Assets** | **$ 0.00** |
| **TOTAL ASSETS** | **$ 5,991.94** |
| **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** | 2,275.32 |
| **Net Income** | -1,557.49 |
| **Total Equity** | **$ 5,991.94** |
| **TOTAL LIABILITIES AND EQUITY** | **$ 5,991.94** |
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| **Plant City Community Chorale, Inc** | |
| **Profit and Loss** | |
| **December 2022** | |
|  |  |
|  | **Total** |
| **Income** |  |
| **43400 Direct Public Support** | 0.00 |
| **43450 Individ, Business Contributions** | 100.00 |
| **43460 Sponsorships** | 500.00 |
| **Total 43400 Direct Public Support** | **$ 600.00** |
| **45000 Investments** | 0.00 |
| **45030 Interest-Savings, Short-term CD** | 0.23 |
| **Total 45000 Investments** | **$ 0.23** |
| **46400 Other Types of Income** | 0.00 |
| **46426 WE Contracted Services** | 600.00 |
| **Total 46400 Other Types of Income** | **$ 600.00** |
| **47200 Program Income** | 0.00 |
| **47250 Ticket Sales** | 708.00 |
| **47260 Advertising Sales** | 120.00 |
| **Total 47200 Program Income** | **$ 828.00** |
| **Total Income** | **$ 2,028.23** |
| **Gross Profit** | **$ 2,028.23** |
| **Expenses** |  |
| **62100 Contract Services** | 0.00 |
| **62150 Outside Contract Services (Musicians)** | 100.00 |
| **Total 62100 Contract Services** | **$ 100.00** |
| **62500 Concert/Event Expenses** | 0.00 |
| **62501 Concert Space Rental** | 273.10 |
| **62502 Concert Programs & Posters** | 342.98 |
| **Total 62500 Concert/Event Expenses** | **$ 616.08** |
| **65000 Operations** | 0.00 |
| **65011 Accounting Software** | 30.00 |
| **65045 Music Expenses** | 792.34 |
| **Total 65000 Operations** | **$ 822.34** |
| **66000 PCC Chorale Contract Employee Salary** | 3,250.00 |
| **66002 Women's Ensemble Artistic Director** | 100.00 |
| **Total 66000 PCC Chorale Contract Employee Salary** | **$ 3,350.00** |
| **85551 Square Fees** | 2.28 |
| **Total Expenses** | **$ 4,890.70** |
| **Net Operating Income** | **-$ 2,862.47** |
| **Other Expenses** |  |
| **Reconciliation Discrepancies-1** | 0.00 |
| **Total Other Expenses** | **$ 0.00** |
| **Net Other Income** | **$ 0.00** |
| **Net Income** | **-$ 2,862.47** |
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