**PLANT CITY COMMUNITY CHORALE**

**FEBUARY 22, 2023**

**BOARD MEETING MINUTES**

TIME: 2:00 p.m.

LOCATION: **ZOOM MEETING**

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 2:07 p.m.

**APPROVAL OF PREVIOUS MINUTES**

Walker made a Motion the January 19, 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.

**02/22/23 ACTION ITEM COMPLETED:**

**On 2/22/23, Secretary Lark Underwood sent Approved January 19, 2023   
Minutes to Treasurer to post on the website.**

**TREASURER’S REPORT**

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

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

The QuickBooks Income Statement\*, January Balance Sheet\*, January 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 a net income of $1020.93 for the month.

An increasing number of Members are paying dues with credit cards—Square Credit Card fees were $14.43. Most Members have now paid their dues.   
The Women’s Ensemble contributed $275 from a December performance—the check was deposited in January. The WE Director, Marilyn Nicholson, was paid 75% of the monies earned by the group during December 2022, totaling $650

Operational Expenses included $39.98 for QuickBooks. The $9.98 was the cost of filing the 1099’s for 2022 through QB—which mails them to the recipients and reports to the IRS.

Rent was paid to 1st United Methodist Church (FUMC) for rehearsal space.

Go Daddy web hosting was paid $35.99

Ten extra copies of Spring Concert music was purchased—totaling $227.19

Budget verses Actuals are a little over budget due to the necessity of ordering additional music, but not markedly.

Walker pointed out the new Concert Sponsor will add to the revenues as will the recent music adoption and any new advertisers.

Shepard reported she had received the notification for the Annual Report.   
She also reported all Treasurer spreadsheets are up-to-date and copies had been sent to the rest of the BoD.

ACTION ITEM

**Shepard will complete and submit the Annual   
Report to the State of Florida.**

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

**OLD BUSINESS**

**Women’s Ensemble (WE)**

Underwood reported three pieces selected by the WE Director, Marilyn Nicholson, for the Summer Concert was approved by the Chorale Artistic Director, Coleman Flentge.

The pieces are *I lift my Lamp*, *Inscription of Hope*, and *This is Me*.

When Underwood reported she had already ordered and received the music, Walker reminded her the BoD had not yet approved the pieces.

ACTION ITEM  
**Underwood will send the JW Pepper product numbers for the   
WE music so the BoD can listen to them.**

**2/22/23 ACTION ITEM COMPLETED:**

**Underwood sent the product numbers later the same day.**

**Website/YouTube Channel Update**

Shepard reported the Chorale website has been updated and no additional updates will be made until new concert videos are taken

ACTION ITEM

**Shepard to pass out website login to new singers for Members’ Page.**

**Music Adoption**

PCC Chorale Member Lisa Sode adopted *Edelweiss* in memory of her mother. Shepard sent an email requesting labels be printed and distributed at the next rehearsal.

ACTION ITEM

**Underwood to send a reminder email to Music Librarians.   
Patti Booher will print the labels.**

**02/22/23 ACTION ITEM COMPLETED:**

**Music Librarians Booher and Crist distributed *Edelweiss* adoption labels   
to the Members at the 2/20/23 rehearsal.**

**NEW BUSINESS**

**Updates on Possible New BoD Members/Responsibilities**

Shepard reported she had heard from two current Members who are considering sharing the Treasurer position. After some discussion, the current BoD decided that might be fine, but one of the Members will have to assume the title of *Treasurer* because the needed bank account signature card.  
Spreadsheet tracking of Ads, Donors, Sponsors, tickets, music ordering can be delegated to another Member. The Music Librarian should be the person to order and disseminate the ChoralTracks rehearsal tracks.

Walker was concerned about the possibility of malfeasance on the part of a non-BoD person ordering music copies and tracks. Shepard pointed out the Treasurer would see QuickBooks transactions; and Underwood reminded the BoD the Music Librarian is overseen by the Secretary—so there would be two other “responsible” people keeping track.   
Walker agreed the careful over-watch by both officers should eliminate possible misappropriation.

**Updates on Spring Concerts**

Underwood reported tickets have been sent to the Donors, Sponsors and venues.

**Summer Music**

As the Artistic Director, Coleman Flentge, is at an ACDA conference, Walker will speak with him after his return regarding the music for the Summer Concert.

ACTION ITEM

**Walker to arrange a meeting for the Summer 2023 concert music.**

**2/8/2023 Update:**

**Walker set up the meeting for Monday, March 6th at 3pm.**

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.

Underwood requested the updated Music Inventory be sent to BoD.

**2/8/23 Update:**

Booher sent updated Music Inventory to BoD

**Action Items Review**

The BoD reviewed the Action Items generated during their monthly meeting.

**Future Board Meeting Dates**

The next monthly BoD Meeting will be 3/14/23 at a time and place to be determined.

**ADJOURNMENT**

There being no additional business, Walker called for adjournment.

The meeting was adjourned at 2:51 p.m.

Respectfully submitted,

**Lark Underwood**

Lark Underwood – PCCC Secretary

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|  | **Plant City Community Chorale** | | | | | | |
|  | **Financial Summary for Feb. 28, 2023** | | | | | | |
|  |  |  |  |  |  |  |  |
| l | Net monthly **income is $ 259.78** | | | | | | |
| l | Monthly income included $500 for a new concert Sponsor (Absolute Auto), $130 for 2023 Edelweiss Music Adoption, $48 Seize the Day concert tickets and $100 for a new Ad (Koa Yoga) | | | | | | |
| l | Operational expenses = $30 QB, $100 Jan/Feb rehearsal space rent, $144 Go Daddy, $27 Misc. expenses (net purchase and return of student concert attire). | | | | | | |
| l | Sieze the Day Concert Music expenses included $128 for posters, $107 ticket printing supplies and $40 for Staples printing of e-music (+10 copies). | | | | | | |
| l |  | | | | | | |
|  |  |  |  |  |  |  |  |
|  | Total Income: |  |  |  |  |  | $838.78 |
|  | Total Expense: | |  |  |  |  | $579.00 |
|  | Net Income (Loss) | |  |  |  |  | $259.78 |
|  |  |  |  |  |  |  |  |
|  | South State Bank Balance as of 02/01/2023 | | |  |  |  | $7,062.87 |
|  | Checks/Payments Cleared | |  |  |  |  | -$566.16 |
|  | Deposits |  |  |  |  |  | $901.89 |
|  | South State Bank Balance as of 2/28/2023 | | |  |  |  | $7,398.60 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | PayPal Balance (Account Closed) | | |  |  |  | $0.00 |
|  | South State Bank Balance | |  |  |  |  | $7,398.60 |
|  | Uncleared Checks | |  |  |  |  | $125.95 |
|  | Total Cash |  |  |  |  |  | $7,272.65 |
|  |  |  |  |  |  |  |  |
|  | Total Cash on Balance Sheet (QB Balance) | | |  |  |  | $7,272.65 |

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| **Plant City Community Chorale, Inc** | | |
| **Balance Sheet** | | |
| **As of February 28, 2023** | | |
|  |  | |
|  | **Total** | |
| **ASSETS** |  | |
| **Current Assets** |  | |
| **Bank Accounts** |  | |
| **Paypal** | 0.00 | |
| **Plant City Community Chorale** | 7,272.65 | |
| **Total Bank Accounts** | **$ 7,272.65** | |
| **Other Current Assets** |  | |
| **12000 Undeposited Funds** | 0.00 | |
| **Total Other Current Assets** | **$ 0.00** | |
| **Total Current Assets** | **$ 7,272.65** | |
| **Other Assets** |  | |
| **18600 Other Assets** | 0.00 | |
| **Total Other Assets** | **$ 0.00** | |
| **TOTAL ASSETS** | **$ 7,272.65** | |
| **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** | -276.78 | |
| **Total Equity** | **$ 7,272.65** | |
| **TOTAL LIABILITIES AND EQUITY** | **$ 7,272.65** | |
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| **Plant City Community Chorale, Inc** | | |
| **Profit and Loss** | | |
| **February 2023** | | |
|  | |  | |
|  | | **Total** | |
| **Income** | |  | |
| **43400 Direct Public Support** | | 0.00 | |
| **43460 Sponsorships** | | 500.00 | |
| **Total 43400 Direct Public Support** | | **$ 500.00** | |
| **45000 Investments** | | 0.00 | |
| **45030 Interest-Savings, Short-term CD** | | 0.46 | |
| **Total 45000 Investments** | | **$ 0.46** | |
| **46400 Other Types of Income** | | 0.00 | |
| **46430 Miscellaneous Revenue** | | 25.32 | |
| **46431 Music Adoption** | | 130.00 | |
| **Total 46400 Other Types of Income** | | **$ 155.32** | |
| **47200 Program Income** | | 0.00 | |
| **47230 Membership Dues** | | 35.00 | |
| **47250 Ticket Sales** | | 48.00 | |
| **47260 Advertising Sales** | | 100.00 | |
| **Total 47200 Program Income** | | **$ 183.00** | |
| **Total Income** | | **$ 838.78** | |
| **Gross Profit** | | **$ 838.78** | |
| **Expenses** | |  | |
| **62500 Concert/Event Expenses** | | 0.00 | |
| **62502 Concert Programs & Posters** | | 128.32 | |
| **62503 Concert Tickets** | | 107.29 | |
| **Total 62500 Concert/Event Expenses** | | **$ 235.61** | |
| **62800 Facilities and Equipment** | | 0.00 | |
| **62890 Rent, Parking, Utilities** | | 100.00 | |
| **Total 62800 Facilities and Equipment** | | **$ 100.00** | |
| **65000 Operations** | | 0.00 | |
| **65011 Accounting Software** | | 30.00 | |
| **65045 Music Expenses** | | 40.62 | |
| **Total 65000 Operations** | | **$ 70.62** | |
| **65100 Other Types of Expenses** | | 0.00 | |
| **65160 Misc. Expenses** | | 27.20 | |
| **Total 65100 Other Types of Expenses** | | **$ 27.20** | |
| **85550 Web Host Fee** | | 143.88 | |
| **85551 Square Fees** | | 1.69 | |
| **Total Expenses** | | **$ 579.00** | |
| **Net Operating Income** | | **$ 259.78** | |
| **Net Income** | | **$ 259.78** | |
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