

# PLANT CITY COMMUNITY CHORALE

MARCH 14, 2023

## BOARD MEETING MINUTES

TIME: 2:00 p.m.

LOCATION: **703 NORTH EVERS STREET, PLANT CITY**

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 2:24 p.m.

### APPROVAL OF PREVIOUS MINUTES

Walker made a Motion the February 22, 2023, 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.

#### 03/14/23 ACTION ITEM COMPLETED:

On 3/14/23, Secretary Lark Underwood sent Approved February 22, 2023 Minutes to Treasurer to post on the website.

### TREASURER'S REPORT

The February 2022 Financials\* were presented and reviewed.

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

The QuickBooks Income Statement\*, February Balance Sheet\*, February 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 net monthly loss of \$ 259.78. Monthly income included \$500 for a new concert Sponsor (Absolute Auto), \$130 for a 2023 Music Adoption of *Edelweiss*, \$48 Seize the Day concert tickets and \$100 for a new Program Ad for Koa Yoga.

Operational expenses included \$30 for QuickBooks, \$100 for January and February rehearsal space rent, \$144 for Go Daddy, \$27 Misc. expenses (net purchase and return of student concert attire).

**Seize the Day** Concert Music expenses included \$128 for the concert posters, \$107 ticket printing supplies, and \$40 for Staples e-music printing (+10 copies).

Cash on hand is \$7,272.65.

The piano tuning (and voicing) for the Church of the Nazarene was \$200 and will appear in next Month's financials. The payment check has been sent.

Music expenses for the Summer Concert Session is now over \$700. As long as the Summer Membership doesn't increase more than the current count during the first 3 rehearsals, the budget should be fine.

Walker reported Artistic Director (AD) Coleman Flentge had spoken to her regarding compensating Accompanist Rob Nicholson for the extra time and playing for the "Spotlight" performers for this concert. It was decided that Rob will be compensated for the additional six pieces he had to learn and perform for two concerts.

Shepard reported the Go Daddy expense was up slightly due to having purchased additional storage space for the Chorale's growing library of concert videos.

Parrish Threads check was sent for payment of the baby gift for Sydney Pinson's son Riley—the Chorale's first newborn.

Florida SunBiz has been paid and the certificate received.

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

#### **ACTION ITEM**

NONE

### **OLD BUSINESS**

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

Underwood reported three pieces selected by the WE Director, Marilyn Nicholson, for the Summer Concert was distributed to the Members.

Anna Hoyt returned her new summer music as she is unable to sing with the Chorale or WE for the next Concert Session.

Walker reported she had had a WE Member speak to her about PCCC Members coming into the WE rehearsals and "disturbing" the group. Underwood reported WE Director Nicholson had never made any comments about Chorale Members coming into the FUMC Sanctuary during rehearsal. Walker suggested the group could use the Wesley Room or the Chapel for rehearsal.

#### **ACTION ITEM**

Underwood said she would speak with Nicholson about this.

#### **ACTION ITEM FOLLOW-UP**

Underwood conferred with Nicholson who thought the Chapel at FUMC would be the best rehearsal location.

Underwood then contacted FUMC about WE using the Chapel for their regular Monday rehearsals from 5:45p-6:45p. The FUMC Secretary added the rehearsal there to the church's schedule.

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

Due to an address error on the concert poster, Shepard reported changing the 1<sup>st</sup> page banner to indicate the correct address.

Concert Manager Joyce Nestor will create signs to be put along the road to the Church of the Nazarene to help the audience find the church.

**ACTION ITEM**

NONE

**NEW BUSINESS**

**Advertising Checklist for KOA Yoga**

Walker said she had not received an Advertiser checklist for this business. Shepard reported she was unable to find any Advertiser Checklist in her files.

Walker asked Underwood if she had sent a letter to KOA, Underwood replied she had not.

*Advertiser Thank You* letters are only sent with the programs after a concert.

**Christianson Formal Dress**

Walker reported she was planning to ask Carol Christianson to leave her concert dress with the Chorale as she will not be singing with the group for the Summer 2023 or Fall 2023 Sessions. It will then be available for another singer.

**ACTION ITEM**

Walker to ask for the dress to be returned after the 2<sup>nd</sup> concert performance. Christianson's name will be put on the dress, so if not used, she can again use it.

**ACTION ITEM COMPLETED**

Carol Christianson gave Walker her dress at the end of the Spring concert.

**Spring Concert Ticket Sales Status**

Shepard reported the ticket money collected to date for **Seize the Day** had not been reconciled on the Ticket Sales Summary spreadsheet as of the BoD meeting. However, based on members returning ticket money, almost half of the 250 tickets printed have been sold.

**Spring Concert Guest Artists' Payments**

Walker spoke with AD Flentge regarding the number of and payment amounts for any Guest Artists for the concert. Flentge thought \$150 for the two musicians would be acceptable. However, Walker reported the issue is likely to be moot as there may not be any Guest Artists.

This brought up the question if extra performances should be compensated for the WE Director and the Accompanist?

After discussion, Underwood made a Motion that \$1400 (\$400 extra) be paid to Rob Nicholson and \$200 (\$100 extra) to Marilyn Nicholson in compensation for the extra work with these two concerts. Walker 2<sup>nd</sup> the Motion. The Motion passed unanimously.

**Moving Risers for Spring Concert**

The Chorale's risers will not work at St. Andrews, they are not safe for our Members.

The risers at Patel High School will be a good, safe choice for the venue.

The problem is transporting them to and from St. Andrews.

They will be stored at St. Andrews until Saturday's performance, and after the concert.

The Walkers will transport to the church. Flentge will get them back to Patel High School.

**Summer Music-Number of Copies to Order**

After discussing the matter earlier,

Walker moved to order 50 copies of the new Summer Concert music and as many additional copies of the music already in the library selected to be performed to make 50 copies. Underwood 2<sup>nd</sup> the Motion. The Motion passed unanimously.

The Summer Music was approved during the 3/6/23 BoD Zoom meeting called for the task.

Shepard brought up the issue of Members who have dropped out during the Spring Session returning their music.

**ACTION ITEM**

Underwood will email a request to Members who have dropped, but have not turned in music.

**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 at a date, time and place to be determined.

**ADJOURNMENT**

There being no additional business, Walker called for adjournment.

The meeting was adjourned at 3:57 p.m.

Respectfully submitted,

*Lark Underwood*

Lark Underwood – PCCC Secretary

**Plant City Community Chorale  
Financial Summary for Feb. 28, 2023**

- **Net monthly income is \$ 259.78**  
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)
- Operational expenses = \$30 QB, \$100 Jan/Feb rehearsal space rent, \$144 Go Daddy,
- \$27 Misc. expenses (net purchase and return of student concert attire).  
Seize the Day Concert Music expenses included \$128 for posters, \$107 ticket
- printing supplies and \$40 for Staples printing of e-music (+10 copies).
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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	<u>\$901.89</u>
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
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Paypal	0.00
Plant City Community Chorale	7,272.65
	\$
<b>Total Bank Accounts</b>	<b>7,272.65</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>7,272.65</b>
<b>Other Assets</b>	
18600 Other Assets	0.00
	\$
<b>Total Other Assets</b>	<b>0.00</b>
	\$
<b>TOTAL ASSETS</b>	<b>7,272.65</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	-276.78
	\$
<b>Total Equity</b>	<b>7,272.65</b>
	\$
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>7,272.65</b>

Monday, Mar 13, 2023 01:32:46 PM GMT-7 - Cash Basis

**Plant City Community Chorale, Inc**  
**Profit and Loss**  
February 2023

	<b>Total</b>
<b>Income</b>	
43400 Direct Public Support	0.00
43460 Sponsorships	500.00
<b>Total 43400 Direct Public Support</b>	<b>500.00</b>
45000 Investments	0.00
45030 Interest-Savings, Short-term CD	0.46
<b>Total 45000 Investments</b>	<b>0.46</b>
46400 Other Types of Income	0.00
46430 Miscellaneous Revenue	25.32
46431 Music Adoption	130.00
<b>Total 46400 Other Types of Income</b>	<b>155.32</b>
47200 Program Income	0.00
47230 Membership Dues	35.00
47250 Ticket Sales	48.00
47260 Advertising Sales	100.00
<b>Total 47200 Program Income</b>	<b>183.00</b>
<b>Total Income</b>	<b>838.78</b>
<b>Gross Profit</b>	<b>838.78</b>
<b>Expenses</b>	
62500 Concert/Event Expenses	0.00
62502 Concert Programs & Posters	128.32
62503 Concert Tickets	107.29
<b>Total 62500 Concert/Event Expenses</b>	<b>235.61</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
65045 Music Expenses	40.62
<b>Total 65000 Operations</b>	<b>70.62</b>
65100 Other Types of Expenses	0.00
65160 Misc. Expenses	27.20
<b>Total 65100 Other Types of Expenses</b>	<b>27.20</b>
85550 Web Host Fee	143.88
85551 Square Fees	1.69
<b>Total Expenses</b>	<b>579.00</b>
<b>Net Operating Income</b>	<b>259.78</b>
<b>Net Income</b>	<b>259.78</b>

