

PLANT CITY COMMUNITY CHORALE

MAY 25, 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 2:01 p.m.

APPROVAL OF PREVIOUS MINUTES

Walker made a Motion the April 20, 2023, Minutes be approved as presented. Treasurer Ann Shepard 2nd the Motion. The Motion passed unanimously.

ACTION ITEM

Underwood to send the Approved 3/14/23
Minutes to be posted on the Website.

ACTION ITEM COMPLETED

Underwood sent the Approved 3/14/23
Minutes on 5/25/23.

APPROVAL OF THE MINUTES OF THE ANNUAL MEETING

Underwood presented the Minutes of the Annual General Meeting.

Walker made a Motion to approve the May 15, 2023, Annual Membership Meeting Minutes as presented. Treasurer Ann Shepard 2nd the Motion. The Motion passed unanimously.

ACTION ITEM

Shepard to post the Approved 5/15/23
Annual General Membership Minutes to be posted on the Website.

TREASURER'S REPORT

Shepard reported a net monthly income of \$544.38.

This monthly income included a net \$200 for Nazarene tickets sales at the door less \$92 in refunds due to the cancelled concert

Member dues collected in April for the June Concert was \$1,205.

Operational expenses included payment to the Florida Dept. of Agriculture and Consumer Services for license renewal in the amount of \$10.25, \$50 rehearsal space rent, \$30 QB, and \$60.82 for new checks.

Seize the Day concert expenses included concert venue compensation to St. Andrews in the amount of \$250, and \$250 to Church of the Nazarene, and a \$46.75 reimbursement to Concert Manager Joyce Nestor for concert poster supplies.

Square fees for credit card sales for concert tickets and Member dues were \$15.

The shipment of the remaining purchased music for the June concert was \$147.50.

OLD BUSINESS

Women's Ensemble Update

The Ensemble is continuing to work on their current concert repertoire.

Too few WE Members have given Underwood their schedules, it might be easier to offer the women a selection of dates and let them choose for which they are available for extra rehearsals.

Underwood will ask WE Director Marilyn Nicholson to set tentative dates for WE rehearsals during the Chorale's Summer hiatus and email them to the WE Members.

ACTION ITEM

Underwood to request WE summer rehearsal schedule from WE Director (WED).
She will then inform Walker of the dates/times selected,
Walker will then will contact FUMC for approval.

ACTION ITEM UPDATE

Underwood contacted WED and was given dates which she relayed to Walker.

Walker contacted FUMC and was able to reserve the
Wesley Room for the requested dates.

Website/YouTube Channel Update

Shepard reported the website has been updated—it now only needs the Approved 4/20/23 Minutes.

The newly-elected BoD and new ticket information have been listed; and the Donate/Buy Tickets button has been moved to a more prominent location on the page.

Due to other obligations, Artistic Director Coleman Flentge has not had time to separate the individual songs from the Spring concert, so the YouTube channel has not been updated.

During this discussion, Shepard also brought up the issue of the current group picture on the website did not reflect the current Membership. Several potential photographers were discussed.

ACTION ITEM

Walker to contact potential photographers to take the Chorale's "formal" concert photo to be used on the website Home Page.

NEW BUSINESS

Transfer of Chorale Information to New BoD

Having discussed with On Point IT Solutions the best capacity flashdrive for current data and music files, Underwood requested Shepard purchase three (3) flash drives sufficient to store the Secretary, Music Inventory, and rehearsal track files so they may be transferred to and stored by to the new BoD and its staff. It was agreed this be done.

ACTION ITEM

Underwood to send Shepard the suggested flashdrive sizes.

Underwood also suggested Walker include the steps taken to find and hire a new Artistic Director in the information conveyed to the new BoD, so they will not need to "reinvent the wheel".

ACTION ITEM

Walker is to add this information to the material to be given to the new Executive Director.

New Chorale Emails

Flentge created a new Gmail address:

PCCChoraleArtisticDirector@gmail.com for the Artistic Director to help him differentiate his Chorale correspondence from his work and personal accounts.

Shepard created an account for the Web Master: **PCCChoraleWebMaster@gmail.com**.

Underwood created: **PCCChoraleWEMgr@gmail.com** for the Women's Ensemble communications.

ACTION ITEM

Each current officer will schedule time with their newly-elected counterpart to go over the practicalities of the office.

2023-2024 BoD Election

The current BoD wanted the date changes to the Election schedule (noted in the previous Minutes) be recorded in these Minutes. The changes were made in part due to candidates recusing themselves, requiring the scheduled dates & time of the Election to be altered.

The changes are as follows:

~Distribution of Board Positions Operating Procedures

Moved from May 8th to April 26th

~Nomination of Officers

Moved from May 15th to May 1st –

~The nomination slate presented to Membership

Presented orally on **May 8th** and via email on **May 15th**.

~ Speeches and General Meeting

Moved from May 22nd to May 15th

(If no competition – Elections) – with or without competition.

The Elections on May 29th were eliminated.

Underwood made a Motion the changes to the election cycle be listed in the current Minutes. Shepard 2nd the Motion. The Motion passed unanimously.

2023-2024 ELECTION RESULTS

By a unanimous vote of the Members present at the Annual General Meeting

The 2023-2024 Board of Directors are:

Michael Brandt, Executive Director

Lisa Sode, Secretary

Kim Rupp, Treasurer

2023-2024 Performance Invitations

Walker was approached by two Plant City organizations to perform in November 2023. Walker discussed these invitations with Ex Dir-elect Michael Brandt and AD Coleman Flentge and was given permission to accept them.

November 5th will be an annual Celebration of Veterans.

November 11th will be a performance at Empty Bowls-a fundraising event for the local food bank.

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 on **Thursday 6/15/23**, at a time and location to be determined.

The newly-elected BoD will be invited to attend

ADJOURNMENT

There being no additional business, Walker called for adjournment.

The meeting was adjourned at **3:07 p.m.**

Respectfully submitted,

Lark Underwood

Lark Underwood – PCCC Secretary

Plant City Community Chorale Financial Summary for Apr. 30, 2023

- Net monthly income is **\$544.38**
- Monthly income included a net \$200 for Nazarene tickets sales at the door less \$92 in refunds due to cancelled concert.
- Member dues collected in April for the June Concert was \$1,205.
- Operational expenses = Florida Dept. of Agriculture and Consumer services license renewal for \$10.25, \$50 rehearsal space rent, \$30 QB, \$60.82 for new checks.
- Seize the Day Concert expenses included \$250 for St. Andrews and \$250 for Church of the Nazarene for concert venue compensation and \$46.75 reimbursement to Joyce for concert poster supplies.
- Square fees for credit card sales for concert tickets and member dues were \$15
- Music purchased for the June concert was \$147.50 for remaining shipment.

Total Income:	\$1,405.37
Total Expense:	\$860.99
Net Income (Loss)	\$544.38

South State Bank Balance as of 04/01/2023	\$7,163.12
Checks/Payments Cleared	-\$2,347.09
Deposits	\$1,480.47
South State Bank Balance as of 4/28/2023	\$6,296.50

PayPal Balance (Account Closed)	\$0.00
South State Bank Balance	\$6,296.50
Uncleared Checks	\$500.00
Total Cash	\$5,796.50

Plant City Community Chorale, Inc
Balance Sheet
As of April 30, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
Paypal	0.00
Plant City Community Chorale	5,796.50
	\$
Total Bank Accounts	5,796.50
Other Current Assets	
12000 Undeposited Funds	0.00
	\$
Total Other Current Assets	0.00
	\$
Total Current Assets	5,796.50
Other Assets	
18600 Other Assets	0.00
	\$
Total Other Assets	0.00
	\$
TOTAL ASSETS	5,796.50
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	-1,752.93
	\$
Total Equity	5,796.50
	\$
TOTAL LIABILITIES AND EQUITY	5,796.50

Monday, May 01, 2023 09:35:37 AM GMT-7 - Cash Basis

Plant City Community Chorale, Inc
Profit and Loss
 April 2023

	Total
Income	
45000 Investments	0.00
45030 Interest-Savings, Short-term CD	0.37
	\$
Total 45000 Investments	0.37
47200 Program Income	0.00
47230 Membership Dues	1,205.00
47250 Ticket Sales	200.00
	\$
Total 47200 Program Income	1,405.00
	\$
Total Income	1,405.37
	\$
Gross Profit	1,405.37
	\$
Expenses	
60900 Business Expenses	0.00
60920 Business Registration Fees	10.25
	\$
Total 60900 Business Expenses	10.25
62500 Concert/Event Expenses	0.00
62501 Concert Space Rental	500.00
62502 Concert Programs & Posters	46.75
	\$
Total 62500 Concert/Event Expenses	546.75
62800 Facilities and Equipment	0.00
62890 Rent, Parking, Utilities	50.00
	\$
Total 62800 Facilities and Equipment	50.00
65000 Operations	0.00
65011 Accounting Software	30.00
65045 Music Expenses	147.50
	\$
Total 65000 Operations	177.50
85551 Square Fees	15.67
85552 Bank Fee	60.82
	\$
Total Expenses	860.99
	\$
Net Operating Income	544.38
	\$
Net Income	544.38

Monday, May 01, 2023 09:37:14 AM GMT-7 - Cash Basis

Plant City Community Chorale, Inc

Profit and Loss

Fiscal Year thru end of April (July 2022 - April 2023)

	Total
Income	
43400 Direct Public Support	0.00
43440 Gifts in Kind - Goods	388.69
43450 Individ, Business Contributions	995.00
43460 Sponsorships	1,000.00
	\$
Total 43400 Direct Public Support	2,383.69
45000 Investments	0.00
45030 Interest-Savings, Short-term CD	2.55
	\$
Total 45000 Investments	2.55
46400 Other Types of Income	0.00
46426 WE Contracted Services	875.00
46430 Miscellaneous Revenue	163.69
46431 Music Adoption	245.00
	\$
Total 46400 Other Types of Income	1,283.69
47200 Program Income	0.00
47230 Membership Dues	5,267.83
47250 Ticket Sales	8,670.06
47260 Advertising Sales	870.00
	\$
Total 47200 Program Income	14,807.89
	\$
Total Income	18,477.82
	\$
Gross Profit	18,477.82
Expenses	
60900 Business Expenses	0.00
60920 Business Registration Fees	80.25
60930 Advertising & Promotion	275.00
	\$
Total 60900 Business Expenses	355.25
62100 Contract Services	0.00
62150 Outside Contract Services (Musicians)	650.00
	\$
Total 62100 Contract Services	650.00
62500 Concert/Event Expenses	0.00
62501 Concert Space Rental	773.10
62502 Concert Programs & Posters	1,386.57
62503 Concert Tickets	137.35
	\$
Total 62500 Concert/Event Expenses	2,297.02
62800 Facilities and Equipment	0.00
62890 Rent, Parking, Utilities	500.00
	\$
Total 62800 Facilities and Equipment	500.00
65000 Operations	0.00

65011 Accounting Software	309.98
65020 Postage, Mailing Service	228.10
65030 Printing and Copying	59.13
65045 Music Expenses	3,478.17
	<u> </u>
	\$
Total 65000 Operations	4,075.38
65100 Other Types of Expenses	0.00
65120 Insurance - Liability, D and O	488.58
65160 Misc. Expenses	386.00
	<u> </u>
	\$
Total 65100 Other Types of Expenses	874.58
66000 PCC Chorale Contract Employee Salary	6,500.00
66001 PCCC Artistic Director/Accompanist Bonus	3,750.00
66002 Women's Ensemble Artistic Director	850.00
	<u> </u>
	\$
Total 66000 PCC Chorale Contract Employee Salary	11,100.00
85550 Web Host Fee	199.66
85551 Square Fees	118.04
85552 Bank Fee	60.82
	<u> </u>
	\$
Total Expenses	20,230.75
	<u> </u>
	-\$
Net Operating Income	1,752.93
Other Expenses	
Reconciliation Discrepancies-1	0.00
	<u> </u>
	\$
Total Other Expenses	0.00
	<u> </u>
	\$
Net Other Income	0.00
	<u> </u>
	-\$
Net Income	1,752.93

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