

PLANT CITY COMMUNITY CHORALE

JUNE 15, 2023

BOARD MEETING MINUTES

TIME: 6:30 p.m.

LOCATION: 703 NORTH EVERS STREET, PLANT CITY

PRESENT: Carol Walker – Executive Director (ED)
Ann Shephard – Treasurer
Lark Underwood – Secretary

ABSENT: None

GUESTS: Michael Brandt – Executive Director Elect
Kim Rupp – Treasurer Elect
Lisa Sode – Secretary Elect

Executive Director Carol Walker called the PCC Chorale (PCCC) Board of Directors (BoD) meeting to order at 6:43 p.m.

APPROVAL OF PREVIOUS MINUTES

Walker made a Motion the May 25, 2023, Minutes be approved as presented. Treasurer Ann Shepard 2nd the Motion. The Motion passed unanimously.

For the benefit of the new BoD, Walker informed them the Secretary sends three (3) versions of the Minutes (*draft*, *final draft*, and *approved*).

The *draft* is corrected by the other BoD Members where needed and returned to the Secretary for correction or revision.

The *final draft* allows the BoD to confirm the changes have been made or make additional corrections.

The *approved* version is sent to the Webmaster to be posted on the PCCC's website.

Because there are two reviews of the Minutes, they are not read into the record of the BoD's meeting.

ACTION ITEM

Underwood to send the Approved 5/25/23 Minutes.
These Approved Minutes to be posted on the Website the same day.

ACTION ITEM COMPLETED

Underwood sent the Approved 5/25/23
Minutes on 6/15/23.

ACTION ITEM

Shepard to post the Approved 5/25/23 BoD Minutes and the
Annual General Membership Minutes on the Website.

ACTION ITEM COMPLETED

Shepard posted the Approved 5/25/23 BoD Minutes as well as the Annual General Membership Minutes on the Website.

TREASURER'S REPORT

For the benefit of the new BoD, Shepard began with the Summer Concert, *From Sea to Shining Sea*, financials. This information is not kept in one place in Quick Books (QB), so the Treasurer pulls the information from several QB locations to create a concert summary.

Shepard reported a net monthly income of \$694.48.

This monthly income included a payment of \$150 from the PC Arts Council for the performance at its member luncheon, \$39 from the final Amazon Smile payment—this program has been discontinued. \$125 was collected in Member Dues for the Summer Session.

Ticket sales for the Summer Concert was \$2708. A new program ad was charged via the website netting \$96.80. The Concert Sponsor, Hopewell contributed \$500. The concert made \$3308.

Customarily 10% of ticket sales is given to the concert venue, so \$270 was sent to Nativity Catholic Church with a letter of thanks.

ACTION ITEM

Underwood to send the venue payment to Nativity Catholic Church.

ACTION ITEM COMPLETED

Underwood sent Nativity's check on 6/19/23.

\$100 was paid to the concert guest drummer, and a gift card for \$56 was purchased for Nativity Church's sound operator.

The Women's Ensemble (WE) had a French Horn player accompany one of their songs. This performer provided her talent gratis.

As there is no budgeted amount for, WE guest musicians, the WE Manager (WEM) or Director (WED) would need to request funds from the new BoD.

Per his PCCC contract, Accompanist Rob Nicholson is required to play for WE in a PCCC concert.

\$150 in Concert expenses included poster and ticket supplies.

From Sea to Shining Sea Concert music totaled \$918.38.

Operating expenses included \$30 for QuickBooks, and \$100 rehearsal space rent.

Total cash on hand is \$6,490.98.

A discussion concerning a bonus to be paid to Artistic Director Coleman Flentge was held with all present. Shepard made a Motion to pay Flentge a \$500 bonus for this Concert Session. Walker 2nd the Motion. The Motion passed unanimously.

Secretary Lark Underwood made a Motion the May 2023 Treasurer's report be approved as presented. Shepard 2nd the Motion. The Motion passed unanimously.

For the benefit of the new BoD, Shepard reviewed the May 2022-2023 and June 2022-2023 Budget vs Actuals (as of 6/15/23).

Shepard and Walker then reviewed the items to consider and logic behind them in preparing the 2023-2024 annual budget in July (when the new BoD takes office). Both Walker and Shepard offered to assist if requested or needed by the new BoD.

OLD BUSINESS

Women's Ensemble Update

The Ensemble will be working on their concert repertoire in June, July and August during PCCC's summer break. The music includes two new pieces, as well as eight previously performed songs.

Walker contacted 1st United Methodist Church (FUMC) and confirmed permission to use and the availability of the Wesley Room for the three rehearsals.

Website/YouTube Channel Update

Shepard reported the website has been updated—it now only needs the Approved 5/25/23 Minutes.

ACTION ITEM

Underwood to send 5/25/23 Approved Minutes.

ACTION ITEM COMPLETED

Underwood sent 5/25/23 Approved Minutes during the meeting after they were approved.

Shepard posted Approved Minutes on website later the same day.

ACTION ITEM

Shepard to contact Artistic Director, Coleman Flentge, about completing the video edit of the St. Andrews concert so it may be uploaded to the website

ACTION ITEM COMPLETED

Shepard contacted Flentge, who has not yet responded.

NEW BUSINESS

Reviews of BoD Responsibilities

The tasks and responsibilities of the Secretary

Some of the tasks and responsibilities of the Secretary were outlined by Underwood. She answered questions from Brandt and Sode. Underwood gave Sode two flash drives—one for data/forms archives and one for rehearsal music tracks. She and Sode have set a date to meet and transfer print data and answer any questions she may have.

The tasks and responsibilities of the Treasurer

The tasks and responsibilities of the Treasurer have been discussed by Shepard with Rupp. She and Rupp have set a date to meet and answer any questions she may have.

The tasks and responsibilities of the Executive Director (ED)

Some of the tasks and responsibilities of the ED were outlined by Walker. She answered questions from Brandt. She and Brandt have yet to set a date to meet and transfer print data and answer any questions he may have. Walker has given him the PCCC Official Record Book maintained by the Executive Director.

Women's Formal Concert Attire

Walker apprised the new BoD of the reason behind this issue: the current formal dress is no longer being offered by any performance attire company, and the Chorale no longer has a backlog of dresses to offer to new Members. The replacement outfit will be their responsibility.

Treasurer Elect Rupp had done some research and presented her findings.

These selections will provide a good choice to the women of the Chorale, but the new BoD will need to decide whether to require all the women to purchase a new dress or if a mixture of dress styles will be acceptable until such time as all the women have purchased the new outfit.

Conflict of interest Forms

As a 501(c)(3) the Chorale BoD is required to sign a Conflict-of-Interest form which is to prevent the personal interest of any BoD members from interfering with the performance of their duties to Plant City Community Chorale (PCCC), or result in personal financial, professional, or political gain on the part of such persons at the expense of PCCC, its supporters, or other stakeholders.

Each of the new BoD Members signed and dated their Conflict-of-Interest form. These were added to the ED's Official Documents binder, which is kept in the metal file Cabinet in the PCCC's office at 1st United Methodist Church.

Record Retention

Walker informed the new BoD of the recent recognition of the need to preserve some categories of records. Each officer has a list of documents pertinent to her/his office which should be kept.

Children at Rehearsal

A discussion of having children under a certain age at rehearsal was initiated by Walker. The BoD did not reach any firm conclusions, but because Walker had heard from several current Members, she felt the new BoD be made aware, so they might consider how to handle this matter should it become a larger issue.

General conversation about the Chorale

The out-going BoD offered information about what had been their goals as a Board and offered to be of service if needed in the future.

ACTION ITEM

Shepard to send the Password Spreadsheet to the new 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 at a time and location to be determined by the new Officers.

ADJOURNMENT

There being no additional business, Walker called for adjournment.

The meeting was adjourned at **8:21 p.m.**

Respectfully submitted,

Lark Underwood

Lark Underwood – PCCC Secretary

Plant City Community Chorale Financial Summary for May 31, 2023

- Net monthly **income is \$694.48**
- Monthly income included a \$150 Payment for Arts Council Performance and \$39 from Amazon Smile (final payment).
- Member dues collected in May for the June Concert was \$125.
- Ticket sales for From Sea to Shining Sea is \$566 and a new \$100 ad from Jon Puttnam was charged thru the website netting \$96.80.
- Operational expenses = \$100 rehearsal space rent, \$30 QB
- Sea to Shining Sea expenses included \$150 for posters and ticket supplies.

Total Income:	\$977.30
Total Expense:	\$282.82
Net Income (Loss)	\$694.48

South State Bank Balance as of 04/29/2023	\$6,296.50
Checks/Payments Cleared	-\$729.43
Deposits	\$973.91
South State Bank Balance as of 5/31/2023	\$6,540.98

PayPal Balance (Account Closed)	\$0.00
South State Bank Balance	\$6,540.98
Uncleared Checks	\$50.00
Total Cash	\$6,490.98

Total Cash on Balance Sheet (QB Balance)	\$6,490.98
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Plant City Community Chorale, Inc
Balance Sheet
As of May 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
Paypal	0.00
Plant City Community Chorale	6,490.98
	\$
Total Bank Accounts	6,490.98
Other Current Assets	
12000 Undeposited Funds	0.00
	\$
Total Other Current Assets	0.00
	\$
Total Current Assets	6,490.98
Other Assets	
18600 Other Assets	0.00
	\$
Total Other Assets	0.00
	\$
TOTAL ASSETS	6,490.98
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	-1,058.45
	\$
Total Equity	6,490.98
	\$
TOTAL LIABILITIES AND EQUITY	6,490.98

Saturday, Jun 10, 2023 08:58:55 AM GMT-7 - Cash Basis

Plant City Community Chorale, Inc
Profit and Loss
May 2023

	Total
Income	
45000 Investments	0.00
45030 Interest-Savings, Short-term CD	0.45
	\$
Total 45000 Investments	0.45
46400 Other Types of Income	0.00
46425 PCCC Contracted Services	150.00
46430 Miscellaneous Revenue	39.05
	\$
Total 46400 Other Types of Income	189.05
47200 Program Income	0.00
47230 Membership Dues	125.00
47250 Ticket Sales	566.00
47260 Advertising Sales	96.80
	\$
Total 47200 Program Income	787.80
	\$
Total Income	977.30
	\$
Gross Profit	977.30
Expenses	
62500 Concert/Event Expenses	0.00
62502 Concert Programs & Posters	89.88
62503 Concert Tickets	59.55
	\$
Total 62500 Concert/Event Expenses	149.43
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
	\$
Total 65000 Operations	30.00
85551 Square Fees	3.39
	\$
Total Expenses	282.82
	\$
Net Operating Income	694.48
	\$
Net Income	694.48

Saturday, Jun 10, 2023 09:11:44 AM GMT-7 - Cash Basis