

**PLANT CITY COMMUNITY CHORALE**

**July 19, 2023**

**BOARD MEETING MINUTES**

TIME: **7:00 p.m.**

LOCATION: **APPLEBEES, BRANDON**

PRESENT: Michael Brandt – Executive Director (ED)  
Kim Rupp – Treasurer  
Lisa Sode – Secretary

ABSENT: None

GUESTS: None

Executive Director Michael called the PCC Chorale (PCCC) Board of Directors (BoD) meeting to order at 7:30 p.m.

**APPROVAL OF PREVIOUS MINUTES**

Brandt made Motion that Minutes be approved as presented. Treasurer Kim Rupp 2<sup>nd</sup> the Motion. The Motion passed unanimously.

**ACTION ITEM**

Sode to send the Approved 6/14/23  
Minutes to be posted on the Website.

**TREASURER’S REPORT**

**Bank Account/Checkbook Transfer**

Rupp reported that she is still in the process of getting everything for the bank account transferred over to her name. Ann Shepherd, the former treasurer, is away on vacation, but upon her return, she and Rupp will work to get the email transferred to Rupp so that she can access Chorale’s QuickBooks. Rupp does have access to the debit card.

**ACTION ITEM**

Rupp will work with Shepherd to transfer the email account.

**FUMC Rent Payment**

Brandt inquired about rent being paid for First United Methodist Church. Since Rupp does not yet have the checkbook, it was discussed that she might have to pay for August rent on the 1<sup>st</sup> with a cashier's check.

### **SunBiz Account**

Brandt asked if we were in the Sunbiz account yet. Per Rupp, she is not able to access that until she has access to the email account.

#### **ACTION ITEM**

Rupp will work to access the Sunbiz account.

### **NEW BUSINESS**

#### **Choral Rehearsal Tracks**

BoD discussed the possibility of putting all chorale tracks in one central spot such as either a drop box or Rupp suggested maybe having a special page on the website for all chorale tracks to be accessed by members at any time. This would alleviate the work required to send out the specific tracks to specific emails.

#### **ACTION ITEM**

Sode will discuss with Shepherd the feasibility of adding a separate page to the website for the tracks and any possible cost, if feasible.

#### **Prep for Season Startup**

Brandt handed out a checklist provided by Lark Underwood, the former Secretary, to prepare for the fall session startup. The checklist will help us keep track of all tasks necessary to get the session underway.

#### **Member Handbook**

The Member Handbook came into the discussion, with Brandt asking if the names of the BoD had been revised. Sode was unsure.

#### **ACTION ITEM**

Sode will confirm that all BoD names are accurate in the Member Handbook.

#### **Recruiting from High School Music Programs**

Coleman has suggested recruiting from high school music programs to increase membership. Per Brandt, the bylaws indicated members must be at least 17 years old. The bylaws' attendance requirements must be impressed upon and followed by any student that chooses to join the Chorale.

## **Women's Dresses**

Rupp reminded the BoD that the current women's dress has been discontinued. She suggested posting the various options on a poster board in order for the women to vote on a new dress early in the session, therefore allowing members enough time to order and alter, if necessary.

### **ACTION ITEM**

Rupp will coordinate/create a poster board with dress options.

## **Fall and Christmas Concert Dates**

Brandt requested that both known concert dates be communicated to the Chorale so that members can plan.

### **ACTION ITEM**

Sode will include the chosen concert dates in the next Wednesday email.

## **Accessing FUMC on Rehearsal Nights**

Brandt asked how we will be accessing the church on rehearsal nights. BoD realizes there is a key code but will discuss how/who needs to arrive early to open the door. We will again pass around a sign-up sheet for duty on the first rehearsal.

### **ACTION ITEM**

Brandt will get with Carol to discuss the best way to approach this. Both Sode and Brandt offered to get to the church early enough to get the doors opened.

## **Transfer of Gmail Accounts**

BoD discussed the transfer of the Gmail accounts. Sode worked with Underwood and has completed the secretary Gmail transfer. Rupp and Brandt are still working on the transfer.

### **ACTION ITEM**

Brandt will work with Underwood and Carol Walker on his email transfer.

Rupp will get with Shepherd for the same.

## **Women's Ensemble Update**

The Ensemble has been meeting from 6:00pm-8:30pm, once a month during the Chorale's Summer Break in the Wesley Room at FUMC.

The room was scheduled with the help of Carol Walker as the Chorale's liaison to FUMC. In the future, I will be sure to **cc** the Ex Dir of the BoD to confirm the BoD is aware of these sorts of communications.

The last scheduled Summer Break WE rehearsal will be Monday, August 7<sup>th</sup>, and beginning with the Chorale's Fall Session start, WE will return to its usual

5:45p-6:45p Monday rehearsals in FUMC's Sanctuary before the Chorale begins.

Director Marilyn Nicholson has—with input from the Chorales' Artistic Director Coleman Flentge—selected 3 pieces that fit in with his theme for the Chorale's music selections.

These are: **Adiemus, 3 Mountain Ballads** (*He's Gone Away* is the selected song), and **Lift Thine Eyes** (from *Elijah* by Mendelssohn).

I have sent Lisa Sode the PDFs of the first two and will send her *Lift Thine Eyes* soon, so they may be sent with the Chorale's music to ChoralTracks.

In addition to the Concert pieces, WE is also working to “refresh” previously performed works to increase its repertoire for outside performance requests.

As the group's Manager, I plan to contact likely locations for community performances, once our Director feels WE are ready.

However, earlier today I was contacted by the Plant City Women's club regarding a 15-30 minute paid Christmas performance for their members. I will keep the BoD informed of how this proceeds. I would like to remind the BoD the WED receives 75% of any payments made to WE, with the remainder available to the group if needed for their performance needs.

### **In-Kind Donation Strawberry Queen**

Carol Walker has donated an in-kind donation of a PCCC ad in the Pamphlet for the Strawberry Queen.

#### **ACTION ITEM**

Rupp will record the in-kind donation.

### **Future Board Meeting Dates**

The next monthly BoD Meeting will be on **Wednesday 8/09/23**, at 6:30 pm at Applebees on Route 60, Brandon

### **ADJOURNMENT**

There being no additional business, Brandt called for adjournment.

The meeting was adjourned at **8:03 p.m.**

Respectfully submitted,

*Lisa Sode*

Lisa Sode - PCCC Secretary

