

**PLANT CITY COMMUNITY CHORALE**  
**September 12, 2024**  
**BOARD MEETING MINUTES**

**TIME:** 7:40PM

**LOCATION:** 303 N Evers St – Plant City, FL 33563  
FUMC Plant City

**PRESENT:** Michael Brandt – Executive Director (ED)  
Kim Rupp – Treasurer  
Barbara Bell – Secretary

**ABSENT:** None

**GUESTS:** Carol Walker-Concert Manager

Executive Director Michael Brandt called the PCC Chorale (PCCCC) Board of Directors (BOD) meeting to order at 7:40 pm.

**APPROVAL OF PREVIOUS MINUTES**

August 6, 2024, minutes were read and approved and will be submitted to Ann Shephard for the website.

**TREASURER’S REPORT** Presently our bank balance is \$4186.35. The check for the rent, QuickBooks, and check for Pat Mallory for the corsages has cleared. Kim is still working on balancing profit and loss. Kim has still been unable to pay Matthew Curtis and will send a check via certified mail. Kim could not pay them through their website, the credit card would not go through. They wanted a scan of the check or a Paypal account, which we do not have or want, so Kim is sending them a check through certified mail.

Carol brought the \$1,000 check from the raffle at Roots, which is not really a donation, it’s not income, it’s not a contract, so Carol says put it in miscellaneous revenue and then put a note on the spreadsheet. Carol also brought a \$500 Concert Sponsorship check from Roots.

Barbara brought up the fact that the thank you letters are not getting sent in a timely manner, or not getting sent at all, because I have no way of knowing when they arrive or from whom. Carol had a Donor Checklist that gets

filled out with the applicable information and progresses through the different people to take appropriate actions like “Thank you” letters and tickets can be distributed. The treasurer starts the form when receiving a donation money and sends the form out. The Donor checklist can all be handled electronically.

## **CONCERT MANAGERS CONCERNS\REPORT**

Carol asked if the Board of Directors wants to participate in Last Friday this month (Sept. 27<sup>th</sup>). If we participate, Mike must buy a new tent as his old one is wind damaged. Carol must obtain our permit. Discussion followed regarding advertising our concerts at Last Friday. We currently have posters to point out to people, but we do not have handouts which would say, save these dates for our upcoming concerts. The BoD agreed to hand out the 4X4 posters. Next concern is setting up the church for the dress rehearsal for our concert. We need to get able bodied people from the chorale to help move the risers and set them up in the church. We only need 3 rows according to our attendance. We also need 8 volunteers to man the doors during the concert.

- Next question. The dates for the next two concerts dictates the schedule to get posters and tickets completed Katy has been sick so Carol is concerned Katy will not be able to get the posters and tickets completed. Kim offered to help with tickets and her son to help with concert posters. Discussed using the same tickets for both concerts.
- Decided to use a zoom meeting to select the music for the Christmas concert. The zoom meeting will be Thursday, Sept 19<sup>th</sup> at 7:30 to decide the music for the Winter II concert. Kim should be able to order the music for the Winter II concert the next day. Carol reminded me that we will need to meet in November to select the music for the 2025 Spring concert, and then get the music ordered for the Spring concert early to avoid processing delays due to Christmas shut down.

Kim was going to check and see if she can rent a truck to move Coleman’s director’s stand and the risers in her truck for the Saint Clements concert in December. Carol suggested they use John’s truck instead of renting a truck.

### **OLD BUSINESS**

Due to Michael's move to TN, we will do nominations for the new Executive Director on Sept 30 and hold the election on Oct 7<sup>th</sup>.

### **NEW BUSINESS**

Discussed raises for Coleman and Rob. Carol pointed out we need to define a budget for this year and consider where we expect to be at the end of this year. Bottom line is we can't give them money we don't have. Carol offered to help with the budget. The new Executive Director will be at the next board meeting to help decide the issue of raises for Coleman and Rob.

### **NEXT BOARD MEETING**

The next monthly BOD Meeting will be Thursday 10/10/2024 at 8PM First United Methodist Church in Plant City. Carol will be attending.

### **ADJOURNMENT**

There being no additional business, Barbara called for adjournment, Kim 2<sup>nd</sup>. The meeting was adjourned at 8:44 p.m.

Respectfully submitted.

*Barbara Bell*

Barbara Bell – PCCC Secretary