

**PLANT CITY COMMUNITY CHORALE (PCCC)  
Board Of Directors (BoD) Meeting**

**Nov. 07, 2024**

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

PRESENT: Ann Shepard – Executive Director (ED)  
Kim Rupp – Treasurer

ABSENT: Barbara Bell – Secretary

GUESTS: Carol Walker - Concert Manager  
Coleman Flentge – Artistic Director (via phone at 4:15pm)

Executive Director Ann Shepard called the PCC Chorale (PCCC) Board of Directors (BOD) meeting to order at 3:10 pm.

**APPROVAL OF PREVIOUS BoD MEETING MINUTES**

October 17, 2024, minutes were presented and approved. The minutes will be posted by Ann Shepard on the website.

**TREASURER’S REPORT**

No month end October 2024 financials were presented at this meeting and Kim agreed they will be emailed in the upcoming week to the BoD for review. Approval will take place at the next scheduled BoD meeting.

The reports required **10/2024 Balance Sheet, Balance Sheet detail, Profit and Loss Statement, Financial Summary for the month of October, Budget vs. Actuals spreadsheet and the Concert Summary from the 10/21/2024 concert.**

Some discussion on perceived anomalies in the financials from previous months in both FY 2023/2024 and from the current FY were passed on to Kim from Carol Walker’s analysis for the Budget and from Ann Shepard’s review of last couple month’s actuals. Kim agreed to review the comments, make corrections if necessary and re-run applicable QuickBooks reports to post on the website.

**CONCERT MANAGER’S REPORT**

Carol Walker presented an updated Concert Plan and expressed that there needs to be two more ticket taker/ program hand out volunteers for the St. Andrews concert. Everything else is running smoothly. Confirmed that concert posters printed and distributed, large Donor poster designed by Coleman. Large posters to be printed at Walmart (Carol will do), tickets handed out to the members for sale and Carol is

managing ticket distribution and money collection through the St. Clement concert. Kim printed some additional tickets requested by Carol. Carol will also provide the certificates of liability to the two concert venues. (Coleman identified Pam Frost as the point of contact at St. Andrew's, Carol Byers will identify the person at St. Clements).

All information required for the program has been provided to Katy Carey and she will design and finalize the program by 11/10/2024. Carol will get the program printed next week and 200 copies were agreed upon. If additional copies are needed for the St. Clements concert, they will be ordered.

The Concert Sponsor, Hopewell, has received the invoice and Carol has followed up with them for payment. Posters and Program have the Sponsor logo. Barbara to mail them a thank you for over 10 years of supporting PCCC.

There are no new music adoptions for this session so no adoptions will be reflected in the program.

Empty Bowls Event 11/09/2024, Downtown Plant City – PCCC will be performing three patriotic songs along with a song tailored by Randy Kloko for this event. We have 15 volunteer singers. Carol Walker has coordinated this performance in the past years and continues to assist PCCC in becoming involved with community events.

Haught Funeral Home Memorial Service, 12/10/2024 – PCCC will also send several volunteers to participate in this annual Memorial Service previously supported by the Women's Ensemble. Volunteers are TBD and Ann Shepard will circulate a sign-up sheet in the Monday, 11/11/2024 rehearsal.

## **OLD BUSINESS**

### Action Items from previous Minutes

Action for Ann Shepard to assist with coordinating music packs for the Winter Concerts with Nancy Crist and Patti Booher - completed

### Website

Ann has updated all the website pages to include the revised rehearsal start time of 6:30, updated with concert poster and ticket, and revised any language referring to her being the new Executive Director, taking Michael Brandt's place.

The Minutes in the Members only page is up to date through 10/17/2024 meeting.  
The Financials are not up to date awaiting reconciliation of any adjustments made and new QuickBook reports created.

### Membership

Kim Rupp confirmed all members for this session have paid their dues. There are two new members: One who has a dress, the other has a dress on order.

Barbara Bell is working on getting the member spreadsheet updated to post on the website for contact information and for the emergency contact information needed for the concert.

## Donors & Advertisers

New donors have been recognized in the program and on the website. Barbara to coordinate with Carol to ensure thank you notes, and applicable free concert tickets have been mailed. Donors missing from the last program will be recognized as an additional concert. Carol graciously volunteered to keep the Donor and Advertiser tracking spreadsheets updated so the Treasurer does not need to do it.

## NEW BUSINESS

Proposal for reducing PCCC Concert cadence to three per Fiscal Year versus four.

Ann Shepard emailed a proposal to the BoD and Artistic Director on 11/04/2024 with the intent of presenting an idea for reducing the number of concerts per year. The reduction of one concert per year will enable the group to be better prepared for each concert, have a longer holiday and summer breaks, have less music for Coleman and Rob Nicholson (earning less than equitable pay) to prepare and provide less of an impact if PCCC accepts additional community performances or must miss a rehearsal due to circumstances out of our control.

The Fall Concert predominately has 8 weeks or less for rehearsal time with a typically low audience turn out to the concert. The goal would be to have one concert in the Fall/Winter Session.

Discussion of the pros and cons of reducing the number of concerts resulted in recognizing no real cons considered for operating this non-profit organization.

It was decided that we should move forward with eliminating the Spring concert for this first fiscal year and combine the spring and patriotic set of music for a May 19, 2025, concert. This will allow rehearsals to start back up late January 2025 and run approximately 14 weeks to prepare for this concert.

After the May 2025 concert, the Chorale will take off from rehearsing from Memorial Day to Labor Day (whole summer) and return to a Fall/Winter combined concert for a 13-week session and a December 6, 2025, concert.

This can always be revisited but it is anticipated that this cadence will attract more new and old members with a less rigorous schedule of performances.

The BoD and Artistic Director agreed that this decision was warranted by the leadership of the Chorale and a general vote was not necessary.

The Artistic Director and Accompanist contracts (which were never prepared for this fiscal year) will be revised to reflect the new schedule. As our projected budget does not accommodate for a raise for these two key contributors to the organization, the current salary will remain for each, however, they will be performing one less concert. Bonuses will be provided to both at the St. Clements concert based on a donation received for this purpose.

Additionally, the Member Handbook, BoD Operating Procedures and website information will all require revision to reflect this change in concert season. Ann Shepard will take action to update the contracts and these documents.

#### Coleman's employment update

Coleman informed the BoD that he has officially resigned his positions at Patel High School and St. Andrew's as of June 2025. His plans for remaining in the Tampa Bay area and continuing as Artistic Director of PCCC are to be determined.

#### **ACTION ITEM RECAP**

- 1. Kim Rupp – Email month end October Financial reports to BoD for review by 11/11/2024.**
- 2. Kim Rupp – Reconcile the months prior to October 2024 for discrepancies identified and run reconciled QuickBook reports.**
- 3. Katy Cary – Design the one program for the Winter Concerts and send it for review by 11/10/2024.**
- 4. Barbara Bell – Send all thank you notes to Donors and Sponsor by 11/14/2024.**
- 5. Carol Walker/Barbara Bell – Send Certificates of Liability to the concert venues by 11/12/2024.**
- 6. Ann Shepard – Circulate Haught Memorial sign-up sheet for volunteers and coordinate music and accompanist (if possible).**
- 7. Ann Shepard – Provide communication and tentative dates to the members regarding the concert plan by 11/11/2025.**
- 8. Coleman Flentge – Provide music choices for the next concert scheduled for 5/19/2025 by 12/16/2024 BoD meeting.**
- 9. Ann Shepard – Update AD and Accompanist Contract and all related operating procedures and website referencing the number of concerts PCCC has.**

#### **NEXT BOARD MEETING**

The next monthly BOD Meeting will be Mon. 12/16/2024 at 3PM First United Methodist Church in Plant City. Lessons learned from performances will be discussed.

#### **ADJOURNMENT**

There being no additional business, Ann called for adjournment, Kim 2<sup>nd</sup>. The meeting was adjourned for 4:56 p.m.

Respectfully submitted.

*Ann Shepard for Barbara Bell*

Ann Shepard – PCCC Executive Director

Barbara Bell – PCCC Secretary