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

Jan 6, 2025

LOCATION:	Zoom Meeting Meeting ID: 811 8904 4807 Passcode: 227115
PRESENT:	Ann Shepard – Executive Director (ED) Kim Rupp – Treasurer Barbara Bell – Secretary
GUESTS:	Carol Walker - Concert Manager

Executive Director Ann Shepard called the PCCC Board of Directors (BOD) to order at 7:00 pm via Zoom.

APPROVAL OF PREVIOUS BoD MEETING MINUTES

Dec 23, 2024, minutes presented via email before the meeting and were approved without reading the minutes aloud. A motion was made to accept and approve the minutes from the Dec 23rd meeting. The motion was seconded and approved. The final minutes will be posted by Ann Shephard on the website.

TREASURERS REPORT

For the month of Dec., everything in the financial summary looks great. At the end of December, we had a bank balance of $7,825.32. The total in the checking account as of today is $4,671.31 after all checks have cleared.

It was agreed to pay St. Andrews $175 and St. Clement 280. Kim mentioned she would send out a budget vs actuals spreadsheet for further review.

The timing of the annual report and the fictitious name renewal for the PCCC Chorale should be checked as the due date is not clear. Also discussed the need to send the Annual Report to the Florida Division of Consumer Service for the previous fiscal year.

Motion was made to accept the financials, Motion seconded, Financials accepted and approved.

OLD BUSINESS

Ann discussed the process of obtaining Curtis Mathis rehearsal tracks for the upcoming concert and the BoD agreed to use our Google drive to distribute rehearsal tracks for members use prior to starting rehearsals on Jan 27th. Music not already in the Curtis Mathis library will still need to be scanned for Curtis Mathis to produce the rehearsal tracks they do not have in their library. Carol and Kim agreed to handle the music acquisition, with Kim ordering the music and Carol scanning music when necessary.

Discussed updating the music inventory spreadsheet for the music bought for the 2024 Christmas concert and for the upcoming concerts. Nancy and Pat Booher will be requested to update the Inventory and make the music packets prior to the first rehearsal 1/27/2024. We will need 12 different pieces of music for the upcoming Patriotic Concert.

Carol and Ann discussed the renewal of a fictitious name for the Plant City Community Choir, which they decided not to renew.

They also discussed the need to update the coir's records and the possibility of learning to use Canva for poster creation. Carol agreed to learn Canva and possibly involve the ladies from the photo archives for assistance. Ann suggested that the choir should take ownership of the poster creation process to avoid delays.

NEW BUSINESS

Ann discussed the status of various members and their potential attendance at upcoming events. Carol suggested handing out a flyer detailing the donor levels and benefits to the membership. Ann agreed to this and planned to include the new password for the members only section of the website.

Carol shared her progress in cleaning up an email list of potential members and planned to send out a flyer to this list. It was agreed to continue reaching out to members and potential members to increase attendance at all events.

An issue has come up regarding the piano in the Wesley Center for our rehearsals. We may need to go back to rehearsals in the Sanctuary. Carol will be discussing the issue with church officials.

It was agreed to have a social gathering before the first rehearsal on Friday Jan 24th at Keel and Curly. Ann agreed to send out an email invitation.

It was agreed that the Website donation page only requires an email address, not a physical address in addition. Thank you notes to the Donor can be either sent via mail or email.

Action Items

- Kim to order the music for the upcoming concert.
- Carol to check on Saint Clements as a potential concert venue.
- Ann to create and hand out a flyer describing donor levels, benefits, and music adoption information.
- Carol to make copies of the donor form to hand out first rehearsal.
- Kim to complete 1099 reporting for Coleman and Robert by the end of January.
- Ann to double-check the due date for the annual report on Sunbiz.
- Kim to verify if the fictitious name renewal for PCC Chorale has already been completed.
- Carol to explore learning Canva for creating posters and programs.

• Kim to scan and email the music for "En el Pueblo y una Unido" to Coleman once received.
• Ann to make 35 copies of "Lift Every Voice and Sing".
• Coleman to borrow "Over My Head" from Patel and provide it to the choir.
• Ann to send members the list of music with links for the upcoming concert.
• Carol to clean up and organize the email list from Square ticket purchases and send out promotional flyers.
• Ann to follow up with Olivia Griffin via text to ensure she received the membership information.
• Barbra to check the PO Box for the new checkbook delivery.
• Carol to talk to Susan about using the Wesley Center for rehearsals and moving the piano.
• Ann to organize a social gathering at Keel and Curly on January 24th.
• Carol to make an appointment to talk with Pastor Margaret about the choir singing at the church.

NEXT BOARD MEETING
The next monthly BOD Meeting will be Thursday 02/04/2024 at 7:00 PM via Zoom.

ADJOURNMENT
There being no additional business, Ann called for adjournment, Kim 2nd. The meeting was adjourned at 9:00 p.m.

Respectfully submitted.
Barbara Bell – PCCC Secretary