

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

September 25, 2025

LOCATION: Zoom

<https://us06web.zoom.us/j/88460443114?pwd=AlhBAV5xluhSDNleYz51V1L3qoynXZ.1>

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

GUESTS: Carol Walker – Concert Manager, Coleman Flentge – Artistic Director,

Ann Shepard called the PCCC Board of Directors (BOD) meeting to order at 7:31 PM.

APPROVAL OF PREVIOUS BoD MEETING MINUTES

Minutes from the August 28th BoD meeting were reviewed. Ann moved they be approved. Kim 2nd. These will be posted to the website.

TREASURERS REPORT

Kim presented July financials. Ann moved they be approved. Jane 2nd. Ann will post to the website.

OLD BUSINESS

Reviewed Actions to be completed, noting tasks completed.

NEW BUSINESS

Quick recap

The meeting covered administrative updates including financial adjustments and membership status changes. The group focused extensively on sponsorship and advertising structures, proposing new tiered structures and discussing ways to maintain relationships with existing donors while streamlining the process. The team also addressed rehearsal space needs and potential fundraising opportunities, while reviewing various operational updates including website improvements and concert planning.

Administrative Updates and Membership Review

The meeting focused on administrative updates and membership matters. Discussed a 4-cent adjustment to bank interest related to a previous domain fraud charge. Kim agreed to revise QuickBooks reports to correct an accounting discrepancy in retained earnings calculations. The group reviewed membership dues and attendance, noting several members who had not paid or attended recent rehearsals. Emily Simpson and Kim Uchirma have chosen not to continue for this session.

A member has offered to assist with re-structure of the Chorale website. With the many changes and challenges currently being managed, this will be a future project.

The team agreed to update the music inventory spreadsheet to ensure all music was included, the quantities for each piece were correct, and the proper arrangement was noted. Kim will take the lead with Coleman offering support.

Discussed various details about the upcoming Empty Bowls event. Carol will provide list of song selections for Ann and Coleman. Coleman will need to know who will be singing before choosing pieces.

Discussed the possibility of hiring a college student to be a social media intern. Coleman has a former student he recommends. With our budget and current social media needs in mind, Ann will form a proposal.

Rehearsal Space

Carol Byers is in contact with St. Clement Catholic and Saint Peters Catholic.

Walt Dinse has reached out to Hillsborough Community College in Plant City.

Ann is working to speak with the pastor at First United Methodist.

Also, Ann shared a conversation with Brandon from Roots, who has expressed interest in continued support of the Chorale, but does not have a rehearsal space

Christmas Concert

The group discussed the Christmas sing-along that is slated to be a part of the upcoming concert. Coleman and Rob are working on this with Coleman taking the lead on song selection and coordination.

Coleman discussed the challenges with the tenor section, noting that while all members are talented, they lack strong leadership and confidence. He suggested having Rob work with the tenors separately to improve their performance.

They briefly discussed the concert program plan, which included the recent updates Carol has made.

Chorale Sponsorship Structure Discussion

The group discussed sponsorship and donor tiers and benefits presented by Ann.

Coleman suggested adding reserved seating for gold and platinum sponsors and clarifying that sponsorship amounts are ranges rather than fixed prices. They agreed to include information about tax-deductibility and the tangible community benefits of sponsorship. Coleman also proposed offering donor-specific events, such as preview concerts or rehearsals, to further incentivize sponsorship. The group liked this idea and considered implementing it in the future, possibly as a summer mixer event. The team discussed managing high-level donors individually during the transition.

Carol expressed concerns about managing sponsor and donor relationships and suggested involving other members to take over some responsibilities. The group agreed to accommodate existing supporters like Hopewell and Marion with special arrangements, while streamlining the process for future sponsors and donors. The group decided to address the sponsorship / donor structures further to ensure smooth implementation. Ann will contact existing sponsors to ensure a transition to the new structure.

Kim will track season ticket purchases and send information to Carol.

Action Items: Specifically, from this meeting

- [Kim: Research and resolve the QuickBooks retained earnings calculation issue](#)
- [Kim: Correct the 4 cents adjustment in QuickBooks, moving it from expense account to interest income account.](#)
- [Kim: Follow up with members who haven't paid their dues .](#)
- [Jane: Update and send a corrected membership log with Allison Brevardo's email address fixed.](#)
- [Kim: Follow up with Annalisa regarding her potentially incomplete Square payment.](#)
- [Jane: Add a reminder about outstanding membership dues in the Wednesday email.](#)
- [Ann: Post the updated July financials and August 28th meeting minutes to the website.](#)
- [Jane: Give Kim the bank letter confirming the 4 cents adjustment at Monday's rehearsal.](#)
- [Kim: Revise the QuickBooks balance sheet and profit and loss statement for the 4 cents adjustment.](#)
- [Ann: Post the revised financial reports to the website after Kim makes the changes.](#)
- [Jane: Compare her membership list with Kim's list and identify any discrepancies.](#)
- [Coleman: Continue working with Rob on creating a Christmas sing-along for the concert.](#)
- [Jane: Gather donor information from Carol for acknowledgments and thank you notes.](#)

NEXT BOARD MEETING

The next monthly BOD Meeting scheduled **October 1, 2025** at 7:00 pm via Zoom

ADJOURNMENT

There being no additional business, Ann called for adjournment, Kim 2nd. The meeting was adjourned at 9:13 p.m.

Respectfully submitted.

Jane Carter – PCCC Secretary