

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

**November 12, 2025**

LOCATION: Zoom  
[https://us06web.zoom.us/rec/share/m1ntu4oahJE3o33o---u5rvPVU1us5-q81KDUMIN1QfU\\_HxcPKZjW4Vaa5RN4BG8.vBx66A0txOczqTyY](https://us06web.zoom.us/rec/share/m1ntu4oahJE3o33o---u5rvPVU1us5-q81KDUMIN1QfU_HxcPKZjW4Vaa5RN4BG8.vBx66A0txOczqTyY)

Passcode: g6^1ca.e

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

GUESTS: None

Ann Shepard called the PCCC Board of Directors (BOD) meeting to order at 8:19 PM.

**APPROVAL OF PREVIOUS BoD MEETING MINUTES**

Secretary minutes from September 25<sup>th</sup> and October 2<sup>nd</sup> (finance committee meeting) were motioned for approval by Ann and seconded by Kim. These will be posted to the website

Jane will continue to submit meeting notes using previous format and not just the Zoom summary.

**TREASURERS REPORT**

Board reviewed the financial reports for September and October 2025. They were found to be in order. Ann motioned to approve and Jane seconded. These will be posted to the website.

**OLD BUSINESS**

Action Items from previous meetings reviewed. List updated.

Kim will continue to investigate what triggered the retained earnings in QuickBooks

**NEW BUSINESS**

**Quick meeting recap from Zoom**

The Board of Directors meeting covered various administrative and operational matters, including technical issues, meeting minutes, and financial updates. The group discussed sponsorship structures, upcoming concerts, and donation plans, while also addressing the need to find a new Sponsorship Committee Chair and explore new storage and rehearsal space options. They concluded by reviewing website updates, planning future performances and events, and discussing the need for new volunteers to support various organizational activities.

The bill for PO Box renewal is due. Jane will bring bill to Kim at rehearsal. The cost has increased.

Ann confirmed Hopewell paid their sponsorship and provided ad material.

A \$500 donation from a member will be noted in the program as an anonymous donation at his request.

The new sponsor structure of Platinum, Gold, and Silver along with new donor structure of Diamond Partners Circle, Composer Circle and Friends of the Chorale are working. Promotion of the season ticket option will be focused for next year.

#### Sponsorship Committee

Donna Terrell will remain with the Chorale but cannot chair this committee. A new chair is to be identified. For now, Lauren Lenzen will follow up with two potential sponsors, suggested by Chorale members. A Gmail email is needed still for communication with the sponsorship committee. This email will be managed by the committee chairperson.

#### Upcoming Concert on December 7<sup>th</sup>

Discussed various details to ensure all is in order for the concert.

Jan Dutton will provide music for the audience starting at about 4:45

Caroling with the Audience segment is still in the works

There are no highlight instrumentalists or guest solos

Carol W has given tickets to members to sell

All data for program to be uploaded to Google drive. This is extremely beneficial to Deborah as she prepares the program.

Carol Walker is working to get volunteers. Genesis might know a few fellow students willing to volunteer. Carol's husband and daughter will manage the tickets – will call and at-the-door sales.

Will need tables for Platinum Sponsors.

Will need a table for Chorale information i.e. poster of sponsors & donors, QR codes for donations

Ann is working with On-Point to ensure all sponsor logos are in place for the Winter concert and all donors are listed.

Discussed possible Chorale Community Events. Caroling at Propagation on Thursday, December 4<sup>th</sup> and Service of Remembrance at Haught Funeral Home on Tuesday, December 16<sup>th</sup>. We will pursue these opportunities with Coleman and determine interest with Chorale members. Will participate if there is enough interest.

Since the Christmas season is so full, we discussed having a Chorale party on January 10<sup>th</sup> at Ann's home. A nice way to welcome new singers and invite donors and sponsors.

KeriAnn J. expressed desire to assist with upgrading the website. It was determined this would be a future goal.

#### New Rehearsal & Music Storage Space

First Presbyterian Church in Plant City has offered rehearsal space and music storage for \$100/month. On Friday, Ann and Carol will tour the space to see if it will work for the Chorale.

Updating the music inventory is critical to facilitate purge of outdated music and organize remaining music library for upcoming move to new facility.

#### Spring Concert

BoD will meet with Coleman on November 20<sup>th</sup> to discuss his selections for the March 2026 concert. The first rehearsal for this concert will be Monday, January 5, 2026.

#### **Action Items: Specifically from this meeting**

- Kim: Research the carryover amount trigger to determine if it's manual or automatic
- Ann: Follow up with Coleman about guest musicians for the ensemble song
- Jane: Give the P.O. box bill to Kim on Monday night
- Jane: Reach out to Lauren to ask her to contact the two potential sponsors
- Ann: Follow up with her neighbor about two potential sponsors for the next concert
- Kim: Update the music library inventory spreadsheet, coordinate with Nancy on timing before the move
- Ann: Visit First Presbyterian Church on Friday to check out the space, take pictures/video of the piano for Coleman and Rob to review
- Ann: Call Coleman to discuss Haught Funeral Home caroling event and get his input on feasibility
- Ann: Create 8.5x11 cardstock printouts with QR codes for sponsorship and donation tables
- Ann: Find a volunteer to staff the sponsorship/donation information table at the concert
- Ann: Discuss spring concert music and dates with Coleman at the November 20th Zoom meeting
- Ann: Plan a New Year's party at her house on January 10th for members and sponsors
- Ann: Approach membership about volunteers for the move and coordinate with Nancy
- Ann: Schedule time to review existing music inventory with Coleman to determine what to keep
- Jane: ensure donor thank yous are sent.

#### **NEXT BOARD MEETING**

The next monthly BOD Meeting will be **Thursday, November 20, 2025 at 7:30 PM** via Zoom meeting

#### **ADJOURNMENT**

There being no additional business, Ann called for adjournment, Kim 2<sup>nd</sup>. The meeting was adjourned at 9:14 p.m.

Respectfully submitted,

Jane Carter – PCCC Secretary