

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

**December 18, 2025**

LOCATION: Zoom  
<https://us06web.zoom.us/launch/edl?muid=3f2a71e9-7a20-4fb3-944f-17ce151c8cff>

**Meeting ID: 865 9130 0216  
Passcode: 686646**

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 7:41 PM.

**APPROVAL OF PREVIOUS BoD MEETING MINUTES**

The minutes from the November BoD meeting were viewed. With an amendment to a donor's name, Ann motioned they be approved, Kim seconded.

**TREASURERS REPORT**

With a slight correction to the bank account number, Ann moved the financial reports be approved. Jane seconded

**OLD BUSINESS**

**NEW BUSINESS**

**Quick recap**

The meeting began with technical difficulties and financial discussions, including the review of financial summaries and approval of previous meeting minutes. The group addressed music inventory management and preparations for an upcoming move, while also

making decisions about their next concert location and venue payments. They concluded by discussing various operational matters including membership payments, donations, social media management, and plans for future choir activities and rehearsals

Voted to hold the March 22, 2026 – Journey’s - concert at St Clement Catholic Church at 5 pm. Jane motioned; Kim seconded. Determined to reach out to past members to encourage their participation.

The group discussed music copying issues with Kim noting that one piece (On My Way, Arr. Anita Cracae) could only be obtained digitally from JW Pepper for \$3 per copy. They explored options for printing the music, considering the high cost of ink and paper for 40 copies, and discussed the possibility of finding an alternative piece that aligns with Coleman's theme. All other music needed for the March concert has been ordered.

Determined to pay St Clement rent on a quarterly basis. The idea is this will be in line with concert schedule and reduce the number of checks required during the summer months.

In preparation of taking membership dues at the January 5<sup>th</sup> rehearsal, the group agreed to updating membership payment options on the website, deciding to create a new \$100 link for paying for the remaining two concerts while maintaining the existing \$150 annual membership option. They agreed to deactivate the \$150 link and activate the \$100 link, with Kim taking responsibility for setting up the new payment link.

Plans for a potluck dinner on Saturday, January 10<sup>th</sup> at Ann’s home were finalized. An invitation to all members will be included in the Wednesday email. Invitations will be sent to Platinum Sponsors and Diamond Circle Donors.

Kim is nearly complete with updating the inventory spreadsheet and plans to take digital photos of each piece to create a digital library. The group agreed that before the move, they need to complete the inventory, verify quantities, and identify missing arrangers, and purge outdated music with Coleman's help. Additionally, the spreadsheet for music adoptions needs to be updated. Ann will search for any existing adoption spreadsheets from recent years to help with the update process. It was noted that most music from the December 7<sup>th</sup> concert was returned. Nancy C. has list of members to contact to turn in their music.

Looked at tasks to be completed to successfully move music library from FUM to St. Clement. Waiting to hear from St. Clement exactly how much space will be available for music storage. Ann will generate a project plan. BoD will look for members to volunteer to manage and assist with the move.

The group discussed feedback about their Christmas concert, including logistics like poster placement and sponsor recognition. They agreed to rotate sponsor placements on concert programs and considered moving large posters to the front entrance. The value of sponsor/donor flyers in the program was discussed. Jane noted that donations totaling \$1,075 were received in the mail using the forms. Additional forms with donations were turned in at the concert. The conversation also touched on the need for better

coordination of group photos at future events, and particularly at the Evergreen venue where lighting issues made certain areas of the photo dark.

Other feedback from this Christmas concert was the idea of presenting two concerts. The group discussed the challenge of performing two identical shows in close succession. They explored the possibility of scheduling concerts around Thanksgiving weekend instead, potentially collaborating with other groups for a varied program and considering community-focused concerts, such as a benefit concert with canned food donations, rather than two full-scale paid performances.

Considered the success of singing at Haught Funeral Home and the caroling fund raising event at Propagation. 8 members and Coleman participated in the Haught Service of Remembrance. Haught made a \$300 donation. The director expressed much appreciation for Chorale's involvement. \$220 was raised from the ticket raffle the caroling event at Propagation. Brandon, the owner, would like to do this again next year.

Of the \$220 raised, \$200 was given to Jan Dutton in appreciation of her time to provide piano and percussion accompaniment both during rehearsals and at the concert.

The use of in-kind donation reporting was highlighted as important to ensure all expenses were fully noted.

The team also discussed the need to update their donor tracking system, with Kim and Carol managing the donor spreadsheet and coordinating with Jane for new donor information. Carol W needs to send an official form to track donation expiration dates.

The group addressed some confusion about pay checks for Rob & Coleman. Kim and Jane will coordinate getting the additional pay to Rob & Coleman and the rent check to St. Clement. Also, they agreed on a plan to pick up the cash box.

There was discussion about potentially hiring someone at \$25/hour to handle social media updates and poster design. BoD will consider potential candidate that Coleman suggested.

The group discussed the need for new volunteers for the sponsorship committee and a person to be the chair of the committee.

The group discussed the need to increase the base salaries for Coleman and Rob by \$1,000 each for the fall of 2026

#### **ACTION STEPS**

- [Kim: Correct the financial summary with the bank account balance discrepancy and send updated copy to everyone](#)
- [Jane: Use the corrected minutes as final version for the two meetings](#)
- [Kim: Create a new payment link for \\$100 and deactivate the \\$150 link](#)

- [Kim: Send the new \\$100 payment link to Ann for the website](#)
- [Ann: Update the website to reflect the new \\$100 payment option for remaining concerts](#)
- [Ann: Update the website with Rob and Coleman's bio from the program](#)
- [Ann: Look for an older adoption spreadsheet that may have newer adoptions recorded](#)
- [Kim: Complete the music inventory by this weekend and send a copy to the team](#)
- [Kim: Record Jan's \\$200 cash payment in QuickBooks](#)
- [Kim: Email Coleman about the digital-only music piece issue and CC Ann and Jane](#)
- [Ann: Schedule the concert date with Anna at St. Clement Catholic Church](#)
- [Ann: Remove the old concert poster from the website](#)
- [Kim: Submit Carol's in-kind donation form to QuickBooks once received from Jane](#)
- [Jane: Drop off the cash box to Kim](#)
- [Ann: Create a project plan/task list for the library move](#)
- [Ann: Coordinate with Coleman to schedule time for reviewing music to purge at the library](#)
- [Ann: Create and send party invite for January 10th to be included in Wednesday email](#)
- [Ann & Jane: Review previous membership rosters and create list of people to contact about returning](#)

## **NEXT BOARD MEETING**

The next monthly BOD Meeting will be **Thursday, January 15, 2026** via Zoom meeting

## **ADJOURNMENT**

There being no additional business, the meeting was adjourned at 9:30 p.m.

Respectfully submitted.

Jane Carter – PCCC Secretary