

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

May 14, 2026

LOCATION: Zoom

<https://us06web.zoom.us/j/87282352612?pwd=bAs1iypAFppGWL0wTakODwIWcg4wob.1>

Meeting ID: 872 8235 2612

Passcode: 394441

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

GUESTS: Carol Walker, Concert Manager

Ann Shepard called the PCCC Board of Directors (BOD) meeting to order at 7:32 PM.

APPROVAL OF PREVIOUS BoD MEETING MINUTES

Minutes from the April meeting were reviewed. Ann motioned for approval. Kim seconded.
Minutes from the Annual Members Meeting held May 11, 2026, were reviewed and approved.
No mail received.

TREASURERS REPORT

Kim indicated a \$13.49 difference in financials was due to an incorrectly recorded In-kind donation. Also discussed a discrepancy in the music expense account on the Budget vs Actuals Report. Kim will look into, resolve the error and generate revised reports for approval at next BoD meeting.

Reviewed the Square report showing all transactions from December 2026 through April 26, 2026. All donations are now accounted for and updated to donor program.

All IRS and State filings have been completed.

OLD BUSINESS

Website and Payment Process Improvements

Not a focus for this meeting.

Concert Manager Transition Discussion

Not a focus for this meeting.

NEW BUSINESS

Quick recap

The board meeting focused on reviewing financial reports and approving minutes from previous meetings. The group discussed several financial discrepancies that needed correction, including music expenses and in-kind donations, with Kim tasked to review the reports over the weekend. They addressed recent donations, including a \$1,000 gift from Chester Williams in memory of his wife Katherine, and established a process for notifying relevant stakeholders about new donations. The board also discussed updating the bylaws, removing references to the Artistic Director position, and planning social events including a coffee gathering on June 23rd and a potential veteran's concert at the VA hospital on June 11th. Additionally, they addressed the need for new volunteers to help pin veterans at concert entrances, with Jane agreeing to reach out to potential volunteers over the weekend.

Donation Acknowledgment Procedures

The team discussed donation acknowledgment procedures and a recent \$1,000 donation from Chester Williams in memory of his wife Catherine. The team also noted that Chester Williams' donation through another not-for-profit organization doesn't require a tax receipt, and they will acknowledge it in concert programs and on the website.

Donation Notification Process Improvement

The team discussed improving the donation notification process after a recent donation was missing information. They agreed that Kim should send an email to all relevant parties, including the concert manager, webmaster, and person creating the concert program, whenever a donation is received. The group noted that while there used to be a donation checklist that wasn't effective, having Kim as the common point for depositing checks could help streamline notifications. They clarified every donation should receive a thank you, from the secretary, regardless of amount.

Advertising Updates

It was noted that Minuteman had renewed their quarter-page ad at the same price as last year of \$120. We will want to transition them to the Sponsorship pricing for next year but decided that since they made the in-kind donation early, we would continue to give them a ¼ page ad.

Sponsorship Program Transition Planning

The team discussed transitioning to a sponsorship program with proper quarter-page ad sizes for different payment tiers. Ann will compose a letter to send to current sponsors advising of the changes and encouraging participation in the new structure.

Concert in June – The Ongoing Story

They addressed volunteer needs for a veteran's recognition activity at an upcoming concert, with Jane offering to recruit two volunteers to help with pinning veterans at the door. Jane confirmed that sponsor and donor tickets would be mailed out the following day, noting that Jonathan Pittman's tickets were being held at Will Call, as per our arrangement with him.

Music Inventory Updates

They addressed music inventory updates that need to be completed, with Kim volunteering to handle the updates over the weekend using program sheets from Carol.

The team also discussed the legacy Executive Director's PCCC important required records retention missing black book that Ann will bring in on Monday to give to Carol to eliminate any unnecessary papers.

Organization Bylaws Update Discussion

The group discussed updating the organization's bylaws, with Ann proposing to present the minor updates to membership for a vote before summer. Carol suggested adding language about fictitious name expiration every five years and removing the Artistic Director section from Article 7 as recommended by the lawyer consulted in 2021. The discussion concluded with a brief mention of planning future social events, though no specific plans were finalized.

Community Social Events Planning

The group discussed organizing social events for the chorale, considering options like coffee meetups, evening drinks, and a potluck welcome dinner. They agreed on hosting events twice a month during the summer months (June, July, and August) rather than weekly, to accommodate travel schedules and avoid overcommitment. The group decided to plan a Veterans Hospital concert for June and potentially add a coffee or drinks event later that month, with a potluck welcome dinner planned for late August or early September.

The group discussed plans for upcoming events, including John Walker's 80th birthday party on June 27th and a coffee gathering on June 23rd at 10 AM at Krazy Kup. They debated timing for a concert at the VA hospital, considering options for June 13th or 20th, with a preference for weekend performances to accommodate working members. Ann agreed to contact the VA hospital about scheduling for June 15th at 7 PM.

ACTION STEPS

- [Kim: Review the email from Ann regarding financials, update the budget versus actuals, rerun March reports \(including the journal entry report for in-kind donations\), and address the specific cell formula issue by this weekend.](#)
- [Kim: Pay the Minuteman invoice tonight.](#)
- ~~[Jane: Contact potential volunteers about pinning veterans at the concert and confirm availability to Carol by Monday.](#)~~
- [Kim: Send an email to all relevant parties \(including Carol, Ann, webmaster, program person\) whenever a new donation is received, to ensure all are notified for donor recognition and program updates.](#)
- ~~[Carol: Add Jane's \\$50 donation to the donor poster.](#)~~
- [Carol: Add Chester Williams' \\$1,000 donation \(in memory of Catherine Williams\) to the donor poster, ensuring correct spelling.](#)
- ~~[Ann: Write up and send communication to advertisers with expired ads, informing them of new ad pricing and options.](#)~~
- [Carol: Send updated advertising spreadsheet to Ann.](#)
- [Kim: Update the music inventory, using the stack of programs from Carol and incorporating performance dates.](#)
- [Carol: Provide the stack of programs to Kim for inventory update.](#)
- [Ann: Bring the black book to Carol on Monday.](#)

- [Ann: Circulate updated bylaws \(with noted changes, including removal of Artistic Director section\) to membership for review and schedule a vote before summer.](#)
- [Ann: Contact VA hospital to arrange concert/performance for June 15th, confirm timing \(targeting 7 PM\), and coordinate details.](#)
- [Jane: Plan and schedule a social coffee event for June 23 at 10 AM at Krazy Kup, and communicate to group.](#)
- [Jane: Plan a potluck welcome dinner for end of August/beginning of September and communicate details closer to the date.](#)
- [Ann: Remind members about music adoptions in the Wednesday email.](#)
- [Ann: submit changes to bylaws to members via Wednesday email and hold a vote for approval at next rehearsal adoptions in the Wednesday email.](#)

NEXT BOARD MEETING

The next monthly BOD Meeting will be **in June 22, 2026 actual date TBD**, at 7:30 pm via Zoom meeting.

ADJOURNMENT

There being no additional business, the meeting was adjourned at 8:16 p.m.

Respectfully submitted.

Jane Carter – PCCC Secretary