

PLANT CITY COMMUNITY CHORALE (PCCC)

Board Of Directors (BoD) Meeting

June 25, 2026

LOCATION: Zoom

<https://us06web.zoom.us/j/86463755456?pwd=2w3DaYCda2IIZewzUtqetcJlWx0iZx.1>

Meeting ID: 864 6375 5456

Passcode: 949883

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 7:50 PM.

Zoom Audio Technical Issues

Jane experienced technical difficulties with her Zoom audio during the meeting, which prevented her from being heard despite multiple attempts to resolve the issue. Ann and Jane discussed the problem for about 15 minutes before deciding to continue the meeting with Jane on the phone through Ann's speaker, as they were still waiting for Kim to join. The meeting officially started at 7:50, with participants discussing how to proceed with the agenda despite the technical issues.

APPROVAL OF PREVIOUS BoD MEETING MINUTES

Minutes from the May meeting were reviewed. Ann motioned for approval. Kim seconded.

A donation from Joan Dinse for \$150 and a letter from the bank about a returned check from P. Mallory were received in the mail. Per Kim, Pat is aware of the returned check and will mail a replacement.

TREASURERS REPORT

Ann and Kim reviewed financial reports and discussed updates to the budget versus actual spreadsheet, including corrections to formulas and account categorizations. Ann motioned for April and May financials to be approved. Jane 2nd.

It was confirmed that concert ticket money had been deposited and discussed the need to write a check to St. Clement for monthly rent payment and their portion of concert revenue.

The conversation ended with an update that the current bank balance is \$10,527, representing significant growth from the previous year's starting balance of \$2,100.

OLD BUSINESS

Website and Payment Process Improvements

Not a focus for this meeting.

Concert Manager Transition Discussion

Not a focus for this meeting.

Organization Bylaws Update Discussion

It was confirmed that updates to the by-laws would be submitted to the chorale membership in late September.

Music Inventory Update

This is still in progress.

Social Media

Continue to work with Coleman to retain an Intern to assist with social media tasks and possibly concert management.

NEW BUSINESS

Quick recap

This was a board meeting for the Plant City Community Corral, focusing on reviewing the recent concert performance, financial updates, and planning for upcoming activities. The board discussed the successful May concert that generated \$5,139 in income with 155 attendees, reviewed financial reports showing a current bank balance of \$10,527, and addressed issues with donor recognition and documentation processes. They decided to postpone decisions about salary raises for Coleman and Rob until July's meeting after reviewing year-end financials, though agreed on potential raises totaling \$3,000. The board scheduled future rehearsals starting September 14th through November 30th for a December 6th concert at St. Clement, and discussed plans for summer activities including sponsorship drives, website updates, and potential collaboration with USF students for internships and membership growth.

Donor Information System Updates

The team discussed updating their donor information system using Google Drive to enable collaborative updates and sending consolidated emails about new donations. Kim specified that she only needs donors' names and amounts for the square and QuickBooks tracking. The Board discussed challenges with tracking and updating donor information in a shared spreadsheet, particularly regarding how to categorize donations and recognize sponsors appropriately. They agreed to simplify the process by sorting the spreadsheet by sponsors and donors together, tracking donations by the most recent contribution date, and maintaining a running total of lifetime donations. Ann committed to creating a Google Drive with access for the team, including Deborah, to centralize program data and avoid communication issues, and Jane will send out thank-you notes within the next week while updating the spreadsheet accordingly.

Ann suggested that board members could access online banking to view check deposits and images directly. Ann also reported receiving a donation from Tony DeFrancesco, who upgraded from an advertiser to a sponsor, and mentioned plans to highlight local business supporters like Connors Plumbing in future communications.

Reviewed June Concert America at 250 – The Ongoing Story

Ann presented a concert financial summary showing \$5,139 in total income from ticket sales (\$4,100) and sponsorship (\$1,000), with expenses of \$1,835 resulting in a net income of \$3,304. The team agreed to send the concert recap to membership in the Wednesday email to highlight the importance of ticket sales and demonstrate revenue generation. Technical issues were discussed regarding YouTube video uploads, with half of the concert footage successfully posted while the remaining half needs to be processed due to corruption issues with the video editor's old Mac computer.

Additionally, the group discussed the recent rehearsal where they experimented with mixing voice parts, agreeing that this approach should be moved to later rehearsals after the songs are mastered. It was considered good preparation for the mixed voice placement Coleman implemented for the concert.

Reviewed Concert Presented at VA Hospital

After a brief discussion about some complications with parking, rain and technical difficulties, the consensus was that all went well. As we plan future concerts there, it is beneficial that we are aware of their schedule and not linger after presenting the music.

Community Social Events Planning

The team learned that two Chorale members meet for the planned coffee meetup at Krazy Kup. A calendar listing other social events scheduled over the will be sent in the Wednesday email.

Summer Planning

They identified several administrative tasks including updating conflict of interest forms, bylaws, and the member handbook, with Kim offering to help convert the member handbook from Publisher format to a more accessible program. The group noted the need to schedule a planning meeting with Coleman and Nancy. Also discussed the need to secure summer sponsors, though no specific leader was assigned for the sponsorship outreach.

Salary Raises and Strategy Discussion

The board discussed salary adjustments for Coleman and Rob, agreeing to consider a \$2,000 raise for Coleman and \$1,000 for Rob. This was based on current sponsor funds, totaling \$3,000. They agreed to wait until the July meeting to make a final decision after reviewing year-end financials rather than making the decision immediately. The discussion also covered strategies to attract younger audiences, including incorporating more popular music into concerts and potentially partnering with USF, though they decided to maintain their current themed approach while being more selective about new music purchases.

Operational Planning and Concert Schedule

The group discussed several key operational items for the upcoming period. Ann proposed having the December 6th concert at St. Clement, which was approved by the group. They reviewed plans for the **2027** concert schedule, proposing rehearsals to start January 4th with concerts on **March 21st** and **June 6th**. The group decided to maintain their PO Box at the Plant City Post Office rather than change to St. Clement's mail room address. Discontinuing the PO Box could save \$170 annually, and they acknowledged ongoing issues with mail delivery they decided keeping the official mailing address autonomous of the rehearsal space was a more professional approach. Kim agreed to handle year-end financial reviews by early July and will bring checkbooks to Carol Byers' house for rent payments, including separate checks for facility rent and general expenses.

ACTION STEPS

Ann

- Set up Google Drive for shared donor/sponsor list access and send link to all
- Send updated member handbook in Publisher format to Jane and Kim
- Send 2026-2027 schedule to Ana at St. Clement
- Prepare draft budget for next year after June financials are complete
- Schedule July board meeting to review year-end financials and decide on Coleman/Rob raises
- Schedule planning meeting with Coleman, Nancy, and Carol Byers
- Send Zoom minutes and action items to team
- Remind Carol Walker about providing stack of music for inventory update
- Update bylaws (marked as Ann's action item in meeting)
- Update conflict of interest forms (noted as Ann's action item)
- Work on updating/simplifying website over summer

- Provide Jane the list of potential sponsors given by members last fall for follow-up
- Send concert summary to membership in Wednesday email
- Post VA Hospital concert pictures to website and Facebook
- Update YouTube channel with remaining concert videos
- Review year end financials and prepare for 2026/27 **budget** discussion with Kim
- Schedule 30-minute meeting with Kim to review budget
- Send email to all relevant parties when new donations are received (this is an ongoing process change discussed)
- Send information about needed intern help to Kim (and possibly Kristen)
- Tell Ana at St. Clement that December 6th concert date is confirmed
- Send MS Publisher format of last updated Member Handbook to Jane

Jane

- Update member handbook for next year and explore Google Docs format
- Provide a solicitation email and follow up with a phone call to folks on the list of potential sponsors from the member's input
- Pick up mail from PO Box as needed

Kim

- Deposit remaining cash box items (donations, etc.) and update QuickBooks accordingly
- Write and deliver check to St. Clement (\$415) for 10% church fee, and bring to John Walker's party
- Write and deliver check to St. Clement for July, August, September rent
- Update budget versus actuals spreadsheet with Ann's corrections and send fresh copy to all
- Contact Kristen about Plant City High student involvement as members or volunteers for Bright Futures credit
- Complete June financials by first weekend of July
- Order more boxes for music storage
- Update music inventory once the past programs are received from Carol

- Get VA Hospital concert pictures to Ann
- Send updated financials to Ann once completed
- Bring checkbook and envelope to John Walker's party for St. Clement payments
- Write letter explaining two checks (rent and fee) for St. Clement

Collaboration

- All: Update shared donor spreadsheet on Google Drive when new donations are received (this is an ongoing process change)
- Each to sign a Conflict-of-Interest Agreement for 206-2027 concert season

NEXT BOARD MEETING

The next monthly BOD Meeting will be **July 29, 2026**, at 7:30 pm via Zoom meeting.

ADJOURNMENT

There being no additional business, the meeting was adjourned at 9:42 p.m.

Respectfully submitted.

Jane Carter – PCCC Secretary