

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

July 29, 2026

LOCATION: Zoom

<https://us06web.zoom.us/j/87395785584?pwd=CaQdCiiTZbabaRr9pIoD67OOZY18Bo.1>

Meeting ID: 873 9578 5584

Passcode: 334195

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 7:34 PM.

APPROVAL OF PREVIOUS BoD MEETING MINUTES

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

Thank you letter to Marion Cookie Smith returned in mail. Jane will correct mailing address and resend.

TREASURERS REPORT

A review of the financial reports confirmed that all were in order. Kim to adjust the account the returned check fee is recorded in.

Ann motioned for June and July financials to be approved. Jane 2nd.

OLD BUSINESS

Update of the Member Handbook

Jane reported progress on updating the member handbook in Canva, though she encountered some formatting issues.

Music inventory

Kim is to pick up past programs from Carol W. to use to complete music inventory details. Kim will order music boxes and send inventory numbers to Nancy for confirmation.

NEW BUSINESS

Quick recap

The meeting focused on reviewing and approving the June financial reports, discussing a proposed budget for the upcoming year, and planning for website and organizational updates. Ann presented a detailed budget proposal, which included projected income from donations, sponsorships, membership dues, and ticket sales, as well as expenses such as musician fees, venue rental, and website costs. The board approved salary increases for Coleman and Rob, raising their annual compensation to \$11,000 and \$5,000 respectively. Ann and Deborah recommended moving the organization's website to Wix, utilizing TechSoup for discounted software, and the board agreed to proceed with this plan. The group also discussed a new logo design, provided feedback for simplification, and considered rebranding efforts. Updates were given on music inventory, member handbook revisions, and social media management. Potential fundraising and community engagement opportunities, such as a bingo night at Bullfrog Brewing and partnerships with local arts organizations, were explored. The conversation ended with preliminary approval of the proposed budget and plans to revisit it in September.

Website and Payment Process Improvements

The board discussed transitioning to Wix as their new website platform through TechSoup, which would provide significant cost savings on both website hosting and QuickBooks Online.

The group decided to move forward with building their website on Wix and approved a new logo design, created by Deborah, with some refinements needed.

The team agreed to start working on website architecture, focusing first on the cover page, with plans to meet regularly to discuss progress.

TechSoup Platform Discussion

Ann presented information about TechSoup, a platform that offers discounted software and services for nonprofits, including QuickBooks Online Plus at a significantly lower cost than their current \$38/month plan. The team discussed transitioning from their current QuickBooks setup to the new version, with Kim raising concerns about data migration. Ann shared details about Wix platform capabilities including website building, ticketing, recurring donations, and members-only sections.

The Board agreed to submit application to be part of the TechSoup organization. Kim will submit the application

Community Social Events Planning

Ann and Russ will host the season kick-off potluck dinner at their home on August 29th. Past members, specific level donors, all current members, and sponsors to be invited.

Summer Planning

The Board selected Aug 10 for next BoD meeting and August 13th for music selection. Also chose September 3rd as possible date for BoD meeting in preparation for start of season on September 14th.

Board discussed strategies for recruiting new members, including reaching out to previous members and exploring local media coverage through Plant City Observer.

Ann mentioned a potential fundraising opportunity at Bullfrog Brewing's bingo night. Their next bingo night is on August 20th. Ann invited the board to attend this event to see if it would be a good option for the Chorale.

Several other potential fund-raising opportunities were mentioned by Ann. They are a joint venture with Red Calliope, Christmas caroling with Propagation, and singing at Haught Funeral Home.

Salary Raises and Strategy Discussion

After a brief discussion of the valuable contributions Coleman and Rob have made to the Chorale, Ann made a motion to approved salary increase for Coleman of \$2,000.00 and Rob of \$1,000.00. Kim 2nd.

2026-2027 Budget

The board reviewed the proposed 2026-2027 budget submitted by Ann, highlighting the reasoning for the numbers provided. Ann made a motion to accept this budget. It was 2nd by Kim. This budget includes the benefits of utilizing TechSoup, switching to Wix for website management, and salary increases for Coleman and Rob.

ACTION STEPS

Ann

- [Send the TechSoup onboarding checklist and instructions to Kim.](#)
- [Communicate feedback to Deborah about refining the proposed logo \(simplify busy elements, consider removing silhouette, etc.\).](#)
- [Set up a meeting with Coleman for August 13th to discuss music selections and the cabaret concept.](#)
- [Reach out to Carol Byers to inquire about advertising in the Plant City Observer for new member recruitment.](#)
- [Create and send out an invitation to donors and sponsors for the August 29th potluck dinner.](#)
- [Put together a press release or artwork for new member recruitment to be sent out by Danny.](#)
- [Add the Bullfrog Brewing bingo event \(August 20th\) to the calendar and explore it as a potential fundraiser.](#)

Jane

- [Resend the letter to donor Miriam Cookie Smith with the correct zip code.](#)
- [Update the member handbook in Canva and resolve the formatting issue.](#)
- [Send emails to sponsors and donors \(action item from previous meeting, still on list\).](#)
- [Send an email reminder about the upcoming concert and include a prompt for members to submit music suggestions using Coleman's form.](#)
- [Submit "Let's Go Fly a Kite" as a music suggestion via Coleman's form.](#)

Kim

- [Adjust the bank fee account to offset the returned check with the new check deposited, as per Ann's instructions.](#)
- [Apply for TechSoup nonprofit status using the provided instructions and EIN number.](#)
- [Order boxes for music storage this week.](#)

NEXT BOARD MEETING

The next monthly BOD Meeting will be **August 10, 2026**, at 7:30 pm via Zoom meeting.

ADJOURNMENT

There being no additional business, the meeting was adjourned at 9:09 p.m.

Respectfully submitted.

Jane Carter – PCCC Secretary