

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

August 10, 2026

LOCATION: Zoom

<https://us06web.zoom.us/j/85286750065?pwd=k1a629aDKKZCkutperJQ6aoNb9hGYb.1&jst=2>

Meeting ID: 852 8675 0065

Passcode: 117316

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 7:35 PM.

APPROVAL OF PREVIOUS BoD MEETING MINUTES

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

No mail.

TREASURERS REPORT

The Profit and Loss, Balance Sheet, Budget vs Actual Spreadsheet, and Square donor report were reviewed and all was confirmed to be in order.

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

OLD BUSINESS

Update of the Member Handbook

Jane discussed ongoing formatting issues with updating the member handbook in Canva, specifically problems with a text box on page 1. Ann offered to help resolve the formatting issues by reviewing the document once Jane shares access.

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. Kim will order boxes for storage of new music. Updating of all details of the inventory continues.

Website Development and TechSoup Platform

Ann provided an update on website development, including font selection and new page additions focused on membership recruiting and donation options. The team discussed progress on their website and logo redesign, with Jane expressing gratitude to Deb for creating the new logo and brand colors.

Applying for TechSoup membership was emphasized and the group agreed to begin designing in Wix. Ann will continue to work with Deb on website development. Kim will facilitate the TechSoup application.

NEW BUSINESS

Quick recap

The meeting of the Plant City Community Chorale board covered administrative updates, membership recruitment, and event planning. Ann, Jane, and Kim discussed the approval of meeting minutes and the treasurer's report, which showed a healthy reserve. They reviewed progress on the new website, including logo and font consistency, and social media integration. The membership drive was a key topic, with efforts to reach out to former members and potential new recruits, including students from Plant City High School. They discussed Pat Mallory's offer to donate a lap quilt for a raffle at the Christmas concert. The board also talked about the upcoming potluck party, a fundraising event for Jonathan, and Rob's performance at Red Calliope. Other updates included the need to sign non-disclosure forms, the application for TechSoup, and the printing of new member recruitment posters.

Administrative Updates

The group also discussed signing non-disclosure agreements which Ann will email to each board member.

Update by laws will be emailed to active members for review and approval in September.

Volunteer Recruitment Plans

The team discussed reaching out to Plant City High School through Kristen to recruit student singers and volunteers, with plans to offer reduced fees for students and volunteer opportunities that could count toward Bright Future Scholarship credit. Jane mentioned reaching out to homeschool organizations for potential volunteers.

Social Media and Event Updates

The team discussed social media management updates, with Lauren now having administrative access to Facebook to link it with Instagram, though there was a 7-day waiting period for the linking to work. Ann created a new reel with music and concert photos but encountered formatting issues when trying to post it simultaneously to Facebook and Instagram. Kim agreed to send VA hospital photos to Ann within the next day or two.

Event Planning - Season Kick-off Potluck dinner

The team discussed plans for the event on the 29th with a focus on the need for attendees to RSVP and specify what dishes they will bring. They reviewed logistics around RSVPs and revising the Google Sheet for tracking responses. The conversation concluded with discussions about food planning for the event, where Ann had created detailed Italian themed menu options but agreed to simplify the approach and let attendees bring what they wanted. Ann and Jane provided updates RSVP's received from members and other invitees.

Song Selection

The group discussed song selection for an upcoming performance, with Ann reviewing songs and noting that while some were depressing, there weren't many Christmas songs available.

A Zoom meeting was scheduled for Thursday with Nancy and Coleman, who will be visiting from New York.

Member Recruitment Strategy Discussion

Jane reported following up with a list of potential members and received responses from some but still needs to contact about 6-7 people. Ann agreed to handle her own contacts through text messages. The group discussed the need for new members who could help with social media and advertising, with Jane offering to complete the remaining outreach to potential new members.

Ann discussed creating a new membership poster with the updated logo and proposed sending it to Dani for press release distribution. The group reviewed the poster design, which was posted on Facebook and received positive feedback, and agreed to use the new logo on letterhead and promotional materials.

The conversation then shifted to membership drive activities, where Ann reported progress on Facebook and Instagram efforts, including creating recruitment posters that could be printed and distributed around town. Ann offered to print initial membership recruitment posters at home using thick paper

Quilt Fundraising Proposal Approval

Jane presented Pat Mallory's proposal to create three themed lap-sized quilts (Christmas, spring, and patriotic) for raffle fundraising at \$5 per ticket or 3 for \$10, with Pat offering to donate her time and supplies. The group discussed logistics including reporting the raffle proceeds and

potentially adding gift cards as additional prizes, though they decided to start with just the quilt and perhaps a \$100 propagation gift card for the December event. The team agreed to move forward with Pat's quilt proposal and will handle the raffle ticket sales and display during the concert.

St. Jude Fundraising Event Planning

Ann shared information about a fundraising event for St. Jude Children's Hospital organized by Jonathan Pittman raising money for a \$10,000 donation goal. The event will take place on September 18th at Voodoo Brewing in Valrico, featuring a raffle, and musical performances, with multiple ways to support including attending the event or donating through a dedicated webpage.

Ann also mentioned that Rob will be playing music again at Red Calliope on Tuesday nights, with Jan potentially joining him to perform.

Planning Updates

The group coordinated logistics for handling new member questions and registration, payment of membership dues at the first rehearsal on September 14th.

Sponsors and Donors

Ann discussed a potential \$1,500 sponsorship that is pending budget confirmation.

They also briefly discussed outreach efforts to sponsors and donors, with Ann noting limited responses from contacts, and Jane mentioning plans to follow up on sponsor outreach.

They also discussed attending a Bullfrog Brewing fundraising event on the 20th to explore potential collaboration opportunities.

ACTION STEPS

Ann

- Send out the bylaws for voting before the first rehearsal.
- Send out the conflict of interest/non-disclosure forms before the first rehearsal.
- Send the new logo poster to Dani for a press release on member recruitment.
- Figure out how to make the Google Doc sign-up sheet for the potluck editable for all.
- Communicate with Dani to put together a press release for new member recruitment.
- Reach out to Carol Walker regarding advertising in the Plant City Observer for new member recruitment.
- Text potential new members (e.g., Josh, Donna Terrell) to encourage them to return.
- Print membership recruitment posters at home to distribute around town.

- Send the new logo (icon and color codes) to Jane for the letterhead.
- Work on the website, focusing on getting it operational for ticket sales.
- Try texting the prospective male member who contacted in May

Jane

- Finish contacting the remaining old members from the list via email.
- Share the Canva member handbook document with Ann for formatting help.
- Include the potluck RSVP link, Jonathan's message and links, and the raffle quilt information in the Wednesday email.
- Check Bottom of the Bin store for a discounted roll of raffle tickets.
- Update the member handbook in Canva and resolve formatting issues.
- Email Alana (potential new member) the invitation and add her to the Wednesday list.

Kim

- Make corrections to the budget versus actual spreadsheet regarding Rob's payment (\$1,000 not \$500).
- Order approximately 10 boxes for new music this week.
- Go through the TechSoup application process for QuickBooks.
- Send VA hospital pictures to Ann within the next day or two.
- Reach out to Kristen (Plant City High School) to discuss student volunteers/members.

NEXT BOARD MEETING

The next monthly BOD Meeting will potentially be **September 3, 2026**, at 7:30 pm via Zoom meeting.

A meeting to review and select music for the December concert will be held **August 13, 2026**, at 7:00 pm via Zoom meeting

ADJOURNMENT

There being no additional business, the meeting was adjourned at 8:47 p.m.

Respectfully submitted.

Jane Carter – PCCC Secretary