

**Public Academy for Performing Arts
draft Governing Council Meeting Minutes
March 30, 2021**

Date: 3/30/2021	Location: Due to current health conditions, meeting was conducted via Zoom	
Governing Council Meeting		
Time: 5:02-6:45 pm	Facilitator: Elizabeth Roybal	
Invitees in Attendance: Elizabeth Roybal (voting member) via Zoom, Mark Huntzinger (voting member) via Zoom, Phil Krehbiel (voting member) via Zoom, Lisa Ulibarri-Miller (voting member) via Zoom, Barbara CampBell (voting member) via Zoom , Melanie Chavez (Executive Director) via Zoom, Rhonda Cordova (business manager) via Zoom, Carol Torrez (staff representative) via Zoom, Virginia Wilmerding (staff representative) via Zoom, Santana Gonzalez (voting member) via Zoom, Alexis Corbin (voting member) via Zoom		
Not in Attendance:		
Guests in Attendance as named in Zoom meeting: Penelope Baca		
Discussion	Resource	
1. Call to Order at 5:02 pm/ Roll Call, voting members Elizabeth Roybal, Phil Krehbiel, Barbara CampBell, Santana Gonzales, Lisa Ulibarri-Miller, Mark Huntzinger, Alexis Corbin	Elizabeth Roybal	
2. Welcome and Introductions of all governing council members present. Welcoming remarks including Governing Council meeting procedures by Elizabeth Roybal.	Elizabeth Roybal	
3. Approval of Agenda Motion by Mark Huntzinger to approve the agenda seconded by Phil Krehbiel. Roll call vote motion carried 7-0.	Elizabeth Roybal	
4. Approval of Minutes Moved by Barbara CampBell to approve the February 23 rd minutes with the correction of the date and removal of "special meeting, and to approve the minutes of the special meetings on March 5 th and March 13 th as written. Motion seconded by Phil Krehbiel. Motion carried 7-0	Elizabeth Roybal	
5. Open Forum None	Elizabeth Roybal	
6. Finance committee report Phil Krehbiel, Barbara CampBell, Melanie Chavez, and Rhonda Cordova met the morning of March 30, 2021. Financial report and Budget summary was	Phil Krehbiel	

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<p>given by Phil Krehbiel. He provided the council with a list of reports the finance committee is requesting. The 13 reports being regularly reviewed by the committee are as follows:</p> <p>For previous month:</p> <ul style="list-style-type: none"> • Bank Statement • Bank Reconciliation • Journal Entries • Balance Sheet Report (showing assets and liabilities for all accounts) • Bank Account Register (showing all checks written) • Budget Summary of Funds Report (showing a summary of budgeted expenses versus actual, offset by encumbrances) • Comparative Financial Statements – summary (revenues and expenses, all funds, last fiscal year, and current fiscal year) • Comparative Financial Statements – detail (revenues and expenses, all funds, last fiscal year, and current fiscal year) • Trial Balance Report (all transactions) • Monthly Balance Forecast Report – summary (actual revenues and expenses by month compared to the budget) • Account Balance Report – detailed (actual revenues and expenses, and encumbrances, compared to the budget) • Budget Adjustment Request (BARS) History Report • Purchase Orders of \$5,000 or more, current fiscal year <p>We have about 11.1% of revenues unencumbered which is about 11.1% of the budget. Phil reviewed the bar ending in 0020-T that needs approval and that the committee recommends it be approved. There was discussion clarifying CARES act money and the BAR.</p> <p>Phil Krehbiel moved to approve the bar ending in 0020-T. Seconded by Barbara CampBell. Roll call vote. Passed 7-0.</p> <p>Report continued: Budget is being constructed. We are unsure of due date. Committee will see if the budget needs to be presented to public before we approve it. Per PAPA policy, the budget is dragged by the Executive Director, approved by the Governing Council then approved by APS and ultimately NMPED.</p> <p>Barbara CampBell moved to approve the budget and finance report as presented by Phil Krehbiel. Lisa Ulibarri-Miller seconded. Roll call vote. Motion carried 7-0.</p>	
<p>7. Executive Director report</p>	<p>Mel</p>

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<p>*List serv for GC not working</p> <p>*spring budget workshop</p> <p>*Parent Q&A about return to school</p> <p>*Expecting 58% in person and 43% virtually.</p> <p>* In person learning ready—music outside on rotation, dance outside on rotation, 2 staff members to support virtual students.</p> <p>*Graduation plans on soccer field or perhaps Vet Memorial, 52 graduates expected.</p> <p>*Discussion on Extended Learning Time of 10 days. May not be something PAPA supports.</p> <p>*Discussion of CSSR money... 523,000 over 3 years to include: portable, computers, part time teachers to help with Dual credit, 504, SAT, summer school, targeted assistance, shade structures, dance/music structure, cleaning equipment.</p> <p>*8th grade promotion to be a drive through maybe.</p>	
<p>8. Organizational business</p> <p>Nominating committee led by Michael Power. 4 applicants</p>	Liz Roybal
<p>9. Announcements/ Discussion</p> <p>None</p>	
<p>10. Executive Session</p> <p>Liz Roybal moved “we close this meeting for limited personnel matters as specified in NMSA 10-15-1-H(2). Time 6:02 pm</p> <p>Roll call vote. Motion carried 7-0</p>	

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<p>At 6:45 Liz Roybal moved that “matters discussed in the closed meeting were limited to limited personnel matters, no action was taken, and no action is needed at this time. Roll call vote. Motion carried 7-0</p>	
<p>11. Adjournment</p> <p>Agenda was completed. Liz Roybal announced meeting ended at 6:45 pm.</p> <p>Next regular meeting April 27th, 5pm</p>	<p>Liz Roybal</p>

Minutes taken by Lisa Ulibarri-Miller. Draft typed on 3.17.2021