

**Public Academy for Performing Arts  
Draft Governing Council Meeting Minutes  
November 30, 2021**

<b>Date:</b> 11/30/2021	<b>Location:</b> Meeting was held in person on PAPA campus. Meetings may return to Zoom as appropriate for the prevailing health conditions.	
<b>Governing Council Meeting</b>		
<b>Time:</b> 4:15-5:15 pm	<b>Facilitator:</b> Elizabeth Roybal	
<b>Invitees in Attendance:</b> Elizabeth Roybal (voting member), Barbara CampBell (voting member), Virginia Wilmerding (staff representative), Santana Gonzalez (voting member, Jessica Short (voting member), Melanie Chavez (Executive Director), Lisa Ulibarri-Miller (voting member), Carol Torrez, (staff representative), Phil Krehbiel (voting member) via Zoom for COVID related reasons, Rhonda Cordova (business manager), Alexis Corbin (voting member) arrived at 4:20 .		
<b>Not in Attendance:</b>		
<b>Guests in Attendance:</b> NONE		
<b>Discussion</b>		<b>Resource</b>
1. <b>Call to Order</b> at 4:17 pm/ Roll Call, voting members		Elizabeth Roybal
2. <b>Welcome and Introductions</b> of all governing council members present. Welcoming remarks including Governing Council meeting procedures by Elizabeth Roybal.		Elizabeth Roybal
1. <b>Approval of Agenda</b> Motion by Lisa Ulibarri-Miller to approve the agenda with the change to the Organization Business, updated to read: a. D.1 Budget Process Policy for Public Comment. Seconded by Jessica Short Roll call vote. Motion carried 6 in favor, 0 against.		Elizabeth Roybal
2. <b>Approval of Minutes</b> Moved by a motion by Santana Gonzalez and seconded by Lisa Ulibarri-Miller to approve the minutes from October 26, 2021. Roll call vote. Motion carried 7 in favor, 0 against.		Elizabeth Roybal

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<p><b>3. Open Forum</b></p> <p>None</p>	<p>Elizabeth Roybal</p>
<p><b>4. Finance committee report</b></p> <p>Phil Krehbiel, Melanie Chavez, and Rhonda Cordova met the morning of November 29, 2021. Financial report and Budget summary were given to the GC 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><b>For previous month:</b></p> <ul style="list-style-type: none"> <li>• Bank Statement</li> <li>• Bank Reconciliation</li> <li>• Journal Entries</li> <li>• Balance Sheet Report (showing assets and liabilities for all accounts)</li> <li>• Bank Account Register (showing all checks written)</li> <li>• Budget Summary of Funds Report (showing a summary of budgeted expenses versus actual, offset by encumbrances)</li> <li>• Comparative Financial Statements – summary (revenues and expenses, all funds, last fiscal year, and current fiscal year)</li> <li>• Comparative Financial Statements – detail (revenues and expenses, all funds, last fiscal year, and current fiscal year)</li> <li>• Trial Balance Report (all transactions)</li> <li>• Monthly Balance Forecast Report – summary (actual revenues and expenses by month compared to the budget)</li> <li>• Account Balance Report – detailed (actual revenues and expenses, and encumbrances, compared to the budget)</li> <li>• Budget Adjustment Request (BARS) History Report</li> <li>• Purchase Orders of \$5,000 or more, current fiscal year</li> </ul> <p>No concerns were noted at this time. Budget summary indicates +18% of the budget expended so through end of October 2021</p> <p>Approval of the Finance Committee report motion made by Phil Krehbiel second by Barbara CampBell Roll Call vote, motion carried, 7 in favor 0 against.</p>	<p>Phil Krehbiel</p>

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<p>BARS : Presented to the GC by Rhonda Cordova. Approval of the BAR Motion Barbara CampBell second, Santana Gonzalez Roll Call Vote motion carried 7 in favor 0 against.</p> <p>Purchase orders over 5000—None in October, one issued in November which will be reviewed in the Meeting on December 14.</p>	
<p><b>5. Executive Director report</b></p> <ul style="list-style-type: none"> <li>• Report sent to all members.</li> </ul>	Melanie
<p><b>6. Organizational business</b></p> <p>a. D.1 Budget Process Policy – Approval to release for public comment. Motion to approve made by Jessica Short, Seconded Santana Gonzalez, Roll Call Vote: Motion carried 7 in favor 0 against.</p> <p>7.</p> <p><b>Committee updates:</b>          Audit Committee: Phil Krehbiel (chair), Melanie Dunn-Chavez, Rhonda Cordova, Ruby Arispe, Jessica Short</p> <p>Finance Committee: Phil Krehbiel (chair), Rhonda Cordova, Barbara CampBell, Melanie Dunn-Chavez,</p> <p>Long-range Planning: Lisa Ulibarri-Miller (chair), Melanie Dunn-Chavez, Naomi Montoya, Santana Gonzales, Ginny Wilmerding</p>	Liz Roybal

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<p>Performing Arts: Liz Roybal (chair), Alexis Corbin, Melanie Dunn-Chavez, Naomi Montoya, Santana Gonzales</p> <p>Policy Review: Lisa Ulibarri-Miller (chair), Melanie Dunn-Chavez, Virginia Wilmerding, Barbara Campbell, Jessica Short</p> <p><b>Trainings:</b></p> <p>All council members are responsible for training</p> <p>GC meeting time and dates:</p> <p>4:15 pm 7/27, 8/31, 9/28, 10/26, 11/30, 12/14, 1/25, 2/22, 3/29, 4/26, 5/31, 6/28</p>	
<p><b>8. Announcements/ Discussion</b></p> <p>Performing Arts: upcoming</p>	
<p><b>9. President's report:</b></p>	
<p><b>10. Executive Session</b></p> <p>Not required</p>	
<p><b>11. Adjournment</b></p> <p><b>12.</b></p> <p><b>13.</b></p> <p><b>14.</b> Next regular meeting November 30, 2021</p>	Liz Roybal