

**Public Academy for Performing Arts  
Draft Governing Council Meeting Minutes  
August 31, 2021**

<b>Date:</b> 08/31/21	<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> 4:17-5:28 pm	<b>Facilitator:</b> Elizabeth Roybal	
<b>Invitees in Attendance:</b> Elizabeth Roybal (voting member), Lisa Ulibarri-Miller (voting member), Barbara CampBell (voting member), Phil Krehbiel (voting member) arrived 5:00. Rhonda Cordova (business manager), Virginia Wilmerding (staff representative), Santana Gonzalez (voting member, Alexis Corbin (voting member) Melanie Chavez (Executive Director)		
<b>Not in Attendance:</b> Jessica Short		
<b>Guests in Attendance:</b> Jacob Houtz, Mrs. Montoya		
<b>Discussion</b>	<b>Resource</b>	
1. <b>Call to Order</b> at 4:19 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	
3. <b>Approval of Agenda</b> Motion by Lisa Ulibarri-Miller to approve the agenda as presented. Seconded by Alexis Corbin. Roll call vote. Motion carried 5-0	Elizabeth Roybal	
4. <b>Approval of Minutes</b> Moved by Santana Gonzalez and seconded by Barbara CampBell to approve the minutes from July 27, 2021. Roll call vote. Motion carried 5-0	Elizabeth Roybal	
5. <b>Open Forum</b>	Elizabeth Roybal	

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None	
<p><b>6. Finance committee report</b> Phil Krehbiel, Melanie Chavez, Barbara CampBell, and Rhonda Cordova met the morning of August 31, 2021. Financial report and Budget summary was given by Barbara CampBell. 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>.</p> <p>No concerns were noted at this time.</p> <p>Audit is scheduled for the week of September 20.</p> <p>Approval, Moved Lisa Ulibarri-Miller</p> <p>Second: Santana Gonzalez</p> <p>BARS : None</p>	Phil Krehbiel

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<p>Roll call vote motion carried 5-0</p> <p>Purchase orders over 5000-- reviewed</p>	
<p><b>7. Executive Director report</b></p> <ul style="list-style-type: none"> <li>• Report sent to all members.</li> <li>• Highlights:</li> <li>• Jump Start went well for beginning of school year.</li> <li>• Senior Parking Spaces have been painted</li> <li>• We are serving about 200 lunches per day, with the USDA grant which allows for free lunch for all students.</li> </ul>	<p>Melanie</p>
<p><b>8. Organizational business</b></p> <p>The following policy changes were posted and there was no public comment.</p> <p>A.15.1 Public Hearing based on statue NMSA 22-8-10 Was Approved</p> <p>A.16 Council agenda, adjusted to read that it will be available 36 hours instead of 24 hours prior to the meeting Was Approved</p> <p>C.5 Added Zero tolerance and Cannabis policy requirements Was Approved</p> <p>E.7.4 Updated to reflect students with appropriate training can self-carry asthma and anaphylaxis medications Was Approved</p>	<p>Liz Roybal</p>

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H.2.15 Dress code adjustments to protect hair styles and cultural/religious hair styles Was Approved

H.7 Dress code revisions Was Approved

D.1 Budget Process: Includes dates for adopting budget and holding public meetings. Out for Public Comment

C. 6 Staff Conduct with Students Was Approved

Accept: Moved – Alexis Corbin

Moved:

Seconded: Moved – Barbara CampBell Motion Carried via roll call vote

**Committee updates:**

Audit Committee: Phil Krehbiel (chair), Melanie Dunn-Chavez, Rhonda Cordova, Ruby Arispe, Jessica Short

Finance Committee: Phil Krehbiel (chair), Rhonda Cordova, Barbara CampBell, Melanie Dunn-Chavez,

Long-range Planning: Lisa Ulibarri-Miller (chair), Melanie Dunn-Chavez, Naomi Montoya, Santana Gonzales, Ginny Wilmerding

Performing Arts: Liz Roybal (chair), Alexis Corbin, Melanie Dunn-Chavez, Naomi Montoya, Santana Gonzales

Policy Review: Lisa Ulibarri-Miller (chair), Melanie Dunn-Chavez, Virginia Wilmerding, Barbara Campbell, Jessica Short

**Trainings:**

All council members are responsible for training

GC meeting time and dates:

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

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<b>9. Announcements/ Discussion</b>	
<b>10. President's report:</b>	
<b>11. Executive Session</b>  Not required	
<b>12. Adjournment Meeting Adjourned 5:28pm</b>  <b>13.</b>  <b>14.</b>  <b>15. Next regular meeting August 31, 2021</b>	Liz Roybal

Minutes taken Barbara CampBell. Draft typed on 9/15/2021