

**Public Academy for Performing Arts  
Draft Governing Council Meeting Minutes  
March 29, 2022**

<b>Date:</b> 03/29/2022	<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), Rhonda Cordova (business manager), Alexis Corbin (voting member).		
<b>Not in Attendance:</b>		
<b>Guests in Attendance:</b> NONE		
<b>Discussion</b>	<b>Resource</b>	
1. <b>Call to Order</b> at 4:19 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	
1. <b>Approval of Agenda</b> Motion by Alexis Corbin to approve the agenda. Seconded by Lisa Ulibarri-Miller Roll call vote. Motion carried 7 in favor, 0 against.	Elizabeth Roybal	
2. <b>Approval of Minutes</b> Moved by a motion by Santana Gonzalez and seconded by Alexis Corbin to approve the minutes from February 22, 2022. Roll call vote. Motion carried 7 in favor, 0 against.	Elizabeth Roybal	
3. <b>Open Forum –</b>	Elizabeth Roybal	

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<p style="text-align: center;">None</p>	
<p><b>4. Finance committee report</b> Phil Krehbiel, Melanie Chavez, Barbara CampBell, Liz Roybal and Rhonda Cordova met the morning of March 29, 2022. 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 40% of the budget expended so through end of February 2022</p> <p>Approval of the Finance Committee report motion made by Alexis Corbin second by Jessica Short Roll Call vote, motion carried, 7 in favor 0 against.</p> <p>BARS : Presented to the GC by Rhonda Cordova. Approval of the BAR 001-047-2122-0021I and BAR 001-047-2122-0026I. Motion Barbara CampBell second, Alexis Corbin Roll Call Vote motion carried 7 in favor 0 against.</p>	<p>Phil Krehbiel</p>

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<p>Purchase orders over 5000— no new PO in February 2022</p> <p>GC Voted to Approve the modification of the Substitute Schedule. Santana Gonzalez moved, Barbara CampBell seconded, roll call vote motion carried 7 to 0</p>	
<p><b>5. Executive Director report</b></p> <ul style="list-style-type: none"> <li>• Report sent to all members. Attached to minutes</li> </ul>	<p>Melanie</p>
<p><b>6. Organizational business</b></p> <ul style="list-style-type: none"> <li>i. <b>Nominating committee set for New GC members for the open positions 2022-23 school year</b></li> <li>ii. <b>Policies to be approved for submission for public comment and community input. A.4, A.7, A.8, A.12, A.13, A.19, C.12.</b></li> <li>iii. <b>Moved to approve with the additional note that the policy committee can make changes for grammar and formatting as needed. Motion Alexis Corbin, second Barbara CampBell, Roll Call Vote. Carried 7 to 0</b></li> </ul> <p><b>7. Next meeting will be 4/19/22 at 4:15. The GC needs to approve the operational budget prior to its submission to APS for approval.</b></p> <p><b>Committee updates:</b>          Audit Committee: Phil Krehbiel (chair), Melanie Dunn-Chavez, Rhonda Cordova, Ruby Arispe, Jessica Short</p>	<p>Liz Roybal</p>

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<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> <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>At 5:15 Barbara CampBell made the motion to close the meeting for the purpose of going into Executive Session pursuant to NMSA 10-15-1-H(2) with Phil Kreihbel making the second. The motion was passed 6-0 with a roll call vote. Limited personnel matters was the only topic addressed. At 6:14 Barbara CampBell made a motion to come out of Executive Session with Liz Roybal making the second. The motion passed 7 to 0 by roll call vote.</p>	

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<b>11. Adjournment</b>	Liz Roybal
<b>12.</b>	
<b>13.</b>	
<b>14. Next regular meeting April 26, 2022</b>	

Minutes taken Barbara CampBell. Draft typed on 04/02/2022