

**Public Academy for Performing Arts  
Governing Council Meeting Minutes  
February 22, 2022**

<b>Date:</b> 02/22/2022	<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) 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 4:16 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. 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 Jessica Short and seconded by Lisa Ulibarri Miller to approve the minutes from January 25, 2022. Roll call vote. Motion carried 6 in favor, 0 against.	Elizabeth Roybal	
3. <b>Open Forum – No requests were made</b>	Elizabeth Roybal	

**Public Academy for Performing Arts  
Governing Council Meeting Minutes  
February 22, 2022**

<p style="text-align: center;">None</p>	
<p><b>4. Finance committee report</b> Phil Krehbiel, Melanie Chavez, and Rhonda Cordova met the morning of February 18, 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 January 2022</p> <p>Approval of the Finance Committee report motion made by Santana Gonzalez second by Lisa Ulibarri Miller Roll Call vote, motion carried, 6 in favor 0 against.</p> <p>BARS : Presented to the GC by Rhonda Cordova. Approval of the BAR 001-047-2122-0020I, Motion Phil Krehbiel second, Barbara CampBell Roll Call Vote motion carried 6 in favor0 against.</p>	<p>Phil Krehbiel</p>

**Public Academy for Performing Arts  
Governing Council Meeting Minutes  
February 22, 2022**

<p>Purchase orders over 5000— no new PO in January 2022</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> <p><b>7.</b></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> <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>Liz Roybal</p>

**Public Academy for Performing Arts  
Governing Council Meeting Minutes  
February 22, 2022**

<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 5:25 Lisa Ulibarri Miller 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 Krehbiel making the second. The motion was passed 6-0 with a roll call vote. Limited personnel matters was the only topic addressed. At 6:37 Lisa Ulibarri Miller made a motion to come out of Executive Session with Liz Roybal making the second. The motion passed 6-0 by roll call vote.</p>	
<p><b>11. Adjournment</b></p> <p><b>12.</b></p> <p><b>13.</b></p> <p><b>14.</b> Next regular meeting February 22, 2022</p>	<p>Liz Roybal</p>

Minutes taken Barbara CampBell. Draft typed on 3/20/2022