

**Public Academy for Performing Arts  
Governing Council Meeting Minutes  
May 24, 2022**

<b>Date:</b> 05/24/2022	<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> Phil Krehbiel, Lisa Ulibarri-Miller(by Phone)		
<b>Guests in Attendance:</b> Ed Torrez, Michael Power, Dareen Muniz, Anaya Gonzalez		
<b>Discussion</b>	<b>Resource</b>	
1. <b>Call to Order</b> at 4:15 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 Santana Gonzalez 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 Alexis Corbin and seconded by Santana Gonzalez to approve the minutes from March 29, 2022. Roll call vote. Motion carried 6 in favor0 __ against.	Elizabeth Roybal	
3. <b>Open Forum –</b>	Elizabeth Roybal	
<b>None</b>		

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<p><b>4. Finance committee report</b> Melanie Chavez, Barbara CampBell, and Rhonda Cordova met the morning of May 24, 2022. Financial report and Budget summary were given to the GC by Barb CampBell. She 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 67% of the budget expended so through end of April 2022</p> <p>Approval of the Finance Committee report motion made by Jessica Short second by Alexis Corbin. Roll Call vote, motion carried, 6 in favor 0 against.</p> <p>BARS : Presented to the GC by Rhonda Cordova. Approval of the BAR 001-047-2122-0031-D and BAR 001-047-2122-0032-T. Motion Barbara CampBell second, Alexis Corbin Roll Call Vote motion carried 6 in favor 0 against.</p>	<p>Barb CampBell</p>

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<p>Purchase orders over 5000— no new PO in April</p> <p>GC Voted to Approve the modification of the Education Assistant Schedule. Alexis Corbin moved, Jessica Short seconded, roll call vote motion carried 6 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>	Melanie
<p><b>6. Organizational business</b></p> <p style="padding-left: 40px;"><b>i. Nominating committee set for New GC members for the open positions 2022-23 school year</b></p> <p><b>7. Next meeting will be 6/28/22 at 4:15.</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>	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 - None</b></p>	
<p><b>11. Adjournment 5:19</b></p> <p><b>12.</b></p> <p><b>13.</b></p> <p><b>14.</b> Next regular meeting June 28, 2022</p>	Liz Roybal

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