

# Public Academy for Performing Arts Governing Council Meeting Minutes June 28, 2022

<b>Date:</b> 06/28/2022	<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> 8:00-9:00 am	<b>Lisa Uliarri-Miller</b>	
<b>Invitees in Attendance</b> Barbara CampBell (voting member), Virginia Wilmerding (staff representative), Santana Gonzalez (voting member, Melanie Chavez (Executive Director), Lisa Ulibarri-Miller (voting member), Carol Torrez, (staff representative Rhonda Cordova (business manager), Alexis Corbin (voting member).		
<b>Not in Attendance:</b> : Elizabeth Roybal (voting member), Phil Krehbiel (voting member), Jessica Short (voting member)		
<b>Guests in Attendance:</b> NONE		
<b>Discussion</b>		<b>Resource</b>
1. <b>Call to Order</b> at 8:04 am/ Roll Call, voting members		Lisa Ulibarri-Miller
2. <b>Welcome and Introductions</b> of all governing council members present. Welcoming remarks including Governing Council meeting procedures by Lisa Ulibarri-Miller.		Lisa Ulibarri-Miller
1. <b>Approval of Agenda</b> Motion by Barbara CampBell to approve the agenda. Seconded by Alexis Corbin Roll call vote. Motion carried 4 in favor, 0 against.		Lisa Ulibarri-Miller
2. <b>Approval of Minutes</b> Moved by a motion by Santana Gonzalez and seconded by Barbara CampBell to approve the minutes from May 24, 2022. Roll call vote. Motion carried 4 in favor, 0 against.		Lisa Ulibarri-Miller
3. <b>Open Forum –</b> None		Lisa Ulibarri-Miller
4. <b>Finance committee report</b> Melanie Chavez, Barbara CampBell, and Rhonda Cordova met the morning of June 28, 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: <b>For previous month:</b> <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> </ul>		Barb CampBell

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<ul style="list-style-type: none"> <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 80% of the budget expended so through end of May 2022</p> <p>Approval of the Finance Committee report motion made by Alexis Corbin second by Santana Gonzalez Roll Call vote, motion carried, 4 in favor 0 against.</p> <p>BARS : NONE</p> <p>Purchase orders over 5000— Amazon Go Bond Library Books</p> <p>GC Voted to Approve the modification of the Substitute Schedule. Santana Gonzalez moved, Barbara CampBell seconded, roll call vote motion carried 4 to 0</p> <p>Overall budget \$7.7 million to \$7.9 million.</p> <p>Fixed Asset review Ginny and Santana will inspect assets for the Audit</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><b>7. A. Move to approve the billing rates for Patty Mathews and her paralegal. Motion made by Barbara CampBell, seconded by Alexis Corbin. Motion Carries 4 to 0</b></p> <p><b>8. Next meeting will be 7/30/22 at 8:00am.</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>	Lisa Ulibarri-Miller

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<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>9. Announcements/ Discussion</b></p> <p>Performing Arts: upcoming</p>	
<p><b>10. President’s report:</b></p>	
<p><b>11. Executive Session</b></p> <p>none</p>	
<p><b>12. Adjournment</b></p> <p><b>13.</b></p> <p><b>14.</b></p> <p><b>15.</b> Next regular meeting July 30, 2022</p>	<p>Lisa Ulibarri-Miller</p>

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