



**Meeting MINUTES**

**Thursday, July 27, 2023, 4:15 pm**

Public Academy for Performing Arts Campus  
11800 Princess Jeanne Ave NE, Albuquerque, NM 87112, Room 2

Type of meeting: Community/Monthly

Chair: Elizabeth Roybal

Invited to Attend			
1. Elizabeth Roybal, President	5. Renai Edwards, GC Member	9. Virginia Wilmerding, Staff Representative and EDAC Rep	Scheduled Guests:
2. Jessica Short, Secretary	6. Isaac Trujillo, GC Member	10. Rhonda Cordova, Business Manager	
3. David Littlefield, GC Member	7. Paul Paradise, GC Member	11. Tamara Lopez, Executive Director	<b>Absent: Carol Torrez</b>
4. Barbara CampBell, GC Member	8. Carol Torrez, Staff Representative		

Agenda Item	Presented by	Time
1. Call to Order, Roll Call (Quorum 7/7 voting members)	Chair	4:18 pm
2. Welcome and Introductions  In attendance: Liz Roybal, Paul Paradise, Isaac Trujillo, Virginia Wilmerding, Rhonda Cordova, Jessica Short, Barbara CampBell, David Littlefield, Renai Edwards, Tamara Lopez,	Chair	4: 19 p.m.
3. Approval of Agenda ACTION ITEM  Agenda approved as modified to change the Fixed Asset Committee to the August Agenda: Approved : Barbara Campbell – first, Jessica Short– second, Roll Call vote 7/0 to Approve	All	4:21 p.m.
4. Approval of Previous Meeting Minutes (6/29/23) ACTION ITEM  Approved: Barbara CampBell-First, Isaac Trujillo- second, Roll Call vote 7/0 to Approve	All	4:23 p.m.
5. Open Forum for Public Comment (Form Required)  None	All	4:24 p.m.
6. Budget & Finance Committee Report ACTION ITEM <ul style="list-style-type: none"> <li>a. June Financial Report</li> <li>b. BARS/Permanent Transfer ACTION ITEM - NONE</li> <li>c. POs over \$5,000 – None</li> </ul> Budget and Finance Committee report was given by Barbara CampBell. Finance Meeting on July 25 was attended by Barbara CampBell, Rhonda Cordova, and Tamara Lopez via Zoom. Reports reviewed are as follows: Bank statement Journal entries Bank reconciliation Balance sheet Bank register Budget expense summary Comparative financial summary Trial Balance	Barbara CampBell and Rhonda Cordova	4:25 p.m.



<p>Monthly balance forecast report  Detailed budget to actual report  BAR history report  Purchase orders over \$5,000  Check report  Approved vendors</p> <p>Report was approved: Paul Paradise - First, Isaac Trujillo -second, Roll Call vote 7/0 to Approve</p> <p>No BARS</p> <p>PO's over \$5000 – None</p> <p>The committee looked at all outstanding checks, there was one outstanding check that should be cleared by Monday per Rhonda Cordova.</p> <p>The fiscal year started on Jul 1, 2023, and we have a good carryover amount (\$695,000)</p> <p>Our Audit is upcoming, need to prepare.</p>		
<p>6. Executive Director's Report</p> <ul style="list-style-type: none"> <li>a. Written Report –</li> <li>b. EDAC Report –</li> </ul>	<p>Tamara Lopez</p>	<p>4:30 p.m.</p>
<p>7. Organizational Business</p> <ul style="list-style-type: none"> <li>a. Officer Elections ACTION ITEM - Barbara CampBell - President, Isaac Trujillo - Vice President, Jessica Short - Secretary Approved by roll call vote: 7/0 *Offices commence in August</li> <li>b. 2023-2024 Meeting Date/Time/Location ACTION ITEM - Last Thursday of the month at 4:15pm in Room 21 Approved by roll call vote: 7/0</li> <li>c. Committee Membership Assignments (see below adjustments)</li> <li>d. Membership Demographic Updates</li> <li>e. Training Hours Final Update and 2023-2024 Training Information</li> <li>f. Signatures - Member Affidavits, Open Meetings Act Resolution ACTION ITEM</li> </ul>	<p>Liz Roybal</p>	<p>4:36 p.m.</p>
<p>h. President's Report</p>	<p>Liz Roybal</p>	<p>5:07 p.m.</p>
<p>i. Other Announcements/Discussion – NONE</p>		<p>5:09 p.m.</p>
<p>10. Executive Session to Discuss Limited Personnel Matters - At 5:12 pm Jessica Short made the motion to close the meeting for the purpose of going into Executive Session pursuant to NMSA 10-15-1-H (2) with Renai Edwards making the second. The motion was passed with a roll call vote. Limited Personnel Matters were the only topic addressed. At 5:37 p.m. Jessica Short made a motion to come out of Executive Session with Renai Edwards making the second. The motion passed by roll call vote 7/0</p>		<p>5:12 p.m.</p>
<p>k. Adjourn</p>	<p>Liz Roybal</p>	<p>5:38 p.m.</p>



----- **Statement on Open Forum for Public Comment** -----

The Governing Council welcomes public comments during the "Public Comment" portion of the governing council meeting agenda. Individuals wishing to make public comments shall complete a Public Comment form and submit it to the Council President prior to the "Public Comment" section of the meeting. Individual oral presentations will be limited to 5 minutes, unless extended by the Council President.

----- **Statement of Non-Discrimination** -----

Public Academy for Performing Arts does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Persons requiring special accommodations should contact the administrative office at (505) 830-3128 Ext. 0 at least 24 hours prior to the meeting. The Title IX Coordinator is the Executive Director.

----- **Additional Information** -----

Audit Committee – Jessica Short (Chair), Tamara Lopez, Rhonda Cordova, David Littlefield, Donna Krasnow, Stephanie Cotrell

Finance Committee – Liz Roybal (Chair), Rhonda Cordova, Tamara Lopez, Renai Edwards, Paul Paradise –8:00a.m.monthly, Tuesday before Council Meeting.

Long-Range Planning – Barbara CampBell (Chair), Tamara Lopez, Naomi Montoya, Paul Paradise, Virginia Wilmerding, Renai Edwards

Performing Arts Committee – Elizabeth Roybal (Chair), Isaac Trujillo, Tamara Lopez, Naomi Montoya, David Littlefield

Policy Review Committee – Jessica Short (Chair), Tamara Lopez, Virginia Wilmerding, Paul Paradise, Isaac Trujillo