



**Meeting MINUTES**

**Thursday, November 20, 2023, 4:15 pm**  
 Public Academy for Performing Arts Campus  
 11800 Princess Jeanne Ave NE, Albuquerque, NM 87112, Room 21

Type of meeting: Community/Monthly

Chair: Barbara CampBell

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

| Agenda Item   | Presented by   | Time      |
|---|----------------|-----------|
| 1. Call to Order, Roll Call (Quorum 4/7 voting members)   | Vice President | 4:20 pm   |
| 2. Welcome and Introductions<br><br>In attendance: Issac Trujillo, Rhonda Cordova, Paul Paradise, Virginia Wilmerding, David Littlefield, Renai Edwards, Tamara Lopez, Carol Torrez   | Vice President | 4:20 p.m. |
| 3. Approval of Agenda ACTION ITEM<br><br>Approved : David Littlefield – first, Paul Paradise– second, Roll Call vote 4-0 to Approve   | All            | 4:22 p.m. |
| 4. Approval of Previous Meeting Minutes (9/28/23) ACTION ITEM<br><br>Approved: Paul Paradise -First, Renai Edwards- second, Roll Call vote 4-0 to Approve   | All            | 4:23 p.m. |
| 5. Open Forum for Public Comment (Form Required)<br><br>Brittany Brinker from Ponderosa Preschool requested time to speak, but she did not attend the meeting.  | All            | 4:24 p.m. |
| 6. Budget & Finance Committee Report ACTION ITEM<br>a. October Financial Report<br>b. BARS/Permanent Transfer ACTION ITEM - 0 BARS<br>c. POs over \$5,000 – re-approve staff travel expense change<br><br>October Finance Report Approved: David Littlefield - First, Paul Paradise - Second, Roll Call vote 4-0 to approve.<br>Finance Meeting on November 28 was attended by Paul Paradise, Renai Edwards, Rhonda Cordova, and Tamara Lopez via Zoom.<br>Rhonda spent time with Renai in November to present how to review school finance reports via Zoom.<br><br>Reports reviewed are as follows:<br>Bank statement<br>Journal entries<br>Bank reconciliation | Rhonda         | 4:26 p.m. |



|   |                       |                  |
|---|-----------------------|------------------|
| <p>Balance sheet<br/> Bank register<br/> Budget expense summary<br/> Comparative financial summary<br/> Trial Balance<br/> Monthly balance forecast report<br/> Detailed budget to actual report<br/> BAR history report<br/> Purchase orders over \$5,000<br/> Check report<br/> Approved vendors<br/> 1<sup>st</sup> Quarter cash report filed with the state</p> <p>BARS - none</p> <p>PO's over \$5000 – approved last meeting for education conference. The actual expense was slightly more due to the need for 2 rooms instead of one because of participating staff gender difference. Approved – First – Issac Trujillo, second - David Littlefield. Roll call vote 4-0.</p> |                       |                  |
| <p>6. Executive Director's Report</p> <p>a. Written Report</p> <p>b. Action: Board requested Tamara confirm with APS funded architect if/how the gates around the main building will continue around outer buildings.</p>   | <p>Tamara Lopez</p>   | <p>4:34 p.m.</p> |
| <p>7. Organizational Business</p> <p>a. Presidents Report - NONE</p>  |                       | <p>4:43 p.m.</p> |
|   |                       |                  |
| <p>i. Other Announcements/Discussion - none</p>   |                       | <p>4:51 p.m.</p> |
| <p>10. Executive Session to Discuss Limited Personnel Matters - none</p>  |                       | <p>4:54 p.m.</p> |
| <p>k. Adjourn</p>   | <p>Issac Trujillo</p> | <p>5:00 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.



**PUBLIC ACADEMY FOR PERFORMING ARTS**

---- **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, Jessica Short

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