

Meeting Minutes

Committee: Governance and Finance Committee

Organization: Louisiana Academy of Production (LAAP)

Date: January 21, 2026

Time: 2:00 PM – 3:00 PM

Location: ZOOM

I. Call to Order & Welcome (2:00 PM – 2:05 PM)

- Roll Call – **Members Present: Brandon Lagarde, Katie Pryor, Clint Ebey, Tani Budde; Guests: Jonathan Tebeleff, Fallon Ward and Lawren Thompson**
- Approval of previous December 2025 meeting minutes – **First: CE, Second: TB (Minutes Approved)**

II. Financial Oversight (2:05 PM – 2:20 PM) - Reviewed by Jonathan Tebeleff (4SS)

- Monthly Financial Review: Presentation of the current balance sheet and income statement. **JT reviewed the balance sheet and income statement. Members had no questions or comments.**
- Budget-to-Actuals Analysis: Review of variances in spending and revenue projections for the current quarter. **JT review budget-to-actuals. No significant variances from previous meetings due to few incurred expenses.**

III. Audit Planning (2:20 PM – 2:30 PM)

- Annual Audit Roadmap: Discussion on the timeline for the upcoming annual audit. **Members and 4SS team discussed the timeline and audit process. No concerns arose.**
- Annual Tax Preparation: Annual Tax preparation is underway. **4SS team is driving the communication with Daigrepoint & Brian.**

IV. Budgets & LDOE Submission (2:30 PM – 2:45 PM)

- LDOE Compliance: Review of the specific budget formats and data required for submission to the Louisiana Department of Education. **JT and 4SS finance team submitted to Fallon the Jan-July Budget requested by LDOE. Submission has been emailed and verified.**
- Review & Approval: Formal discussion on the draft budgets due for submission to ensure alignment with state requirements. **LAAP is in alignment with state requirements for draft budgets and upcoming submissions.**

Jonathan and Lawren disconnected from the call at 2:46 PM.

V. Governance Review & Training (2:45 PM – 2:55 PM)

- Compliance Check: Update on board-wide adherence to governance best practices and charter requirements. ***Briefly discussed future governance training options to help fortify committee charges. Options will be presented at the next Committee meeting in February.***
- Professional Development: Notification of upcoming governance training sessions available to board members. ***FW will bring options to the next committee meeting.***

VI. Committee Leadership (2:55 PM – 3:00 PM)

- Leadership Updates: Discussion regarding committee chair roles and ***Responsibilities. Discussion among committee members, FW expressed concern about capacity and availability. After discovery, it was revealed that communication channels were crossed. This item was rectified during the meeting.***
- Next Steps: Identification of action items for the February meeting.

VII. Adjournment (3:00 PM) ***First: CE, Second: TB Adjourned at 3:06 PM***

Minutes taken by: Fallon Ward