

Helen Anderson
Finance & Accounting Manager
Staff Report
October 2021- June-2022

- **2022/2023 Budget**
 - The 2022/2023 Budget Template for Sacramento was finalized and presented to the board.
 - The budget will be prepared with the assumption that we will have an On Site conference in Cincinnati with virtual components allowing attendees to view limited live and recorded content.
 - Our objective is typically to present a semi-final budget to full board during June board meeting and have authorized budget before board meeting adjourns at end of week. .
 - Largest unknowns are in the Conference budget. We are working with Eric Kretschman from CMI to project Audio Visual costs for both the on-site and virtual portions of the 2023 Conference budget.
 - All board and staff members will receive a copy of authorized budget once finalized.
- **April 2022 Financials-Preliminary (attached)**
Notable Items:
 - NCECA is carrying over Deferred Revenue from the 2020 conference to 2023 in the amount of \$171,418. We anticipate this balance may not be fully depleted until 2024. NCECA is awaiting a \$25,000 Grant from NEA for 2022. Funds are typically received in Sept/Oct but apply to fiscal year 2022.
 - NCECA second round SBA Loan from Payroll Protection (PPP) in the amount of \$115,842 was forgiven in November of 2021. These funds were for the purpose of covering payroll expenses.
 - Several exhibition expenses still to post for artwork commissions and shipping from Sacramento.
- **NCECA Investment Portfolio April 2022 (Attached)**
 - NCECA's April month end investment summary portfolio attached. The portfolio was down 13.10% YTD. Balance of investments \$3,542,887.
 - NCECA does not budget for Investment Gain/Loss. As of April 30, 2022 the investment portfolio showed an unrealized loss of (\$482,927) and interest income of \$25,234.
- **Year End**
 - NCECA's fiscal year-end is June 30, 2022. All budget managers and/or board members are asked to submit outstanding invoices pertaining to the 2021-2022 fiscal year. NCECA uses Accrual system of accounting, hence all expenses (and revenue) that pertain to this fiscal year end must be accounted for in fiscal period ending June 30th.
- **Annual Audit**
 - NCECA's annual Audit will begin in August for period July 1, 2021 through June 30, 2022.
 - Flewelling & Mitton PC will perform the Independent Audit and file the 990 tax return

ACTION ITEMS:

1. Please send all outstanding invoices and revenue to Helen as soon as possible and/or make her aware of any outstanding items pertaining to fiscal year end June 30, 2022.

Respectfully Submitted by Helen Anderson, June 2022

Contact me at helen@nceca.net

PJ Anderson
Director at Large
NCECA Board report
March 1- May 24, 2022

2022 Annual:

Continued with the Programming committee for the 2022 Conference.

- Member of the Collaboration and Engagement committee
- Researching and connecting with organizations that fall within the C&E mission statement.
- Joined the programming call committee; focus on redesigning call for foster inclusion and remove barriers while making the process more applicant friendly.
- Joined the multicultural fellowship committee
- Attended NCECA- Sacramento

Attended all board meetings.

Attended all committee meetings.

For the Good of the Board:

- Successfully defended my Thesis at the University of Manitoba.

Respectfully submitted by PJ Anderson
Contact me on pj.nceca@gmail.com

Brett Binford
Exhibitions Director
Board report
March 1 – May 24, 2022

2022 Conference- contributed to and participated in collectors tour, cornerstone exhibitions.

2022/23 Annual:

- Oversaw shipping reimbursements
- Reviewed questions regarding exhibition details for artists
- reviewed timelines and correspondence with curator and venue

2022/23 Concurrent Exhibitions

- answered questions for venues and artists
- met with '23 Onsite Liaisons to form concurrent committee

2022/23 NSJE

- Oversaw shipping correspondences and answered questions

2022/23 MCFE

- oversaw and observed shipping reimbursements
 - reviewed jurors for '23
 - oversaw correspondence with prospective venues

Misc.

- Monthly Board Meetings
- Morgan Stanley portfolio review conference calls.
- EC budget call

For the Good of the board:

- acting PADA (Portland Art Dealers Association) Board President, interim director
- ORVAA- Oregon Visual Art Alliance- interim director
- Continuing after-school programming for Sun Community Schools, RCI and SEI, expanded programming to Harriet Tubman Middle school- coordinating grant funding
- Artist Coordinator for LH project-mapping 2022 Korean artist cultural exchange- formalized 2022 relationship with with KCDF- finalized summer programming
- Board member for Township 10 residency
- Stayed in business

Respectfully Submitted by Brett Binford,
Please contact me at exhibitions@nceca.net

Michelle Castro
Student Director at Large/ Director at Large
Board Report
March 1, 2022 - May 24, 2022

General

- - Duties associated with SDAL such as:
 - Responded to emails
 - Committee meetings Including
 - NJSE Meetings with the Exhibitions Director
 - Collaboration and Engagement committee meetings
 - Board meetings
 - Duties associated with DAL
 - Acclimating to new role as DAL
 - Onboarding as DAL
 - Board meetings as DAL
 - Defining and Understanding my role as the incoming DAL

SDAL 2022 NJSE:

- Assisted Jurors to the venue for Judging
- Assisted Exhibitions Director with the NJSE reception and introduction of the Jurors
- Attended NJSE exhibition and Multicultural exhibition openings

Respectfully submitted by Michelle Castro
Contact me on michelle.nceca@gmail.com

**Calcagno Cullen, co-liaison for 2023
Board Report
March 1st – May 24th, 2022**

Full Board Meetings & General Board Work

I participated in the full board monthly meetings to address the current needs of NCECA.

2023 Conference Planning

- Cincinnati Planning Committee and Sub-committees
 - Continued to have follow up emails and meetings with subcommittees as needed to make progress on Cincinnati planning
 - Co-hosted a sub-committee chair check-in in April
 - Worked on outlining goals with the University Planning sub-committee
 - Worked with Ben and Pam to move forward on plans for a mini-festival/PR announcement on June 23rd to host the NCECA board and community members and partners.
 - Began having bi-weekly meetings with Pam, Tammy, and Josh to continue planning and solidifying the conference.
- Exhibitions and Partnerships
 - Continue to meet and email with many schools, galleries, museums, and other organizational partners who are interested in working on ceramics programming, exhibitions, and special events leading up to and during NCECA 2023
 - Finalizing list of concurrent exhibition sites
 - Finalizing exhibition jury committee
 - Reached out to potential host for collector's tours in Cincinnati

Respectfully submitted by Calcagno Cullen,
Contact me on cal.nceca@gmail.com

Edith Garcia, Communications Director
NCECA Board Report
March 1 to May 24, 2022

General

Administrative Duties associated with Communications Director Position
Strategic Communications and Marketing Planning of NCECA organizational brand
Branding and Marketing for 2022 NCECA Fall Symposium Cultivating Community
Strategic Communications, Branding, and Marketing for hybrid 2022 NCECA Fertile Ground
Development/Implementation of long-term strategies for diversified programming, marketing,
and representation of membership, global communities, across NCECA Social Media Platforms

2022 Hybrid NCECA Fertile Ground Conference, Sacramento California

<https://nceca2022.vfairs.com>

Participation in live in-person programming, organization, and implementation of the hybrid 2022 Fertile Ground Conference March 16-19, 2022. Oversee in-person logistics for video content and promotion of live events during the conference period. Management of conference strategic marketing planning for daily speakers, exhibitions, and the promotion of live events in Sacramento in collaboration with NCECA Conference volunteer Ambassadors.

Communications

- NCECA Communications Strategies in collaboration with Executive Director, Social Media Curator, and Board of Directors
- In-Person attendance and management on-site in Sacramento

2022 NCECA Fertile Ground Conference, Sacramento California for March 16-19, 2022.

- Work collaboratively with Social Media Curator for the creation of cohesive conference branded marketing presence across all social media platforms
 - In-Person attendance and event management in Sacramento, worked collaboratively with the vFairs team, CMI and Video Editor to generate live on demand video content for the virtual environment of all digital assets of the hybrid conference.
 - Delivered New Attendees to NCECA presentation on-site
 - Work intensely onsite with video artist to create professional branded recorded sessions for the virtual platform. This work includes all sessions to be available on-demand for conference participants at the end of the conference period.
 - Implemented new Initiative: NCECA Conference Ambassadors to share their diverse view of the conference experience on Social media platforms. Had the pleasure of working with some phenomenal individuals during the conference period. Thank you!
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- Growth Analysis of Audience on NCECA Instagram, Facebook, YouTube and Twitter
Social media accounts: (For detail breakdown refer to Social Media Curator Report)
Instagram | May 2022: 45.1k | (March 2022: 43k) | (October 2021: 41k)
YouTube | May 2022: 6.27k | (March 2022: 6.09k) | (October 2021: 5.71k)
Facebook | May 2022: 17,675k | (March 2022: 17,499) | (October 2021: 17,197k)
Twitter | May 2022: 5,250k | (March 2022: 5,244k) | (October 2021: 5k)

Executive Committee

Ongoing - discussions in the development of new Strategic Planning
Ongoing - discussions in the development of new Board of Directors roles and responsibilities
Participation in Finance Committee calls with Financial Advisers

Policies

- Member of Strategic Planning Committee
- Member of NCECA's Respectful Culture Committee

For the Good of the Board

- Ongoing partnership with AMOCA Museum for Breaking Ground: Women in California Clay. AMOCA Museum received a Center for Craft Awards for Breaking Ground: Women in California Clay. For this project, I will be conducting original research for the accompanying exhibition catalog with fellow curator and writer Jo Lauria.
- Northern Clay Center McKnight Fellowship Recipient

Respectfully submitted by Edith Garcia, Communications Director.
Please contact me at communications@nceca.net

Josh Green, Executive Director
Staff Report
March 20 – May 26, 2022

Financial Oversight, Quarterly Finance/ EC Committee, and Development

Worked with Helen Anderson and Reena Kashyap to onboard Rick Rogers into the treasurer role.

Worked with above to track NCECA's cash flow and considerations for expiring investment instruments, review financials, and report on fiscal health.

Worked with Helen Anderson to develop budget template for FY 2023, and reclass 2022 expenditures to reflect an accurate history of current year's spending against allocations.

Participated in quarterly portfolio performance review with investment managers and Finance Committee.

Tracked staff progress and obstacles to completing financial reconciliation following the 2022 conference.

Developed an insert for the 2022 Journal mailing that includes an appeal for donations as well as a thank you to members, a save the date for the 2023 conference, and makes corrections to errors in the printing.

Completed forms and revised project budget with Helen Anderson to secure NEA Grant award for 2023.

Communications with Board, Members, Staff, and Consultants

Participated in regular communications with presidential cycle members and other executive committee members. Concerns ranged from meeting agenda planning to contract development with exhibition venues and jurors.

Initiated bi-weekly conferences with 2023 Onsite Conference Liaisons Pam Kravetz and Cal Cullen with Tammy Lynn regarding exhibition siting, bus tour planning, board meeting related community engagement, and other concerns.

Regular with Communications Director Edith Garcia on current and future web and communications strategies and needs.

Worked with Jac Wynn to restore NCECA website that was disabled during conference due to system updates.

Responded to inquiries and participated in meetings with leadership members of VetArt and K12 Clay

Facilitated bi-weekly meetings with staff members

Prepared project plan for 2022-2023

Wrote and mailed personalized letters to 2022 conference presenters, volunteer coordinators, and staff.

Composed a produced letter, and prepared mailing of 1200 Journals.

Provided letters of support and or guidance on NCECA members' tenure review processes.

Responded to member inquiries about exhibition and program proposals for 2023 conference.

Worked with Allyson Hoffelmeyer to compose e-news communications regarding conference and opportunity updates.

Met with Paul Sacaridiz and Rhonda Willers on future strategic planning.

Planning for Future Conferences, Programming, and Agreements

Worked with attorney Joseph Nierenberg and Helen Anderson to revise and secure direct working agreement with incoming conference manager MeLisa Zackery.

Resolved agreement with another conference planner that NCECA worked with during its search process.

Secured agreements to work with curator Angelik Vizcarrondo-Laboy as curator of 2022 Annual

Reviewed and revised curator and juror agreements

Worked with team (Chanda Zea, Allyson Hoffelmeyer, Kate Vorhaus, Edith Garcia, and Rhonda Willers) to re-organize prospectus and forms for 2023 conference proposals and

Collaborated with Kate Vorhaus on completion of new prospectus for 2023 exhibitions.

Worked with David William, and Edith Garcia to develop and refine design of Cincinnati conference branding.

Respectfully submitted by Josh Green, Executive Director
Please contact me at josh@nceca.net

Jacqueline Hardy,
Serving as Registration and Office Manager
Staff Report for period January 2022 to May 2022

- MemberSuite Registration and Membership Management
 - Set-up and managed the online user portal for the 2022 Sacramento In-person and Remote conference registration.
 - Collaborated with vFairs team the implementation and integration of MemberSuite and vFairs
 - Collaborated, supported and trouble-shoot with NCECA members and staff via email and phone regarding membership, website and conference registration issues with MemberSuite AMS.
 - Sent out monthly membership renewal reminders
 - Processed and entered NCECA memberships and conference registration via snail mail and phone.
- Served as Registration Manager for the In-person and Remote Conference March 14-19, 2022
 - Attended weekly production meeting with Board member and vFairs team
 - Trained and delegated tasks to registration staff to ensure registration performed efficiently
 - Implemented and trained staff on the new SOCIO badge printing platform
 - Coordinate and communicated with NCECA staff their required onsite duties and schedule
 - Troubleshoot Online and Onsite membership and registration discrepancies
 - In-person registration total: 3152; Remote Registration 519 (More demographics and statistics upon request)
- Prepared and coordinated along with staff members the operation of mailing out of approximately 1000 Member Journals and 200 Exhibition catalogue post-conference.
 - Research new badge printing system Started planning for Cincinnati 2023
- Performed daily office administration and operational tasks:
 - Overall organization and maintenance of Office Evolution Boulder office
 - Collaborate with Financial Account Manager to ensure financials are reconciled and provide reports when needed
 - Reconciling all accounts receivables
 - Online Store management and order fulfillment
 - Complete bank deposits
 - Order supplies for staff and office
 - Snail Mail retrieval and distribute to staff from Office Mailbox
 - Create donor reports

Respectfully Submitted by Jacqueline Hardy
Please contact me at Jacqueline@nceca.net

Alex Hibbitt, Secretary
NCECA Board report
March 1 – May 24, 2022

- I have not been able to attend all recent board meetings due to a transatlantic move. In this period, I collated the full board meeting minutes from notes taken by PJ Anderson and Michelle Castro for March 8, 2022 and participated in the board meeting on May 17, 2022 and recorded the minutes.
- Participated in Finance Committee Meeting April 28th, 2022 and recorded the minutes.
- Co-Chair of the ad hoc fellowship review committee working on 2 new fellowships and reviewing language to make fellowships more accessible.
- Collected and compiled Board and Staff reports.
- As GTF board Liaison attended Green Task Force meetings, March 11, and April 15, 2022
- Planning for the GTF Virtual conference Booth with Linda Swanson and other GTF members and volunteers.
- Revision and rebuild of GTF virtual booth on vFairs Platform, with Geno Luketic.
- Live coordination and supervision of Student Virtual Critique room during NCECA conference.
- Virtual help desk coverage on vFairs platform during NCECA conference.
- Oversaw NCECA Board Voting during board meetings and in Survey Monkey.
- Oversaw the DAL and SDAL elections on Survey Monkey.

Motions:

March 8, 2022

The board unanimously passed the **motion: to appoint Edith Garcia as Communications Director for the term of 2022-2025**. Moved by Rhonda, Seconded by: Chanda.

March 30, 2022, (eballot through SurveyMonkey)

The board passed the motion: to approve Jeff Vick as Onsite liaison for the 2024 NCECA conference. (Moved by Alex, seconded by Chanda, votes in favor 16, votes against 0, abstentions 3.)

April 4, 2022, (eballot through SurveyMonkey)

The board passed the **motion: to approve the minutes of the March 8, 2022, full board meeting.**

(Moved by Alex, seconded by Chanda. Votes in favor 10, votes against 0, abstentions 9).

The board passed the **motion: to approve the Board reports from October 1 to March 1, 2022**

(Moved by Alex, seconded by Chanda. Votes in favor 10, votes against 0, abstentions 9).

May 17, 2022

The board unanimously approved the **motion: To approve Angelique Scott as a special appointee: OSCL Mentee 2022-2023.** Moved by Jeff, seconded by Ife

The board unanimously approved the **Motion: To approve Angelique Scott as the one-year OSCL for 2024 conference.** Moved by Jeff, seconded by Jen.

May 24, 2022 (eballot through SurveyMonkey)

The board approved the **motion: Approve the meeting minutes April 5, 2022.** Moved by Alex, seconded by Chanda, votes in favor 12, votes against 0, abstentions 7

Respectfully submitted by Alex Hibbitt,
Please contact me on secretary@nceca.net

**Allyson Hoffelmeyer,
Programs, Events & Engagement Specialist
NCECA Staff Report
October 1, 2021 - June 1, 2022**

- Participated in all staff meetings
- Served as customer support on a daily basis for incoming calls and emails
- Assisted staff and board with various projects as needed
- Participated in continual trainings for Higher Logic integrated platforms
 - Reviewed and transmitted E-news October 2021 - May 2022
- Took notes for Board Meetings – November 16 ,2021, and January 11, and February 8, 2022
- Proofread prospectus and tested application forms for 2022 Awards and Honors (with staff and board)
 - Continual technical support provided for this and other calls
- 2021 Fall Symposium Project Manager
 - Attended and provided support for the live event Oct 10-17
 - Provided continued support to presenters, organized and submitted presenter honoraria
- 2022 Annual Conference
 - Registration
 - Reviewed registration pricing options, policies, and questions with staff
 - Tested registration module
 - Attended health and safety meetings
 - Continued support for 2022 presenters including membership processing and registration
 - Continued support throughout the pre-registration process
 - Assisted with and attended trainings for temporary registration staff
 - Attended trainings for new onsite badge printing system with Socio
 - Resource Hall Coordinator with Kate Vorhaus
 - Finalized Resource Hall floor plans and Packet with Kate
 - Transmitted hotel advance notice message
 - Developed and implemented a new system for exhibitor representatives to self-register with Kate and Jacqueline
 - Added Commercial Booth Demo Stage to the Resource Hall
 - Organized Demo Stage schedule
 - Journal
 - Organized submitted files to send to the Editor before going to Designers
 - Assisted with review process
 - Virtual Platform for Remote Access
 - Participated in weekly meetings with vFairs to plan and build the 2022 conference platform
 - Organized and proofed information to send to vFairs for site build, with Edith and Elaine
 - Reviewed site and sent updates to vFairs periodically
 - Onsite - Registration Support
 - Helped unload and organize office supplies and merchandise
 - Provided support to attendees throughout the conference and processed registration payments
- Collaboration and Engagement Committee
 - Attended meetings November 2021 - April 2022
 - Organized info for On-Site Liaison Engagement Project brainstorming

- Worked with committee members to create a flyer for engagement with attendees onsite in Sacramento
- 2023 Annual Conference
 - Presentation Proposals
 - Worked with Chanda Zea and others to review and update the call for presentation proposals
 - Updated prospectus for each presentation type
 - Created publicly published checklists and rubrics
 - Built the call applications within Membersuite with training from Kate
 - Tested each application
 - Created searches for the applications to used be used in the review process
 - Setup and co-hosted two virtual information sessions about submitting presentation proposals with Chanda
 - Setup Google Form to collect suggestions for 2023 Headliners
 - Attended ongoing meetings and demonstrations with potential badge printing and event registration platforms with other staff members

Respectfully submitted by Allyson Hoffelmeyer, Programs, Events & Engagement Specialist on June 1, 2022

Please contact me at support@nceca.net

**MaPó Kinnord – Governance, Advocacy, and Policy Director
NCECA Board Report
Nov 2021 – June 2022**

Full Participation in scheduled board and committee meetings.

Attendance and participation:

2021 NCECA Sacramento Conference planning event.

On-site in Sacramento event included site review and a series of board meetings addressing conference scheduling, various event elements, host support and logistics.

Attendance and participation 2022 NCECA Sacramento Conference

Activities included in-person visits to Sacramento and Bay Area ceramics exhibitions, attending a variety of NCECA presentations, storytelling event, C&E Color Network meeting and last day member's meeting.

Strategic Plan review:

Committee Developments Narrative

The previous GAP committee of Shoji Satake, Lauren Sandler and Rhonda Willers has been disbanded. As of March 2022, I have joined the Standing Committee: Collaborations & Engagement. The Committee includes myself and Heidi McKenzie (as Co-Chairs of the Committee), Eliza Au, Gerald Brown, Michelle Castro, Lauren Sandler, Isaac Scott and Antra Sinha.

As reported by **Heidi McKenzie, Director of Collaborations & Engagement in the March 1 2022 report.**

“After the review of roles and responsibilities of Board members, MaPó Kinnord, Director of Governance and Policy, and myself, Heidi McKenzie, decided that it would be most productive for MaPó to co-chair Collaborations and Engagement as our aims and goals, mandate and vision are so similar and there is so much cross-over in our activities.”

I concur with this change. I would like to recommend the regular involvement of Communications Director Edith Garcia and Shoji Satake.

Rather than repeat the progress of this committee, the following report is an independent assessment of the following.

Part One: Review NCECA GAP position objectives with progress and action plans

Part Two: Review Summary of 2022 NCECA Sacramento March Conference

Part Three: For the good of NCECA

Part One: Review GAP position objectives with progress and action plans

Focus of concern: How are recommendations processed? What are the steps to follow through (in action) on suggestions put forward to the board?

The dominant issue of addressing GAP objectives in diversifying NCECA leadership is the role of communication with NCECA membership and the gathering of relevant data.

Previous GAP Committee Report Questions and Progress

1. **What are the demographics of NCECA?** How is that determined?
NCECA members demographics - NCECA questionnaire <https://bit.ly/3E2GI19>
What is the process of approval of additional elements for membership registration?

2. **How does the NCECA membership learn about the job and nominees?** Board membership training. Board nomination process and Open Board Positions: Director at Large, Student Director at Large, Exhibitions Director and Treasurer.

Discussion of a NCECA GAP PSA. See MaPó NCECA GAP PSA dialog to edit

Recommendation

Creations of video information including Invitation to join the board and information on board positions (by current board members)

A series of videos designed to educate members and future members about the history and goals of NCECA needs to be produced. This will include outline of skills and commitments through board training videos on website

We hope to create a PSA to be viewed on the NCECA web site.

Special outreach to Organizations like The Color Network will be targeted for the PSA information including board position information.

Progress

This recommendation was suggested and sent to communications coordinator Edith Garcia. No response was given. I made no follow up due to the substantial upcoming NCECA conference responsibilities.

Plan of Action

As of May 2022, NCECA has a full time staff position of Managing Director of Communications.

With the board's approval I plan to work with Ms. Garcia to add video PSAs to our YouTube website covering the suggested material along with other membership development PSAs suggested in the Report Summary of GAP AD HOC meetings September 30th & Oct 4th, 2021.

Part Two: Review Summary of 2022 NCECA Sacramento March Conference.

NCECA 2022 Sacramento Conference was an enjoyable experience!

Progress / Accomplishment: C&E coordination of Color Network get-together. This organization can (and should) have a prominent role in GAP policy development and NCECA leadership recruitment.

Progress / Accomplishment: Last day's Members Meeting This event can (and should) have a prominent role in GAP policy development and NCECA leadership recruitment.

Focus of concern: Supporting and assisting host coordinators in securing multiple diverse community leaders in the planning of the conference.

It appeared that local conference participation reflected the host coordinators' cultural affiliations. This resulted in quality representation of local white and indigenous American organizations. An additional committee of local Asian and African American hosting partners can improve this element of NCECA diversity.

Focus of concern: The creation of a required checklist for conference information. Overall, the conference information was comprehensive. Lack of maps in the conference guide was problematic. Pre/post-user's review of the conference guide is needed. It should be required that gallery hours posted in the guide be adhered to. A method of up-to-date changes/ notices should be possible via the app.

Focus of concern: The fiscal consequences of conducting a live on-line virtual experience for the conference out ways the GAP goals of creating a more diverse community. It will be imperative that 2023 conference presentations and exhibition experiences can be accessed by a worldwide community of NCECA members. International NCECA promotion campaigns as well as strategic access for underserved communities can be a better balanced means to address GAP goals.

Part Three: For the good of NCECA

Sabbatical service: Additional time will allow me to make a concerted effort in the development of NCECA PSAs, other YouTube and NCECA website information. I hope to be able to work with our new and fabulous communications director in accomplishing major GAP goals.

I continue to work with a variety of local organizations expanding their ceramics programs, networking and promoting NCECA involvement. During my sabbatical I will be working with the artists of Ardmore Ceramics in South Africa. I hope to create a NCECA presentation based on this experience.

Respectfully submitted by MaPó Kinnord,
Please contact me at mkinnord.nceca@gmail.com

**Pam Kravetz, co-liaison for 2023
Board Report
March 1st – May 24th, 2022**

Full Board Meetings & General Board Work

I participated in the full board monthly meetings to address the current needs of NCECA.

2023 Conference Planning

- Cincinnati Planning Committee and Sub-committees
 - Continued to have follow up emails and meetings with subcommittees as needed to make progress on Cincinnati planning
 - Co-hosted a sub-committee chair check-in in April
 - Worked with Ben and Cal to move forward on plans for a mini-festival/PR announcement on June 23rd to host the NCECA board and community members and partners.
 - Began having bi-weekly meetings with Cal, Tammy, and Josh to continue planning and solidifying the conference.
 - Co-Hosted (with Ben Clark of Queen City Clay) two hands-on wheel throwing workshops with potential partners, funders, & committee members – folks not in the clay community, to create authentic relationships for the conference.
 - Conversation with local LGBTQIA+ bar/club to create late-night opportunities for engagement & connections.
 - Working with Rosie Kovacs to create sustainable merchandise.
 - Met twice with the Green Initiative group to discuss ways to make the conference more sustainable & “green.”
- Exhibitions and Partnerships
 - Continue to meet and email with many schools, galleries, museums, and other organizational partners who are interested in working on ceramics programming, exhibitions, and special events leading up to and during NCECA 2023
 - Finalizing list of concurrent exhibition sites
 - Finalizing exhibition jury committee
- June Board Retreat in Cincinnati
 - Worked with Dori to plan and set up three dinners, Rookwood Pottery Tour, and cocktail hour at Japp’s & Weston Gallery.
 - Worked with hostess committee to create welcome bags for the board containing Cincinnati local favorites (snacks, food, etc)
 - Met with Cincinnati Councilman Reggie Harris (Arts & Tourism Chair) to create a partnership with the city for the conference. He will be speaking at the June 23rd mini-festival.

Respectfully submitted by Pam Kravetz
Please contact me at pam.nceca@gmail.com

Simon Levin, Director At Large
NCECA Board Report
March 1 - 24 May, 2022

Wow, we had an in person and online conference! In all honesty I must say that the March conference was a tremendous success. If the rubric for success was ever increasing attendance then we failed, as the numbers of folks in attendance were about 3/5th of the 2019 Minneapolis conference. Yet as I reflect on the quality of programming, the cultural breadth and diversity of presenters, the numbers of first-time attendees, the joy and excitement of community, the amazing work exhibited and the connections made as well as an attendance above our expectations, my heart is filled with pleasure. I feel that NCECA is on track to achieve its mission of accessibility and diversity.

Since the conference the work has been minimal, though with the spring meeting and proposal reviews a small storm is coming,

Emerging Artist Program (2022)

On Site at the conference:

- Coordinated Emerging Artist Exhibition, shipping and arrival of Art Works.
- Facilitated onsite installation of Emerging Artist Exhibition
- Assisted Julia Galloway on the creation of Emerging Artist Postcards
- Coordinated exhibition hall Gallery talks and introduced the six Emerging Artists.
- Lead a panel discussion of the Emerging Artists
- Introduced the Emerging Artists at their final presentation
- Swelled with pride

Other Emerging Artists Program Work

- Set up training with both Emerging Artist Cohorts on Virtual Booth Creation
- Wrote and filmed video introductions to the NCECA Emerging Artists virtual presentations
- Began Coordination of the Emerging Artists Instagram hosting program for 2022

NCECA Conference.

- Introduced Virgil Ortiz at his lecture
- Introduced Jen Allen and Virgil Ortiz on their second day of demonstrations

Respectfully submitted by Simon Levin, Director at Large
Please contact me at Simon.Nceca@gmail.com

Tammy L Lynn
NCECA Conference Specialist
October 2021-May 2022 Staff Report

Advertising

- Created Sponsorship and Advertising options with Josh
- Organized and tracked advertising/ sponsorship sales

Annual Appeal

- Worked with Merrie on preparing Annual Appeal
- Pulled together, organized, and refined the mailing list for Annual Appeal

Board meeting

- Traveled to Sacramento for Fall Board meeting
- Rode proposed bus routes with Lew White

Collectors Tour

- Assisted with creating a collector's tour itinerary

Conference On site

- Spent most of my time attending to and putting out many little fires into each evening
- Worked with Syed on Push notifications during the conference
- Periodically checked in at remote Ask NCECA desk.
- Worked closely with Diane Negli to make sure she had the support and tools she needed at Health Check
- Assisted Leslie at Volunteer Desk when needed
- Organized Help desk and assisted Candice there
- Trained new packet prep coordinator and worked closely with them onsite
- Took care of any on-site print jobs
- Periodically checked in with area coordinators to make sure they had the materials and volunteer help they needed.
- Cashiered at the Cup sale Friday morning

Development Committee

- Placed on committee as staff support

Exhibitions

- Worked with Nancy Servis and Ray Gonzales on the compilation and organization of Sacramento exhibitions for Program guide, smartphone app and website.
- Worked on creating bus routes with Nancy, Ray and Lew White
- Acted as main contain for all exhibition organizers and venue contacts

Green Task Force

- Placed on committee as staff support

Registration Pre-Conference

- Helped people register for conference and answer any questions regarding the conference.

Annual Appeal Outreach Committee

- Joined the Committee as Staff Support

Volunteer Management

- Created all volunteer positions
- Utilized Sign-up Genius for over 150 positions
- Acted as Bus and Program coordinator this year due to not being able to fill those positions.
- Recruited and registered all volunteers this year
- Worked with area coordinators (Cup Sale, Project's Space, Maker's Space, etc) to make sure they had the help they needed
- Updated volunteer application, confirmation letters and [web page](#) with Kate
- Created new registration system for Volunteers with Jacqueline.
- Onboarded new Packet Prep Coordinator to take over Liz Duarte's position of many years.
- Created first ever Volunteer survey and gained much needed feedback for both the Volunteer program and the conference in general

Respectfully Submitted by Tammy L. Lynn, June 2, 2022
Please contact me at tammy@nceca.net

Heidi McKenzie, Collaboration & Engagement Director
NCECA Board and committee report
March 1 - June 1, 2022

The Committee includes myself, MaPó Kinnord, Eliza Au, Gerald Brown, Michelle Castro, Lauren Sandler, Isaac Scott and Antra Sinha.

The C&E hosted a Meet & Greet in person at the Sacramento NCECA conference on March 18th, 2022. Approximately 40 people were in attendance. We broke into small groups and talked about access, barriers and brainstormed about possible changes to improve the quality of the NCECA experience for Indigenous and persons of colour, persons with disability and the LGBTQ2+. The input from these sessions is being summarized and being brought to the June Board meetings.

Antra Sinha has stepped into the volunteer liaison role with the On-site Liaisons for the 2023 Conference in Cincinnati, and we are working to put in place liaisons for upcoming conferences as resources.

C&E put out a targeted call for programming to the Multicultural Fellows, and will support these individuals in the process of developing their proposals as requested.

The Committee worked collaboratively with Communications on a pilot In-Reach programming initiative with POT-LA in order to increase profile of under-represented ceramics community organizations that support C&E's DEI mandate.

The Committee continues to develop other initiatives around resources, partnerships and collaboration building with a focus on DEI.

For the Good of the Board:

Heidi McKenzie installed her first major solo exhibition in a public gallery at The Esplanade in Medicine Hat, "Brick by Brick: Absence Versus Presence." It is a multi-media exhibit with augmented reality, video, brick sculpture, photography and ceramic sculptures.

Heidi McKenzie gave a 40-minute virtual presentation as part of the University of Calgary's "Nickle at Noon" series on the subject of image and archive in her studio practice. It is available by youtube – and a number of educators have requested it for classroom use.

The exhibition, *Disruption*, (of which Heidi is one of four exhibiting artists) originally intended for NCECA 2020 in Richmond, and virtually realized at NCECA 2021, is installed at the Canadian Clay and Glass Gallery in Waterloo, Ontario from February 5th to May 16, 2022.

Dori Nielsen
NCECA Conference Manager
Staff Report
October 1 2021 – May 1, 2022

Major responsibilities I have worked on are:

- Compiled and managed 156 presenter/coordinator agreements for 2022.
- Created 2022 conference program schedule.
- Created content for the program guide.
- Ordered all audio-visual equipment.
- Ordered convention center internet service.
- Ordered decorator services.
- Worked with decorator finalizing the resource hall floor plan and with CMI to finalize session floor plans.
- Ordered boxed breakfasts and lunches for staff. following safety recommendations pertinent to COVID 19 safety and other dietary concerns. Placed orders for all other F&B events.
- Ordered food trucks.
- Established the conference security schedule.
- Established the EMT schedule and placed the order.
- Established and placed convention center and Hyatt orders.

Respectfully Submitted, Dori Nielsen, Conference Manager, May 2022
Contact me on dori@nceca.net

Dina Perlasca
Student Director At Large
Board report: March 1st – May 24, 2022

2022 Conference Preparation Meetings

- Attended meetings.

2022 NCECA Conference Hybrid in Person and Virtual Student Critique Room

Created Mentor and Student Sign Ups

Creating the invitations for both Mentors and Students

Creating and scheduling times and dates for both virtual and physical events

Create and set up vFairs booth for virtual Student Critique Room

Creating graphics for the booth and descriptions along with links and information for this event

Student Critique Booth management along with Alex Hibbitt on the Virtual Side

2022 NCECA Communications Ambassador

- Met with Edith and Simon to coordinate a Team B for the Communications Ambassador that will be promoted over Instagram
- Documenting the conference and tagging the communications team to promote the conference while it was happening

2022 Special Project: Mata Ortiz Juan Quezada Keynote Event

- Produced and Directed the Keynote video
- Edited Video
- Proofed and corrected the Captioning and translation of the video.
- Introduced Juan Quezada Documentary in person for the Keynote viewing

Misc.

- Monthly Board Meetings

For the Good of the board:

- Graduated with my MFA at New Mexico State University
- Teaching a summer course of Ceramics Introduction at The University of Texas at El Paso
- Keeping afloat with 3 happy children in El Paso, TX

Respectfully Submitted by Dina Perlasca
Please contact me at dina.nceca@gmail.com

Peter Pinnell, Past President 2022-2023
NCECA Board Report
March 1- June 1, 2022

Board activities:

- Presided over the NCECA conference in Sacramento, March 15-19
 - Met with presenters at the Headliners reception
 - Spoke at the opening reception
 - Attended all Keynote presentations
 - Met with IAC on behalf of NCECA
 - Acted as substitute chair for the Explorations in Art and Material Science panel
 - Attended the Past Masters presentation
 - Attended the Collaboration & Engagement Committee “Meet, Greet, Ask, Share”
 - Attended “meet the candidates”
 - Attended “Honors and Awards” presentation
 - Attended “Emerging Artists”
 - Attended closing lecture and gave closing comments
 - Chaired the NCECA Members Business Meeting, Open Board Meeting and Closed Board meeting.
- Chaired the pre-conference board meeting in Sacramento, working with the Presidential Circle and others on the board to develop the agenda and prepare for the conference. March 15.
- Attended the April 5th meeting of the Board

For the good of the board:

- Finished installing 9 new electric kilns at my university that were purchased with funding from a grant I wrote with an outside agency. This included fabricating and installing ventilation on every kiln.
- Took part in a group teapot exhibition at the Elliot Fouts Gallery in Sacramento
- Prepared a lecture to be presented to the Clay Cohort on May 29

Respectfully submitted by Peter Pinnell, NCECA Past President 2022-2023
Please contact me at pete.nceca@gmail.com

Rick Rogers - Treasurer
NCECA Board Report
March 1 - June 1, 2022

First meeting as treasurer.

Finance Committee matters:

Quarterly Finance Committee Meeting:

Chaired the Finance committee meeting held on April 28, 2022

- Portfolio Review – The Morgan Stanley investment manager gave a detailed report of fund performance. YTD returns on the portfolio are down 6.5% or \$306,000. The prospects for the remainder of the calendar year remain challenging*.
- June 30th YE statement of preliminary financial results show a projected net loss of approximately \$800,000 on revenues of \$845,470. The Sacramento conference had approximately \$632,000 in revenue with expenses of \$1,100,000. Investments reduced income by almost \$193,509.
- Balance Sheet : Total assets declined \$1,028,045 (20%) from \$5,099,860 to \$4,071,815 mainly due to the net loss on operations. The balance sheet continues to remain strong.
- Cash Flow: NCECA has near term cash needs between \$225,000 and \$250,000. Short term bond funds, and maturing structured notes (risk mitigation investment vehicles) will make \$509,000 in cash available to pay for ongoing expenses through the end of the year. Instead of reinvesting in structured notes the funds will go to the support of operations. Cash will be adequate to carry us into the 2023 conference funding cycle.
- Signature cards will be issued to Rick and Rhonda. Reena will be removed.
- Staffing: Conference manager MeLisa Zackery will become a contractor of NCECA in the new year rather than working through the Hutton group. A search is on for a full time manager or marketing and communications. Any Changes to staff retirement contribution benefits may have to be reviewed for cost and feasibility.
- Speaker honoraria policies will be reviewed with the goal of achieving a more equitable payment outcome.
- 2023 Budget: Final budget is to be submitted to the board the week prior to the June board meeting

*Market conditions have deteriorated significantly since March and it is likely returns for the fiscal year will be lower than 20%

Thank you, Respectfully submitted by Rick Rogers
Please contact me at rsrskr@gmail.com

**Jeff Vick, 2024 Richmond On-Site Conference Liaison
NCECA Board Report
March 1st- May 24th 2022**

Attended Monthly Board Meetings

2024 Conference

Brought forth the motion to invite Angelique Scott to become the Co On-Site Liaison for the 2024 NCECA conference

Continue to develop four main committees to advise during the planning of the conference

Planning Committee

Education Committee

Exhibitions Committee

Development/Outreach Committee

I have confirmed the individual who will chair the Exhibitions Committee

I continue to work on behalf of NCECA in the greater Richmond community, sustaining interest in a conference being realized there in the future.

*Respectfully submitted by Jeff Vick, On-Site Conference Liaison
Please contact me at jeff.nceca@gmail.com*

Rhonda Willers, President
NCECA Board Report
March 1 – May 1, 2022

Full Board Meetings & General Board Work

Facilitated the post-conference board and staff debriefing meeting in early April 2022.
Prepared agendas for full board meetings with assistance from Alex Hibbitt, Secretary of the Board.

Met one-on-one with board members to discuss initiatives and board member responsibilities.
Weekly meetings with Josh Green (executive director) to ensure communications between board and staff and provide support with upcoming initiatives and work.
Meetings with Rick Rogers (treasurer), Helen Anderson (finance & accounting manager), and Josh Green to discuss the 2022-2023 budget. *Strategic Plan Goal: 7*

Spring Board Meeting Planning, hybrid meeting - June 2022

Prepared agendas for June board meeting with assistance from Alex Hibbitt, Secretary of the Board.

Communicated with board members asking for their agenda items. *Strategic Plan Goal: 7*

Conference On-Site Leadership and Work

Presented the Honors & Awards recipients with their awards and provided verbal and visual introductions for each recipient.

Provided on-site support for the Past Masters Program with Merrie Wright.

Planned and facilitated the Multicultural Fellows Welcome Gathering with Ife Williams, Antra Sinha, Heidi McKenzie, and PJ Anderson.

Created image presentations for the Opening and Closing Ceremonies.

Prepared and gave closing remarks at the close of the conference.

Co-facilitated the open listening sessions (in-person and virtual) at the end of the conference.
Strategic Plan Goals: 1, 4, 5

Finance Committee

Participating in quarterly review meetings, which include meetings with Morgan Stanley investment advisors. *Strategic Plan Goal: 7*

For the good of the board:

Since the conference, I have focused my creative practice on finishing the first season of my podcast, *The Artist In Me Is Dead*, which explores and traces the creativity of my guests. I am honored that each guest has entrusted the sharing of their creative path with me in these conversations, and I hope each episode provides inspiration and connection for listeners, helping each person feel a little more seen in the world.

The 2022 conference, held in Sacramento, felt joyous and connection filled. The impromptu conversations in the walkways of the convention center reminded me of the community that we serve as an organization and board. The delighted expression of attendees were a visual reminder of the significance of creating a gathering space for our community. With immense gratitude for NCECA's staff, contracted teams, and board, I look forward to our upcoming work and 2023 conference.

Respectfully submitted by Rhonda Willers, President
Please contact me at rhonda@nceca.net

Kate Vorhaus, Projects Manager
Staff Report
October 1, 2021 – May 31, 2022

1. **Proof reader** – review a multitude of documents including but not limited to e-blasts, e-news, website, catalogues, print materials, Program/Exhibition Guide for edits, corrections, readability, etc.
2. **NEA** – Worked with Josh and Helen on request.
3. **Website** – Use WordPress to implement page updates, Member Events, and Job Listings.
4. **Platforms I use:**
 - ☐ **MemberSuite** - database, use daily for interaction with users, use for exhibitor payments, and representative registration. Form building for calls for proposals, fellowship applications, and nominations, use system to track submittals, run reports, prepare review docs for the committees, and create live links to proposals in Google Sheets. Working with Allyson on Conference Proposals for 2023 and with Tammy for Concurrent and Venue Originated exhibition proposals.
 - ☐ **Word Press** – create, update, post info on website.
 - ☐ **CaFE** – CallForEntry – use for exhibition calls; Annual and Juried Student Exhibition (NJSE) post prospectus, build forms, monitor entries, and manage jurying.
 - ☐ **Google Drive** – use to edit collaboratively with Board and Staff.
 - ☐ **Zoom** – phone system
 - ☐ **VFairs** – 2022 Virtual Conference
5. **Projects managed:**
 - **Gallery Expo**
 - **Resource Hall**
 - **Concurrent and Venue Originated**
 - **NCECA Annual**
 - **NCECA Juried Student Exhibition**
 - **Multicultural Fellowship Exhibition**
 - **Emerging Artists Fellowship**
 - **Multicultural Fellowships**
 - **Regina Brown Undergraduate Student Fellowship**
 - **NCECA Graduate Student Fellowship**
 - **NCECA Helene Zucker Seeman Curatorial, Research, and Critical Writing Fellowship for Women**
 - **Programming calls**
 - **Awards/Board Nominations**

Respectfully submitted by Kate Vorhaus, Projects Manager
Please contact me at kate@nceca.net

Ife Williams, Steward of the Board
NCECA Board Report
March 1 - May 31, 2022

Regularly Scheduled Executive Committee and Board Meetings

- Participated in all scheduled Presidential Circle, Executive Committee, and Full Board Meetings.

On-going Board Service

- Conference Participation: Participated in co-host for Multicultural Fellowship Welcome, assisted with Collectors Tour Final Dinner, attended NCECA Sponsored Exhibitions including Multicultural Exhibition, The Women of the Bray, Student Exhibition, participated in Board Functions and Members Meeting and assisted with conference sessions as requested.
- Finance & Budget Committee: Participated in quarterly finance review and preliminary budget presentation..
- Board Steward: Work during this period included: on-boarding of new board members Jennifer Gordon, Michelle Castro, and Angelique Scott; worked with Rhonda Willers on revising the exit interview format for board members whose terms have come to a close; and met with 2024 conference new OSCL's to review OSCL role/responsibilities.

Met with Merrie Wright to facilitate a smooth transition between roles as she exited the board and I stepped into my role including sharing of documents, templates and email access.

Discussed processes and procedures for board members to make recommendations on adjustments to current and future awards to better serve the field and NCECA priorities, not with recommendations in mind but to attain an understanding of the processes that are in place.

Respectfully submitted by Ife Williams, Steward of the Board
Please contact me at boardsteward@nceca.net

Chanda Zea, Programs Director
NCECA Board Report
Mar 1 – May 24, 2022

My role as the NCECA Programs Director is to coordinate programming at the annual NCECA conference. It is my personal goal, reflective of the desire of the NCECA Board and Staff, that our programming represents the diversity of attendees we wish to see, and the organization we hope to become. Between March 1st and May 24th I have contributed 207 hours to forwarding NCECA's mission through answering email, building and writing calls, actively contributing to meetings and being present at the annual conference in Sacramento.

Programming:

Working closely with staff and fellow board members, we successfully hosted an in-person annual conference for the first time in two years. The Sacramento conference offered 107 hours of active programming, with 125 compensated presenters. In response to the uncertainties of Covid we offered hybrid programming with speakers in other locales and were able to pivot potentially risky events such as the traditional Friday night dance to a storytelling event instead. During the conference I attended as many events as I could, focusing primarily on the presentations given at the convention center.

Post conference, I examined and reworked the call for presentation proposals, separating out different types of programming into individual calls. Working closely with Allyson Hoffelmeyer, we reworked the content categories and otherwise tried to clarify the individual calls. For each call we created and posted a checklist of materials that would be needed to apply and the rubric to be used in the review process. We hosted two online info sessions to answer questions about the application process. We created and published a separate Suggestion Form for our community to be able to put forth names for consideration for Keynotes, the Randall Session and Demonstrating Artists for the 2023 conference.

Green Task Force (GTF) - chair

The GTF hosted in-person and virtual booths for the 2022 NCECA Conference. The GTF has been meeting with members of the Cincinnati regional committee to work collaboratively on greening the conference. The GTF was invited to send a speaker or panel to the Northwest Wood Firing Conference outside of Portland OR in June of 2022. Membership and interest in the task force continue to grow every year.

Finance Committee:

The Finance Committee met in April.

The Executive Committee, Respectful Culture Committee, Member's Meeting Committee and Programming Committee have not met during this reporting period.

For the Good of the Board:

I am the Programs Director for Pottery Northwest, a community pottery studio in Seattle, WA. I am a member of WA Clay Arts, the American Crafts Council and Americans for the Arts.

Respectfully submitted by Chanda Zea, Programs Director
Please contact me at programs@nceca.net