

Helen Anderson-Finance & Accounting Manager
Staff Report
October 1, 2020 - May 28, 2021

- **2021/2022 Budget**
 - The 2021/2022 Budget Template for Sacramento can be located at: <https://drive.google.com/file/d/1195TxJSPPU9tGFBIXBDnd0Yqi27q4SOF/view?usp=sharing>
 - The budget will be prepared with the assumption that we will have an On Site conference in Sacramento as well as a virtual option for attendees who cannot and/or choose not to attend the physical event in Sacramento.
 - Our objective is typically to present semi-final budget to full board during June board meeting and have authorized budget before board meeting adjourns at end of week. Due to the many unknown factors following the pandemic, we expect board members may need some additional processing time prior to authorizing the full budget.
 - Largest unknown are in the Conference budget. We will be working with Eric Kretschman from CMI to project Audio Visual costs for the hybrid version of the 2022 Conference budget.
 - All board and staff members will receive a copy of authorized budget once finalized.

- **April 2021 Financials-Preliminary (attached)**
Notable Items:
 - NCECA will be carrying over Deferred Revenue from the 2020 conference to 2022 in the amount of \$247,614
 - NCECA is awaiting both a \$25,000 Grant from NEA for 2021 as well as a \$50,000 special CARES ACT Grant also from NEA. Funds typically received in Sept/Oct but apply to fiscal year 2021.
 - NCECA received a second round SBA Loan from Payroll Protection (PPP) for \$115,842 to assist in covering payroll expenses. The first SBA loan NCECA received for \$94,137.50 has been fully forgiven.
 - Several exhibition expenses still to post for artwork commissions and shipping from Cincinnati.

- **NCECA Investment Portfolio April 2021 (Attached)**
 - NCECA's April month end investment summary portfolio attached. The portfolio was up 5.73% for last 12 months. Balance of investments \$4,766,447.
 - NCECA does not budget for Investment Gain/Loss. As of April 30, 2021 the investment portfolio showed an unrealized gain of \$787,905 and interest income of \$29,952.

- **Year End**
 - NCECA's fiscal year-end is June 30, 2021. All budget managers and/or board members are asked to submit outstanding invoices pertaining to the 2020-2021 fiscal year. NCECA uses Accrual system of accounting. 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, 2020 through June 30, 2021.
- Flewelling & Mitton PC will perform the Independent Audit and file the 990 tax return.

ATTACHMENTS:

1. Preliminary Financial Statements for period ending April 30, 2021
2. Morgan Stanley Portfolio Review as of April 30, 2021

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, 2021.

Respectfully Submitted by Helen Anderson, June 2021
Contact me at helen@nceca.net

Brett Binford
Exhibitions Director
Board report: March 1, 2021- May 28, 2021

2021 Annual:

- Oversaw pre-recorded and live component of Virtual reception
- Oversaw and approved return shipping reimbursements.
- Oversaw exhibition documentation.

2021 NSJE

- Oversaw shipping stipends for students and reimbursements.
- Organized and oversaw the live virtual reception.
- Oversaw documentation.

Post Covid Adjustments...

- Weekly Board meetings
- NCECA conference follow up meeting

2021 Multicultural Fellowship Exhibition (MCFE)

- Oversaw and answered questions regarding 2020 exhibition being moved to 2021.
- Oversaw content documentation.
- Oversaw live virtual reception.

2021 Concurrent Exhibitions:

- Instructed and coordinated Virtual booths.
- Coordinated opening reception nights.
- Answered questions.

2022 Annual:

- conversations with ED and prospective Curator
- contingency planning for Hybrid conference
- Confirmed theme with curator and venue.
- Observed and oversaw calendar plan for all parties.
- Oversaw contracts between NCECA and Crocker.

2022 Concurrent Exhibitions

- Weekly Board meetings
- Formed committee for 2022 and Exhibitions.
- Overseeing Annual “moving parts”; emails calls with venues, artists, curator, board, and ED

2022/23 NSJE

- Oversaw Juror invitations
- Began Contracts
- Began 23 Juror short list.

Misc.

- Monthly Board Meetings
- Morgan Stanley portfolio review conference calls.

For the Good of the board:

- acting PADA (Portland Art Dealers Association) Board President, interim director
- Working to form ORVAA- Oregon Visual Art Alliance
- Coordinating afterschool programming for Sun Community Schools and RCI
- Curated "Beyond the Construct" Gorge Inaugural Biennial
- Artist Coordinator for LH project
- Board member for Township 10 residency
- Stayed in business

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

Gerald Brown, Social Media Curator
Staff Report
October 1, 2020 - May 28, 2021

Metric data for Instagram

<https://socialblade.com/instagram/user/nceca/monthly>

- Change in followers since new Social Media Curator started in the beginning of August to now: 36,787 -> 40,124 (+3,337) (9.07% total growth rate)
- October meeting growth to end of April: 37,819 -> 40,066 (+2,247)
- Biggest jump in followers: beginning of March - end of March: 1,228 followers
- Conference week followers: Gained 597 followers (48.61% of the 1,228 followers during month of March)
- Amount of posts from beginning of August: 1,391 -> 1,659 (268 posts)
- Conference posts (end of January to end of March): 1,512 -> 1,632 (120 posts)
 - Approximately 240 graphics.
- Overall average 3.35 comments and average 159.15 likes
- Most likes since starting in August: 772
- Popular posts: Syd Carpenter, Kensuke Yamada, Green Task Force, and Emerging Artist Takeover.

New Initiatives

- New social media initiatives:
 - Clay Week Programming (7 days of virtual social media programming)
 - Meet the Members (highlighting board members)
 - Meet the Maker-Cup Sale (thanking cup sale donors and highlighting their story)
 - NCECA Community Spotlights (highlighting impactful organizations and programming in the community)
 - Total Community Spotlights: 7 in the last 8 months

Paid promotions

- Two Instagram ads, total budget \$108.85, targeting Mid-west states because of low registration in the region
 - Post 1: Kensuke Yamada, marketing Conference pricing deal
 - Reached 31,247 people, +1 follower, 65 website clicks, 41 profile visits, 277 likes, 15 saves, cost \$58.85
 - Promo ran for 4 out of the 6 days, stopped the promotion because it was an overwhelming age reach of 13-17 and skewed the promotion.
 - Post 2: Ree Kaneko, marketing Conference pricing deal
 - Started promotion immediately after the previous promotion.
 - Reached 10,231 people, +6 followers, 65 website clicks, 36 profile visits, 111 likes, 10 saves, cost \$50
 - Promo ran for 5 days, excluding the age reach of 13-17 to avoid skewed promotion.

Adjustments

- Shifted focus of graphics about 3 months after starting to be less text based. Pull heavy graphics to attract the viewer and put relevant information in the caption
- Led with a 'meet the people behind the scenes' energy to break the perception of hierarchy. This also led to more championing of people within the larger NCECA network
- Built community guidelines to create a safer environment online.
- For sensitive posts with social media inflammatory past, close monitoring was needed to carefully handle situations with care

Respectfully Submitted by Gerald Brown,
Please contact me at social@nceca.net

Michelle Castro, SDAL
NCECA Board report
March 1, 2021 – May 28, 2021

Multicultural Fellowship Programming

- Participated in Multicultural Fellowship Meetings

NJSE

- Assisted in call and sat in on selection as an assistant to the mediator.
- Sat in on meetings regarding conference set up as it pertained to NJSE
- Participated in weekly exhibition committee meetings

Participated in Board Meetings and followed Emails.

Respectfully Submitted by Michelle Castro,
Please contact me at michelle.nceca@gmail.com

Edith Garcia, Communications Director
NCECA Board Report
March 1, 2021, to May 28, 2021

General

Administrative Duties associated with Communications Director Position
Community Engagement and Public Relationships with Membership
Planning of Long-Term Communications and Programming Strategies

Communications

- NCECA Communications Strategies in collaboration with Executive Director, Social Media Curator, and Board of Directors
- Planning and Branding/Marketing for NCECA Virtual Cup Sale
- Planning/Programming and Branding/Marketing for Fall 2021 Events

2021 NCECA Virtual Conference | Rivers, Reflection and Reinventions

Participating in the development and delivery of the 2021 NCECA Virtual Conference

- Work collaboratively with Social Media Curator for the creation of cohesive conference branded marketing presence across all social media platforms
- Work collaboratively with vFairs in the creation of the conference website and virtual environment for the conference
- Work collaboratively with Executive Director, Designers, Video and Motion Graphics Artists to create a cohesive conference branding for all-conference digital assets
- Implemented strategies to address Diversity on Social Media Platforms - during conference marketing with an emphasis on diversity, equity, and inclusion
- Creation of public engagement strategies to build a community for Conference
- Creation of strategies to engage audiences to register/participate in Conference
- Analysis of Audience and representation on NCECA Instagram, Facebook, and YouTube social media accounts:
 - Instagram | 40.1k (Growth from 38k | August 37k Followers)
 - YouTube | 5.35k (Growth 5.06k | August 3.64k Subscribers)
 - Facebook | 16,877 (Growth from 16k | August 13,334k Followers)

2022 NCECA Virtual Conference | Rivers, Reflection and Reinventions

Participation in the creation of implementation of the new framework for the 2022 NCECA Sacramento Conference with a focus on the conference theme of Fertile Ground
Development of Branding and Marketing Strategies for 2022 NCECA Conference
Marketing Strategies in collaboration with the Sacramento Planning Committee

For the Good of the Board

- Publication with AMOCA Museum for Breaking Ground: Women in California Clay.

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

Josh Green, Executive Director
Staff Report
October 1 - June 1, 2021

Financial Oversight, Quarterly Finance/ EC Committee, and Development

Worked with Helen Anderson and Reena Kashyap 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 2022, and reclass 2021 expenditures to reflect an accurate history of current year's spending against allocations. Participated in quarterly portfolio performance reviews with investment managers and Finance Committee.

Tracked staff progress and obstacles to completing financial reconciliation following the 2021 conference.

Participated in quarterly meetings with the Finance Committee

Contributed to messaging being developed in cooperation with Fundraising Task Force

Worked with staff to develop a contact list of recipients of Fund for Artistic Development resources in preparation for 2022 annual appeal letter

Worked with Merrie Wright and staff to develop and refine a timeline and operations plan for above appeal

Competed forms and revised project budget with Helen Anderson to secure NEA Grant award for 2022

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 Nancy Servis and Tammy Lynn regarding exhibition siting, collectors tour planning and other concerns.

Periodic communications on policies with Communications Director Edith Garcia

Worked with harassment reports team and consultant Fran Sepler to develop and refine policies and procedures regarding harassment response and prevention, respectful culture and equal opportunity employment.

Worked with Jac Wynn to update current NCECA website and develop shopify platform for future virtual cup exhibitions and sales.

Worked with cup exhibition and sale committee to develop and refine prospectus, FAQs and policies.

Responded to inquiries regarding NCECA affiliation requests

Facilitated bi-weekly meetings with staff members

Prepared project plan for 2021-2022

Member, Public, and Vendor Communications: (Ongoing- Weekly)

Facilitated staff and board members' preparation for post event performance conferences with vFairs Project Management team

Conferences with Higher Logic/ Informz communications platform liaison.

Personalized letters to 200+ 2021 conference presenters

Provided letters of support and or guidance on member nominations for endowed professorships, applications for IAC membership, tenure review committee

Responded to member inquiries about exhibition and program proposals

Implementation of 2021 Conference and Related Exhibitions

Established and maintained dropbox file submissions for presentation content

Hired skilled contractors for video editing, static and motion branding graphics, booth set up

Facilitated project progress conferences with platform managers
Wrote nightly performance reports throughout conference to communicate on trouble spots in technical implementation and identify possible solutions
Interacted with members and presenters in regard to questions about platform and programming
Communications with exhibition curators, artists, and venue directors to troubleshoot and respond on a range of issues.
Contributed and edited content for exhibition catalogue and Journal.

Planning for Future Conferences, Programming, and Agreements

Worked with key contacts at 2022 venues for NCECA sponsored exhibitions to develop detailed contracts
Secured agreements to work with curator Angelik Vizcarrondo-Laboy as curator of 2022 Annual
Reviewed and revised curator and juror agreements
Worked with team assigned to re-write the prospectus for 2022 conference proposals and collaborated with Kate Vorhaus on completion of new prospectus
Worked with David William, Nancy Selvin, and Edith Garcia to refine design of Sacramento conference branding.
Participation in webinars related to event planning in alignment with projected re-opening requirements.
Researched and obtained recommendations for future onsite conference liaison candidates reviewed and rewrote onsite conference liaison role description

Website, e-news, Social Media Communications Issues: (Ongoing- Weekly)

Periodic meetings Higher Logic Community Platform manager
Composed e-news communications regarding regular conference and opportunity updates
Worked with David William to refine and add greater flexibility and image capacity to the template for NCECA e-news on Higher Logic/ Informz system

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

Jacqueline Hardy, Serving as Office Manager and Membership Coordinator
Staff Report
January 2021 to May 2021

- MemberSuite Registration and Membership Management
 - ❖ Set-up and managed the online store for registration pricing for 2021 Virtual Conference.
 - ❖ Collaborated with vFairs team the implementation and integration of MemberSuite and vFairs
 - ❖ Collaborate, 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 Virtual Conference March 17-21, 2021
 - ❖ Attended weekly production meeting. with Board member and vFairs team
 - ❖ Trained and delegated tasks to registration staff to ensure registration performed efficiently
 - ❖ Trained staff on the vFairs platform
 - ❖ Coordinate and communicated with NCECA staff their required online duties and schedule
 - ❖ Troubleshoot Online and Onsite membership and registration discrepancies
 - ❖ Registration total: 3500 (More demographics and statistics upon request)
 - ❖ Started planning for the hybrid conference in 2022
- Prepared and coordinated along with staff members the operation of mailing out of approximately 6000 Member Journals and 700 Exhibition catalogue post-conference.
- Implemented the integration with MemberSuite and new platform Higher Logic
- Performed daily office administration and operation tasks:
 - ❖ Overall organization and maintenance of Office Evolution office
 - ❖ Collaborate with Financial Account Manager to ensure financials are reconciled and provide reports when needed
 - ❖ Reconciling all accounts receivables
 - ❖ Online Store 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 Jacqueline@nceca.net

Alex Hibbitt, Secretary
NCECA Board report
March 1, 2021 – May 28, 2021

- Participated in virtual full board meetings from 2021 and recorded the minutes for the meetings; March 10th, 15th, 23rd, April 13th, May 11th.

NCECA Conference 2021

- Preparatory meetings for presenters and producers, week of March 8th
 - Worked with Tammy Lynn and David Williams on collating and formatting non-profit, exhibition and vendor reception and event schedules and links for the Conference.
 - Finalized and managed the 2021 DAL and SDAL elections through survey monkey. Worked on communications around the election with Josh, Jac Wynn, Edith and Gerald.
 - Acted as a producer for five events during the 2021 virtual conference, (contacting presenters in advance to discuss needs and questions, moderating questions and providing technical support with varying degrees of success.)
 - Worked with M Prull on set up for the Student Critique Booth and monitored the booth daily, with Ellie and Merrie during the 2021 conference. Fielded questions and troubleshoot tech issues and connected mentees and mentors.
-
- Member of the ad hoc committee to evaluate board nomination process (met May 7th)
 - Worked on meeting procedures and governance documents for board meetings.
 - Collected and compiled Board and Staff reports.
 - Member of ad-hoc committee on *New Operating models* for NCECA
 - Attended Green Task Force meeting May 21st.
 - Oversaw NCECA Board Voting during board meetings and in survey monkey.

Motions:

March 23rd, 2021

The Board unanimously passed the **motion: To confirm the ad hoc committee to write the programming call for the 2022 Sacramento conference.** (Moved by Chanda, seconded by MaPó. 13 votes in favor.)

April 13th, 2021

The board approved the **Consent Agenda (Minutes for March 9th, 15th and 23rd.)** by unanimous consent.

The board approved the **motion: to accept the dates of October 18-21 for the Fall Board Meeting.** (Moved by Rhonda, seconded by Chanda. 13 votes in favor.)

The board approved (by unanimous consent) the **motion: to accept the members of this committee (the Ad Hoc Committee to Review Board Nominations Process Committee) with a potential one additional member to be added.** (Moved by Ray, seconded by Michelle.)

Committee members: Alex Hibbitt, Lauren Sandler, Eliza Weber (member at large), Shoji Satake, MaPó Kinnord, Rhonda Willers can serve as needed.

After discussion and amendment, the Board approved (by unanimous consent) the **motion: That the charge of the committee be: To evaluate current processes of board cultivation and make recommendations for reform of guidelines, systems, and procedures that advance strategic goals.**

- **Look for fresh or unconventional processes being developed by other organizations.**
- **Consider changes that the board can make without altering the bylaws, as well as changes that might require amending the bylaws.**
- **Look for impediments to board service in our current structures and expectation.**
- **Report to the full board at our Spring Meeting in June, bringing ideas and recommendations for the board to consider.**

(Moved by Heidi, seconded by Reena.)

The Board unanimously approved the standing motion from March 23 meeting: **Motion to allow Program Director to bring program proposal recommendations to the full board for approval after the Spring board meeting.** (Moved by Rhonda, seconded by Simon, 13 votes in favor)

The board unanimously approved the **Motion: To accept the programming review schedule as written.** (Moved by Chanda, seconded by Simon, 12 votes in favor.)

The board unanimously approved the **Motion: To accept the draft call for proposals for 2022 programming.** (Moved by Rhonda, seconded by Reena. 12 votes in favor.)

The Board unanimously approved the **motion: to empower the Collaborations and Engagement director, in consultation with the board, to schedule a Collaborations & Engagement Caucus.** (Moved by Heidi, seconded by Rhonda, 11 votes in favor.)

May 11th, 2021

The Board approved by unanimous consent the **Motion: approve the minutes for the April 13, 2021 Board Meeting.** (Moved by Pete, seconded by Simon)

The Board unanimously approved the **Motion: to amend the bylaws Article VI. 6.2., A.(i) in respect to the Program Director description and responsibilities as proposed (changes to struck out text added in red below):** (Moved by Alex, seconded by Rhonda, votes in favor 15).

*(i) Nominations for the Programs Director will be solicited from the board and membership. Appointment of the Programs Director will be approved through a 2/3- majority vote of the board. The Programs Director serves a three- year term and may be re- appointed to serve no more than two consecutive terms. The Programs Director shall serve on the Executive Committee and shall work closely with the President and the On-Site Conference Chair in planning the general and specific aspects of themes, programs, schedules, and events of the Annual Conference. The Programs Director shall solicit program proposals from the membership and shall organize them for review at the ~~Spring Board Meeting~~ **by the full board.** The Programs Director shall notify all submitters of proposals of Board action in a timely fashion. The Programs Director shall schedule program sessions and events.*

After discussion and amendment, the Board unanimously approved the **Motion: to move forward with planning a hybrid conference for March 2022** (Moved by Rhonda, seconded by Chanda, votes in favor 16)

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

Allyson Hoffelmeyer, Support Staff
NCECA Staff Report
October 1, 2020 - May 28, 2021

- Attended Membersuite Engage Event, Virtual Conference at the Echo
- Attended Virtual Annual NCECA Members' Meeting
- Participated in all Staff Meetings
- Participated in meetings and trainings for new Informz/Higher Logic communications platform
 - Sent out E-news March - May 2021
- Served as customer support on a daily basis for incoming calls and emails
- Assisted staff and board with various projects as needed
- Ongoing database clean-up including merging duplicate profiles and address validation
- Proofread prospectus and tested application forms for 2022 Program Proposals, Concurrent Exhibitions, and Venue Originated Exhibitions (with staff and board)
 - Continual technical support provided for these and other calls
- Edited and updated lists for 2021 Journal and Catalog mailings (with Kate and Jacqueline)
- Annual Appeal - (with Jacqueline and Kate)
 - Inventoried mailing supplies
 - Edited and updated mailing lists
 - Organized letters and mailing supplies into bundles for individual board members
- Virtual Cup & Exhibition Sale Nov/Dec - (with Kate)
 - Provided support to individuals with their online donation submissions via phone and email, monitored submissions
 - Created shipping labels for cups following the sale
- Virtual Conference
 - Participated in weekly meetings and trainings for vFairs conference platform
 - Registration
 - Tested registration module
 - Provided registration customer service via phone and email
 - Registered schools groups
 - Worked with individuals who carried over fees from 2020 to help them use, defer, or request refunds of their credits (with Jacqueline)
 - Revamped the conference FAQ's to reflect new virtual platform (with board and staff)
 - Processed memberships and registered the 2021 Presenters and Demonstrators (with Jacqueline and Dori)
- Exhibition Halls
 - Participated in Exhibition Hall Sub-Committee meetings
 - Communicated with potential and committed exhibition hall participants
 - Provided technical support to booth exhibitors (with Kate, vFairs team)
 - Reported new booths to vFairs team
 - Worked with board members and exhibitors to organize daily booth talks
- Live event days
 - Monitored phones and emails throughout the live virtual conference days

- Registered individuals and groups, input new registrants on vFairs platform
- Participated in evening meetings with board and staff
- Attended the Open Forum and subsequent debrief meetings
- Post-conference
 - Continued database clean-up
 - Continued monitoring the vFairs conference platform

Respectfully submitted by Allyson Hoffelmeyer on May 28, 2021
Please contact me at support@nceca.net

Reena Kashyap - Treasurer
NCECA Board Report
March 1, 2021- May 28, 2021

Attended monthly Zoom board meetings from March - May.

Prior to Virtual Conference in March

Attended a V-Fairs training to act as Producer.

Reached out to each presenter to help answer any questions regarding their webinar format and helped prepare them for a successful presentation.

Participated in annual (virtual) conference that was held from March 17th to 21st.

Provided support for several presentations each day during the conference as Producer.

Development Committee:

Participated in several Development committee Zoom meetings. Discussions focused on developing special virtual programming for Annual Giving Circle, Annual Appeal '21, update on Cup Sale and development activities and initiatives thing considered by Nancy Servis for the Sacramento Conference.

Finance matters:

Update on PPP loan: Good news - In early March the funds for NCECA's application for a 2nd PPP loan in the amount of \$115,842.00 and the Forgiveness of the 1st PPP loan in the amount of \$94,137.50 were deposited in the GW bank account.

Cash flow was discussed for the rest of the calendar year. NCECA's is well positioned in liquidity between the Preferred Savings account and Checking accounts to take care of the organization's expenses till end of calendar year. A series of Structured Notes will expire between August and January and those assets will become liquid as well and can be utilized if needed.

Quarterly Finance Committee Meeting:

Chaired the Finance committee meeting held on May 5th.

Helen prepared & presented 3rd quarter financials that ended on April 30th as well as the Balance Sheet. The results of the actual vs. the budget for this period were substantially better than projected. This was due to high earnings (unrealized gains) on the NCECA portfolio during this financial period. Several invoices are still pending & need to be expensed and some need to be accrued as the final invoices will not get presented within this fiscal year.

Investment Portfolio:

Tanya Merchant presented the Morgan Stanley Portfolio ending March 31st. Presentation focused on performance and how the market, individual managers & the NCECA portfolio fared.

NCECA is in a good position as the markets have performed exceedingly well. Tanya and Catherine recommend that we take the opportunity to increase the portfolio's exposure to climate action. They recommend to withdraw \$250k in profits from Winslow Large Cap Growth account which has grown considerably and invest in a Structured Note that invests in clean energy.

Reena, Josh & Helen will call Tanya to discuss further. Post the meeting, the Finance committee approved to move ahead on this proposal. Reena called Tanya to purchase the Structured Note totaling \$250 on May 14th.

Budget 21'-22'

The board was informed that at the Spring board meeting a preliminary budget will be prepared & presented by Josh & Helen. The budget for '21-'22 will be finalized by the end June and will then need approval from the full board.

Thank you

Respectfully submitted by Reena Kashyap.

Please contact me at reenak.nceca@gmail.com

Simon Levin, Director At Large
NCECA Board Report
March 1, 2021- May 28, 2021

Wow. We pulled off the first Virtual Conference. So much hard, coordinated work went into this project. The behind the scenes work of the board members, volunteers, and presenters was tremendous, and created something we have never seen before. I am so thankful and awed by the effort and professionalism of everyone. As expected, there was a live learning curve, but there was no diminishment of quality, and we were able to create conversation, connection, dialogue and an inspirational archive of contemporary clay. I also believe we followed through really well on forging lasting changes that will ensure that NCECA is continually moving towards Equity.

I would also like to note that at this conference we had 12 emerging artists presenting, rather than 6. The 2020 Emerging artist cohort that was supposed to present at the 2021 conference ushered in the first virtual NCECA, and the 2021 cohort sent us off with inspirational work and ideas.

Since the conference things have been delightfully slow. There has been a return to normalizing life, and the beginnings of envisioning the next conference.

2020 Annual:

Attended monthly board meetings and acted as liaison between the 12 emerging artists and NCECA.

Emerging Artist Program (2020 and 2021)

- Introduced the 2020 Emerging Artists at the 2021 NCECA conference
- Introduced the 2021 Emerging Artists at the 2021 NCECA conference
- Hosted a virtual opening for the 2021 Emerging Artists with fellow Board Member Brett Binford, and guests Louise Cort and Brendan Tang.
- Secured one of the two jurors for the 2022 NCECA Emerging Artist Fellowship.
- Beginning to develop a document making the Jury process transparent.
- Coordinated and began interviewing 2021 Cohort in preparation for their Instagram Hosting duties.
- Gathered Press Materials with Emerging Artists, for use with Communications.

NCECA Conference.

- Served as tech support and attendee interface on several panels and presentations.
- Hosted a virtual opening for the 2021 Emerging Artists with fellow Board Member Brett Binford, and guests Louise Cort and Brendan Tang.

Misc.

- Worked with NCECA staff to ensure that the emerging artists have the support they need.

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

Tammy Lynn, NCECA Conference Specialist
Staff Report
October 1, 2020 - May 28, 2021

Virtual Conference

- Attended all meetings and trainings surrounding the conference
- Worked with Edith Garcia on pop-up notifications during the virtual conference
- Worked with other team members in moderating NCECA helpdesk chat room during conference
- Was available throughout the conference for help with anything.
- Worked closely with Edith Garcia choosing images for banners
- helped registering attendees for the conference and assisting them with any questions regarding the conference.

Exhibitions

- Compilation and organization of Virtual exhibitions.
- Created the exhibition listing for the website and any other uses.
- Registered cornerstone Artists for the conference

Advertising

- Sent and then followed up with correspondence relating advertising opportunities to all institutional and corporate members (and non-members) in the database.
- Organized and tracked advertising/ sponsorship sales for virtual conference

Development and Outreach

- worked with Merrie, Cindy Bracker, and Marge Levy on putting together an outreach committee for fundraising
- tracked donations

Teamwork

- Attended all staff meetings and conference calls
- Worked with David on Advertising and banner ads
- Worked with Jeff on Journal ads

Respectfully Submitted by Tammy Lynn, May 28, 2021
please contact me at tammy@nceca.net

Heidi McKenzie, Director of Collaborations & Engagement
NCECA Board Report,
March 1- May 28, 2021

Standing Committee: Collaborations & Engagement

The Board of Directors was presented with a slate of members for the Collaborations and Engagement Standing Committee on May 11th, 2021.

Members Include:

Heidi McKenzie, Chair of C&E, NCECA board, independent ceramic artist/ arts journalist
PJ Anderson, NEW Director at Large, NCECA board, MFA candidate, U of Manitoba
Eliza Au, Community Member, University Educator, U of North Texas
Gerald Brown, NCECA Social Media Staff, Communications team NCECA, independent artist
Lauren Sandler, Director at Large, NCECA board, University Educator, Tyler
Isaac Scott, Community Member, independent artist, recent MFA graduate, Tyler
Antra Sinha, Community Member, Multicultural Fellow, IAC member, Tech and Educator,
Utah State

Committee Work

The Committee has met twice in May and are working towards a vision through which to channel the numerous ideas that are on the table, in order to move forward into actionable items. The Committee is working towards contributing to the NCECA October 2021 Programming.

For the Good of the Board

Featured in *New Ceramics: The International Ceramics Magazine*, No 3/2021 May/June Issue:
"Imaging and Imagining: The Inheritance of Colonialism" by Debra Sloan.

Accepted into the Katonah Museum of Art, New York, *Cladogram 2nd Juried International Juried Biennial*, July 11- September 19th, 2021

Working at Medalta, Shaw International Centre for Research in Ceramics, Medicine Hat, Alberta, July, 2021 towards solo exhibition in spring 2022.

Respectfully submitted by Heidi McKenzie,
please contact me at heidi.nceca@gmail.com

Dori Nielsen, NCECA Conference Manager
Staff Report
October 1st, 2020 - May 28th, 2021

Major responsibilities I have worked on are:

- Compiled and managed 173 presenter agreements for 2021.
- Created 2021 conference program schedule.
- Purged 2021 conference files.
- Worked with Sacramento in laying out our program in the new space at the SAFE Convention Center. Obtained a revised license agreement and managed the signing and countersigning.
- Negotiated edits to five 2023 Cincinnati hotel agreements.
- Obtained and provided to Josh the 2023 Duke Energy Convention Center License Agreement.
- Negotiated edits to the 2025 convention center license agreement.
- Obtained License Agreement from the 2025 convention center.
- Negotiated a hotel contract for 2025 and am in the process of obtaining one more hotel.
- Sent our requirements to a city for our 2026 conference and negotiated the convention center's proposal.

Respectfully Submitted, Dori Nielsen.
Please contact me at dori@nceca.net

Peter Pinnell, President 2020-2022
NCECA Board Report
March 1, 2021 – May 30, 2021

- Took part in numerous meetings in the weeks just prior to the first NCECA Virtual Conference. This included organizational and training meetings with board members and with the vendor vFairs.
- Wrote and recorded the welcome statement for the conference.
- Wrote the Forward for the NCECA Journal.
- Took part in the virtual conference March 17-21, hosting one session and viewed at least part of most sessions, in order to have a sense for what was working and what was not.
- Met every evening of the conference with board members to review the events of the day and plan for any necessary adjustments in plans.
- Hosted a board “de-briefing” on March 23 to gather impressions in the immediate aftermath of the conference.
- Chaired meetings of the full board on March 21, 23, April 13 and May 11.
- Met with the finance committee on May 5 to monitor investments and approve financial actions being brought to the board.
- Met weekly with the presidential circle to plan the agenda and support materials to bring forward to the full board for the Spring Meeting in June. Meetings on March 31, April 1, May 5, May 17, May 19, May 26
- Met with board members on May 26 to begin planning for the October symposium.
- Met with on-site liaison and executive director on May 6 to help plan for Sacramento conference.
- Wrote a GAP analysis of our current board workflow and produced a proposal to reorganize board business in order to better meet our goals.

Respectfully submitted by Peter Pinnell, NCECA Board President 2020-2022
Please contact me at pete.nceca@gmail.com

Lauren Sandler, Director at Large
NCECA Board Report
March 1 - May 28, 2021

Conference

- Facilitated Multicultural Fellow Exhibition artists at the conference booth
- Producer for the following talks and panels: Rise of the Maker/Director, Grounded and Free, Disrupting the Canon, Refining your Palette: Developing Unique Surfaces, Monumental: Preserving the Present
- Co-facilitated the Multicultural Fellowship Exhibition online reception
- Attended Board Open Forum meeting

Multicultural Fellowship Programming

- Meetings to discuss and plan Multicultural Fellowship conference programming

Ad Hoc Committee, Programming

- Reviewed, edited, and prepared 2022 conference programming calls for Lectures and Co-Lectures, Panel Presentations, Roundtables, Facilitated Community Discussions, Short Form, Demonstrating Artists, Makerspace, Project Space

Gallery Expo

- Reviewed, edited and prepared call for 2022 gallery expo.

Ad Hoc Committee, Board Nomination Process

- Evaluate the current processes used to recruit and nominate new board members
- Consider changes the board can make without altering the bylaws, as well as changes that might require amending the bylaws.
- Look for impediments to board service in our current structures and expectations

Collaboration and Engagement Committee member

- Ongoing committee that works with C&E Director to establish lasting partnerships with regional, national and international groups to support and promote accessible ceramic arts education and to create a broad and inclusive NCECA membership.

Respectfully submitted by Lauren Sandler, Director at Large
Please contact me at laurensandler.nceca@gmail.com

**Nancy M. Servis – Onsite Conference Liaison, Sacramento
Board Report
March 1 - May 28, 2021**

Overview: The Sacramento Planning Committee (comprised of 20 people) has been busy over the last 12 months preparing for the conference. There has been an enthusiastic response to Onsite Liaison and Planning Committee contact. There is a palpable enthusiasm for the conference coming to Sacramento and many art organizations and communities are very excited. Due to programmatic successes during the 2021 virtual conference, it appears as though the 2022 conference will have a virtual component as well. Sacramento Committee Member, Ray Gonzales, has begun his one-year appointment as Onsite Conference Liaison. Nancy will be visiting the SAFE Credit Union Conventional Center in mid-June. The conventional center has undergone extensive renovations over the last two years and is now a state-of-the-art venue.

Worth Noting: 2022 marks the 80th year since Executive Order 9066 was signed by Franklin Roosevelt leading to the internment of Japanese Americans. “Japanese immigrants and their descendants, regardless of American citizenship status or length of residence, were systematically rounded up and placed in detention centers.” There are two internment camps still evident in California.

Conference Calls:

Concurrent Exhibitions: The call for Concurrent Exhibition proposals closed April 28th. The committee of five regional curators are in the process of evaluating the submissions. A new online jot form has been devised for those venues that wish to host a Concurrent Exhibition and is proving to be an effective communications tool.

Other Calls: Many of NCECA’s other calls are now open and include Venue Originated Exhibitions, Program Proposals, Demonstrating Artists, and Project Space.

Sacramento Sub-Committees:

Education: This active committee plans to meet with Chanda Zea regarding some of the educational plans undertaken during past NCECA conferences. The committee has also met with Blue Line Arts, a conference exhibition venue in Roseville, about their very well organized outreach to local schools. The committee will most likely be looking for in-kind donation for supplies.

Farm to Table: There is a lot of interest in seeing this event take place. A June 1st meeting in Sacramento is scheduled to preview a potential venue and meet with a possible event chef. Fundraising will be necessary to secure its success.

Fundraising: Nancy is drafting a two-part fundraising plan to support the Sacramento conference. It includes a lead grant to a regional grocery chain that shares many values with the conference theme, Fertile Ground. The other is an event Nancy is planning for her community of Truckee. Funds raised will go to scholarships for veterans and students, support significant costs in hosting both an in-person and virtual conference, and Farm to Table event.

Pre/Post Conference Events: Many people are reaching out for information on how to get included/approved for a Pre/Post Conference event. An online form has also been devised for this as well.

Promotions:

Logo: The Sacramento logo for Fertile Ground is nearly finalized and looks terrific!

Video: The Sacramento Promotional Video was featured at the 2021 virtual conference and is available on NCECA's YouTube channel. It has been shared widely and is considered an excellent promotional tool.

Future Promotions: Edith has met with the Sacramento planning committee to share some of her ideas regarding conference promotion.

Tours: The planning for Unique Day Tours, the Collectors' Tour, and a possible tour extension are all underway. Bus routes to exhibiting venues in Sacramento and the surrounding region has yet to start.

Respectfully submitted – *Nancy M. Servis*
Please contact me at *nancy.nceca@gmail.com*

Kate Vorhaus, Projects Manager
Staff Report
October 1, 2020 – May 28, 2021

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 2022 Sacramento grant; Federal Domestic Assistance/ Short Organizational Form, and Grant materials to NEA. Awarded \$25,000 for 2022 Sacramento.
3. **Website** – 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. (links created by Dori)
 - **Word Press** – create, update, post info on website. received training from Candice on simple website updates.
 - **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.
 - **Ring Central** – phone system
 - **VFairs** – 2021 Virtual Conference
5. **2021 Virtual Exhibition Halls** – Used vFairs platform, organized details for exhibitors, monitored payments, assisted with virtual booth set up with Allyson.
6. **2022 Resource Hall** – to prepare details packet, floor plan, assign large footprint spaces then release to past and new exhibitors. Will be working with Allyson.
7. **2021 Annual – *Social Recession*** exhibition closed April 24, 2021. Processed honoraria checks and reimbursements.
8. **2022 Annual – *Belonging*** to be curated by **Angelik Vizcarrondo-Laboy**. To be hosted by the Crocker Art Museum. Form to be built in CaFE. Deadline for entries Wednesday, September 8, 2021. Will provide support to applicants, monitor entries, payments, and Membership status. Will prepare entries, assist curator for the review, selection, and notifications.
9. **2021 NJSE** – exhibition closed March 21, 2021. Processed honoraria check and reimbursements.
10. **2022 NJSE** –To be held at Library Gallery at Sacramento State University. Form to be built in CaFE and prospectus to be posted on the NCECA website. Deadline September 29, 2021. Will provide support to applicants, monitor entries, payments, and Membership status. Will assist SDALs and jurors, Patsy Cox and Andres Payan Estrada with the review/selection process and acceptance documents.

11. **2020/2021 Multicultural Fellowship Exhibition** - exhibition closed late March 2021. Processed honoraria check and reimbursements.
12. **2022 Multicultural Fellowship Exhibition** – to be discussed with Brett, Lauren, and Josh.
13. **2022 Concurrent and Venue Originated Exhibitions** – built forms and monitored submittals through MemberSuite. Tammy created the Master Exhibitions spreadsheet and added direct links to proposals for committee review. 2022 VOE deadline Wednesday, June 23, 2021. Tech support for applicants and review committee.
14. **2022 Emerging Artists Fellowship** – form to be built in MemberSuite. Deadline October 13, 2021. Will monitor submittals and provide tech support with Allyson. Letters of Recommendation to be sent to recommendations@nceca.net. Will work with Josh and Simon Levin for prospectus and adjudication.
15. **2020/2021 Multicultural Fellowships – 2020 fellows** unable to attend due to COVID-19 conference cancellation, many participated in the 2021 Virtual conference in 2021. Working on financial reconciliation of \$425 1st payment paid in January 2020. Funds to be carried to 2021, deadline to submit final reports/images and receipts for reimbursement is December 31, 2021.
COMPARISONS – 2020 – 20 selected from 28 applicants, and one carried over from 2019. (2019 – 16 selected from 32 applicants; 2018 – 10 selected from 28 applicants; 2017 - 10 selected from 22 applicants; 2016 – 16 applicants).
16. **2022 Multicultural Fellowships** - form to be built in MemberSuite. Deadline October 13, 2021. Will monitor submittals and provide tech support with Allyson. Letters of Recommendation to be sent to recommendations@nceca.net. Will work with Josh and Board Steward, Merrie Wright on prospectus and adjudication.
17. **2020/2021 Regina Brown Undergraduate Student Fellowship** –unable to realize projects due to COVID-19 restriction, have carried over to completion in 2021/2022.
COMPARISONS – all 3 applicants selected; (2019 - 2 selected from 3 applicants; 2018 - 3 selected from 4 applicants, 2017 - 3 selected from 8 (2016-6 applicants).)
18. **2022 Regina Brown Undergraduate Student Fellowship** - form to be built in MemberSuite. Deadline October 13, 2021. Will monitor submittals and provide tech support with Allyson. Letters of Recommendation to be sent to recommendations@nceca.net. Will work with Josh and Board Steward, Merrie Wright on prospectus and adjudication. Will provide technical assistance review committee.
19. **2020/2021 NCECA Graduate Student Fellowship** –unable to realize projects due to COVID-19 restriction, have carried over to completion in 2021. COMPARISONS – 2020 – 3 selected from 12 applicants; (2019 - 3 selected from 6 applicants; 2018 – 3 selected from 5 applicants; 2017 – 3 selected from 8; 2016 - 6 applicants).
20. **2022 Graduate Fellowship** - form to be built in MemberSuite. Deadline October 13, 2021. Will monitor submittals and provide tech support with Allyson. Letters of Recommendation to be sent to recommendations@nceca.net. Will work with Josh and Board Steward, Merrie Wright on prospectus and adjudication. Will provide technical assistance review committee.
21. **2022 NCECA Helene Zucker Seeman Curatorial, Research, and Critical Writing Fellowship for Women** - form to be built in MemberSuite. Deadline October 13, 2021. Will monitor submittals and provide tech support with Allyson. Letters of Recommendation to be sent to recommendations@nceca.net. Will work with Josh and Board Steward, Merrie Wright on prospectus and adjudication. Will provide technical assistance review committee.
22. **2020/2021 International Residency program – 2020 residencies** CRETA Rome, selected Christy Wittmer and Medalta International Artist in Residence selected Yeonsoo Kim. Travel plans on hold due to COVID-19 restrictions. To carry over to 2021.
2021 INTL Residencies – Put on hold due to COVID-19 pandemic; Ceramics Workshop, School of Art, Australian National University, Canberra, Australia selected for 2020

choose to push to 2021 due to wildfires. Julia and for Simon to discuss additional residencies for 2021. Will assist Simon and residency hosts in selection and notification process.

23. **2022 International Residency Program** – to be discussed with Simon and Josh.
24. **2020/2021 Gallery Expo** – Seven 2020 galleries carried to 2021. Eight galleries participated in the 2021 Virtual Exhibition hall. Provided support for Lauren and participants.
25. **2022 Gallery Expo** - form to be built in MemberSuite. Deadline October 13, 2021. Will monitor submittals and provide tech support with Allyson. Two galleries carried funds from 2020 to 2021, used part of the funds, and carried remainder to 2022. Provide support for Lauren and participants.
26. **2022 Programming calls** – form open in MS, deadline Wednesday June 9, 2021. Call includes Lectures and Co-Lectures, Panel Presentations, Roundtables, Facilitated Community Discussions, Short Form, Demonstrating Artists, Makerspace, Project Space. <https://nceca.net/nceca-calls-and-exhibitions/conference-program-proposals/> Will monitor submittals and provide tech support with Allyson.
27. **2022 Awards/Board Nominations** – form to be built in MemberSuite. Deadline October 13, 2021. Will monitor submittals and provide tech support with Allyson. Awards Letters of Recommendation to be uploaded with nomination. Board nominees to provide names of two endorsers but no letters. Will work with Josh and Board Steward, Merrie Wright on prospectuses and adjudication. Will provide technical assistance to Nominations Committee

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

Rhonda Willers, President-elect
Board Report
March 1 - May 28, 2021

Virtual Conference 2021

Along with members of NCECA's staff and board, I helped implement the first NCECA virtual conference. Communicating with presenters and providing production assistance during the conference were some of my duties. I, along with many others, provided quick technical help during the conference. The virtual conference provided greater access for attendees and presenters from across the globe.

As the 2021 virtual NCECA conference came into being, I am thrilled with the overall experience. While technical glitches and issues did occur, the experience is one of potential and possibilities. We learned that we could provide compelling and inspiring content through a virtual platform. This opens up many new ideas for future hybrid (virtual and in-person) conference and year-round content services. This also opens up the possibility of new speakers and demonstrators who were out of reach in the past.

Strategic Plan Goals: 1, 2, 3

Full Board Meetings & General Board Work

I continue to participate in the full board monthly meetings to address current needs of NCECA. I along with, Pete, Merrie, MaPó, Alex, and Josh have been meeting to create the agenda for the Spring 2021 Board Meeting, which will be held virtually. I have begun researching potential strategic planning facilitators in preparation for our October board meeting.

Strategic Plan Goal: 7

Future Conference Locations & Planning

I worked with Dori and Josh to look into future conference locations as well as begin preliminary planning for near future conference locations. This work will be presented to the board at the Spring Board Meeting.

Strategic Plan Goal: 7

Programming 2021 Call Review

Chanda led a team to review and edit the 2021 call for programming. This committee met several times over a short period of time. During the meetings and in smaller groups, we worked to edit and create a call for programming that was more inclusive and better reflected the intentions of the organization.

This call for programming includes the possibility of year-round programming.

Strategic Plan Goals: 3, 4

Finance Committee

Participating in quarterly review meetings, which include meeting with Morgan Stanley investment advisors.

Strategic Plan Goal: 7

For the good of the board:

In my personal art practice, I have been writing multiple articles about creativity for Pottery Making Illustrated. I completed teaching a 3-part virtual terra sigillata workshop hosted by the Grand Marais Art Colony, and I gave a live virtual lecture about my terra sigillata research and my personal art practice for Taoxichuan Art Center in Jingdezhen, China. Most recently I was able to contribute a journal prompt for The Isolation Journals, an online writing community that was founded by author Suleika Jaouad.

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

David William, Design & Branding Contractor
NCECA Staff Report
October 1, 2020 – May 28th, 2021

DESIGN WORKFLOW

- Researched **image requirements for various digital platforms** to ensure graphics would display as desired across promotional channels.
- Created **design sizing templates** to use in production of NCECA graphics.

NCECA CORE BRAND

- Examined the NCECA logo mark and **identified the logo font**, which enabled creation of other visually-harmonic materials using the same type family.
- Updated the **NCECA corporate logo** to use the logo font for the entity name, and created a new variation with the entity name on a single line.
- Recommended **standard headline and text fonts** for NCECA-generated documents.
- Facilitated **font licensing and activation** so that NCECA staff can use the recommended fonts on their computers.
- Assisted Josh Green & Helen Andersom with **trademark renewal** process.

2021 CONFERENCE

- Developed a **visual brand identity** for the conference in consultation with Josh Green, Edith Garcia, Marsha Karagheusian, and Lisa Merida-Paytes.
- Designed an expansive **suite of brand assets** — different arrangements of type, images, and color combinations — to facilitate the creation of branded materials in all shapes and sizes.
- Created **branding guidelines** documenting colors, fonts, and logo variations and providing best practice recommendations for usage.
- Researched print-on-demand services to eliminate NCECA's up-front costs for **conference merchandise**; recommended Threadless.com; set up and visually branded NCECA's Threadless shop; designed products and populated the shop for conference.
- Designed **vFairs graphics** for the virtual conference — banners, signs, and advertisements.
- Created **slide templates** for PowerPoint, Google Slides, and Keynote which conference presenters could use in their prerecorded presentations.
- Designed several rounds of **promotional graphics** for NCECA's website, eNews, Instagram, Facebook, et. al.

2021 EXHIBITIONS

- Conceived of and designed a **combined Exhibitions Catalogue**, placing the NCECA Annual, NJSE, and Multicultural Fellowship exhibition together in the same publication.
- Created **visual branding** for promoting the exhibitions, which would also be used in the catalogue; distinctive color schemes, key images, and type treatments.
- Worked with Kate Vorhaus and Josh Green to organize **catalogue content**.
- Provided specifications to print vendor to solicit **quotes for printing and mailing**.
- Suggested **bundling Exhibitions Catalogue with NCECA Journal** to print and mail concurrently from the same vendor.

NCECA JOURNAL

- Took on **final design adjustments** and **coordination of production**, following the resignation of Jeff Guerrero.

2022 CONFERENCE

- Began developing **visual branding concepts** for the conference in consultation with Josh Green, Edith Garcia, and Nancy Servis.

MEMBERS MEETING

- Designed a suite of **promotional graphics** for NCECA's website, eNews, Instagram, Facebook, et. al.
- Designed **slide graphics** to be displayed during the meeting

CUP EXHIBITION & SALE: 2020 & 2021

- Designed **eBay graphics** — shop banner, profile banner & avatar — for 2020 iteration.
- Designed **Shopify graphics** and website styles for 2021 iteration.
- For both iterations, designed a suite of **promotional graphics** for NCECA's website, eNews, Instagram, Facebook, et. al.

BOARD ELECTIONS: 2020 & 2021

- Designed a suite of **promotional graphics** for NCECA's website, eNews, Instagram, Facebook, et. al.

E-NEWS

- Completed **onboarding** with Higher Logic, NCECA's new marketing comms provider.
- Designed multiple **email templates** for eNews, conference communications, Membership notices, and notes from the Board.
- **Trained staff** on use of email templates.
- Designed **landing pages** for Update Subscription / Unsubscribe.

ANNUAL APPEAL LETTERS

- Designed **InDesign templates** for appeal letter and artist member testimonial.
- Completed **data+design merge** to create individualized letters.
- Created complimentary **Microsoft Word template** so that staff could create and send individual letters as needed.

GIVING TUESDAY

- Designed **co-branding** for NCECA + GivingTuesday using member artist image and testimonial.
- Designed a suite of **promotional graphics** for NCECA's website, eNews, Instagram, Facebook, et. al.

GIVING CIRCLE

- Designed **visual branding** for a special tier of NCECA donors in consultation with Josh Green and Edith Garcia

YOUTUBE: "WATCH NCECA"

- Designed **visual branding** for the NCECA YouTube channel in consultation with Josh Green and Edith Garcia

INTERSECT CHICAGO

- Designed **branded images** featuring member artworks to represent NCECA at the event.

Respectfully submitted by David William.
please contact me at david@nceca.net

Merrie Wright, Steward of the Board
NCECA Board Report
October 1, 2020 - May 28, 2021

Regularly Scheduled Executive Committee and Board Meetings

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

On-going Board Service

- Development Committee: Met several times during the report period. 2021 Development committee members include: Reena Kashyap, Jill Oberman, Nancy Servis, Kelly Kerr, Richard Rogers and Merrie Wright (chair). Work during this period included: developing short and long-term fundraising and development goals/ strategies; preparations for 2021 virtual cup sale, preparations for Annual Giving Circle programming; and preparations for 2021 annual appeal.
- Finance & Budget Committee: Participated in a quarterly finance review.
- Nominations Committee: 2020 Nominations Committee reviewed draft language for a new fellowship proposal.
- Reports Committee: Work during this period included: review and communication regarding several harassment reports submitted through the reporting email; and comprehensive review of current NCECA Harassment Policies and reporting procedures with Fran Sepler.
- Board Steward: Work during this period included: DAL and SDAL election preparation and post-election communications with candidates; on-boarding of new board members Dina Perscala, PJ Anderson, Ray Gonzales, Jeff Vick, Chanda Zea, and Rhonda Willers; provided exit interviews for board members whose terms have come to a close; and met with conference new OSCL's to review OSCL role/ responsibilities.
- Provided content and reviewed/edited various NCECA communications.
- Conference Participation: worked with presenters and NCECA staff to finalize content for past master and honors/ awards conferences programming; served as 'producer' or 'production assistant' for several conference sessions, served as monitor for the NCECA Student Critique Booth, and attended as many conference sessions as possible as a participant!

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

Chanda Zea, Programs Director
NCECA Board Report
March 1 – June 1, 2021

Executive Committee, Programming Committee, Harassment Reports Committee, Communications Committee, Green Task Force

2021 Conference:

Programming:

Finalized all preparations for our first ever virtual conference. Acted as producer for the For Freedoms group, Ronald Real, Ahna Skop, Suze Lindsay, Syd Carpenter, Kensuke Yamada, MK Abadoo, Winnie Owens Hart and the Open Forum. Worked with vFairs, NCECA staff and fellow board members to troubleshoot ongoing technical difficulties with programming presentations throughout the conference. Attended daily conference debrief sessions at the end of each day, the board debrief and the final vFairs debriefing. Overall a successful conference despite the glitches, with attendance of close to 3600 people.

Successfully proposed changes to the timeline and process for reviewing programming proposals for 2021 and the creation of an ad hoc committee to revamp the programming call.

Led the ad hoc Call for Program Proposals Review Committee in updating the programming call. We streamlined our application process to roll all proposals into one call, with one deadline. Lectures and Co-Lectures, Panel Presentations, Roundtables, Facilitated Community Discussions, Short Form, Demonstrating Artists, Makerspace, Project Space are included in the new call. Delivery modes, programming themes, content categories and presentation formats were all updated to be more inclusive, more accessible and encourage diverse programming proposals. The call is broad to allow proposals to be selected for virtual or in-person presentation, and the possibility of being selected for events other than the annual conference in March.

Began the planning process for a small Fall Symposium in October, to be aligned with Clay Week and our annual Member's Meeting.

Harassment Committee:

Received and reviewed two reports and a follow up email from a previous report. Worked with fellow committee members and Fran Sepler to revamp our community guidelines and anti-harassment policies. Discussed creation of training protocols for staff, board & volunteers moving forward.

Green Task Force:

The GTF is a very active group and hosted a small online event on Earth Day with five 20 minute live presentations via Zoom with approx. 40 people in attendance. Over the past year the Task Force has been working on creating Mission and Vision Statements and a Strategic Plan to guide their work moving forward. In April and May the focus of the Task Force has been to create a planning calendar for the year that will help streamline release of content in conjunction with the NCECA Communications Team.

Finance Committee:

The Finance Committee met in May to review our financial standings.

For the Good of the Board:

I am a member of the American Crafts Council and Americans for the Arts. I stay involved with the local clay community here in Seattle as the Programs Director for Pottery Northwest.

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