

**Helen Anderson, Finance & Accounting Manager**  
**Staff Report**  
**October 2019-June 2020**

○ **2020/2021 Budget**

- Preliminary version of the budget was presented to the Executive Committee by Josh Green and Helen Anderson during the Executive session of spring board meeting on Monday, June 15, 2020. A Budget Template with three different scenarios was presented that included 1) On-Site Conference, 2) Hybrid Conference (partially on-site) and 3) Virtual Conference-Budget located in shared Board Drive at:  
[https://docs.google.com/spreadsheets/d/18vXhNRlxWF2OYsm7\\_hjc4dxLcLZ9yug8/edit#gid=324576625](https://docs.google.com/spreadsheets/d/18vXhNRlxWF2OYsm7_hjc4dxLcLZ9yug8/edit#gid=324576625)
- 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. Too many unknowns this year with Covid-19 crisis, hence only three sections of the budget were authorized 1) Program General 2) Administrative and 3) Board.
- All other tabs remain preliminary. Largest unknown are in the Conference budget. Josh working with Eric Kretchman from CMI to project Audio Visual costs for all three budget scenarios.
- Finance Committee met with Catherine Coleman and Tanya Merchant from Morgan Stanley on June 26, 2020 to discuss NCECA's investment portfolio. The Finance Committee asked specifically about NCECA's investment liquidity and whether the organization could withstand as much as \$1.2 million loss for fiscal year end June 30, 2021. The preliminary 2021 budget currently shows a model that reflects a loss of almost \$1.1 million if NCECA's conference is held as Hybrid or Virtual conference due to an ongoing Covid crisis. Catherine and Tanya assured the Finance Committee NCECA's investments could cover our worst case scenarios presented in budget models.
- All board and staff members will receive a copy of authorized budget once finalized.

○ **June 2020 Financials-Preliminary (attached)**  
**Notable Items:**

- Conference revenue has been moved to the balance sheet-Deferred Revenue line in amount of \$334,195 will apply to 2021 Cincinnati Conference.
- NCECA is awaiting both a \$45,000 Grant from NEA for 2020 as well as a \$50,000 special CARES ACT Grant also from NEA. Funds typically received in Sept/Oct but apply to 2020 fiscal year.
- NCECA received an SBA Loan for Payroll Protection (PPP) in the amount of \$94,138 to cover payroll expenses. In addition, no more than 25% of the amount may be used for non payroll related expenses such as rent.
- Several exhibition expenses still to post for artwork commissions and shipping from Richmond

○ **NCECA Investment Portfolio June 2020 (Attached)**

- NCECA's June month end investment summary portfolio attached. The portfolio was up 6.38% for last 12 months. Balance of investments \$4,098,911.
- NCECA does not budget for Investment Gain/Loss. As of fiscal year end 6/30/2020 the investment portfolio showed an unrealized gain of \$188,290 and interest income of \$65,547.

- **Year End**
- NCECA's fiscal year-end is June 30, 2020. All budget managers and/or board members are asked to submit outstanding invoices pertaining to the 2019-2020 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, 2019 through June 30, 2020.
- Flewelling & Mitton PC will perform the Independent Audit and file the 990 tax return.

**ATTACHMENTS:**

1. Preliminary Financial Statements for period ending June 30, 2020
2. Morgan Stanley Portfolio Review as of June 30, 2020

**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, 2020.
2. Please make Helen aware of any outstanding expenses or revenue that pertains to fiscal year end June 30, 2020 that were not posted by year-end.

Respectfully Submitted by Helen Anderson, July 2020

Contact met at [helen@nceca.net](mailto:helen@nceca.net)

**Brett Binford, Exhibitions Director**  
**NCECA Board Report**  
**April 2020 - June 2020**

**2020 Annual:**

- Oversaw coordination of invited and juried artist works with changed show dates
- Updated contracts, oversaw communications with venues, galleries, artists, shipping companies, etc.
- Approved shipping allocations,

**2020 NSJE-**

- Oversaw shipping stipends for students
- Oversaw and corresponded with venue regarding damaged work and compensation procedures.

**2020 Concurrent Exhibitions:**

- Coordinated to have shows moved to 2021
- Oversaw emails and questions from venues and exhibition organizers

**2020 Multicultural Fellowship Exhibition (MCFE)**

- Discussions and planning with Lauren Sandler regarding Multicultural Fellowship exhibition possibilities for 2021
- Updated contract for Jurors and carried forward 2020 artists as well as added a call to 2020 fellows

**Post Covoid Adjustments...**

- Weekly Board meetings
- Formed committee for 2021 Events and Exhibitions
- Overseeing Annual “moving parts”; emails calls with venues, artists, curator, board, and ED.

**2021 Multicultural Fellowship Exhibition (MCFE)**

- Oversaw and answered questions regarding 2020 exhibition being moved to 2021

**2021 Concurrent Exhibitions:**

- Decision made to honor 2020 exhibition efforts and move forward willing participants. Oversaw process, answered questions. Cancelled 2021 call for concurrent exhibitions.
- Part of selection process for VOE's, and satellite Exhibitions

**2021 Annual:**

- conversations with ED and prospective Curator
- contingency planning for Hybrid conference

**Misc.**

- Monthly EC conference calls
- Morgan Stanley portfolio review conference calls.

For the Good of the board:

- acting PADA (Portland Art Dealers Association) Board President, interim director
- Artist Coordinator for LH project
- Board member for Township 10 residency
- Stayed in business

*Respectfully submitted by Brett Binford, Exhibitions Director*  
*Please contact me at [exhibitions@nceca.net](mailto:exhibitions@nceca.net)*

**Michelle Castro, Student Director at Large**  
**NCECA Board Report**  
**April 2020 - June 2020**

1. Continued communications via email, zoom, and phone calls along with participated in Conversations regarding internal changes, nominations, and conference business.
2. Maintained communications with Ellie Weber, SDAL regarding Blog posts, and Instagram takeover and editing material for the posts.
3. Wrote a blog article to congratulate the winners and participants of the NJSE.
4. Attended various committee meetings and NCECA biweekly Board meetings.

For the Good of the Board:

1. I am currently working on the details of a project that will focus on ceramic BIPOC student interviews.

Respectfully submitted by Michelle Castro, Student Director at Large  
*Please contact me at [michelle.nceca@gmail.com](mailto:michelle.nceca@gmail.com)*

**Mary Cloonan, Program Director**  
**Board Report**  
**April 2020 - June 2020**

Activities since March:

- Communicating with the roster of speakers who were to present in Richmond, to keep them in the loop as the Board figures out our next steps.
- The task force decided that since we vetted and accepted the talks for 2020 that those willing should be moved to 2021
- Organized the 2020 Presenters and arranged for their talks to be shifted to 2021.
- Contacting those who did not respond to our survey about presenting next year
- Shared a tech sheet with all presenters of helpful instructions for recording talks
- Worked with the Communications Director to troubleshoot and assist those needing help with recording presentations
- Currently, looking at the calendar to see when we can release the four talks that have been completed so far to share as content, to try to make up for cancelling the conference. These will be done as thematic pairs.
- Working to convince more to record their talks so we can have “mini-conference releases” throughout the year as we lead up to Cincinnati
- Spoke with Chanda as items came up that relate to the role of Program Director
- Board is looking into technical solutions for the conference and exploring options for delivering content if COVID-19 is still a factor in the Spring of 2021.

Respectfully submitted by Mary Cloonan, Program Director  
Contact me at [mkcloonan.nceca@gmail.com](mailto:mkcloonan.nceca@gmail.com)

**Josh Green, Executive Director**  
**Staff Report**  
**October 2019-June 2020**

**Financial Oversight, Quarterly Finance/ EC Committee, and Development**

Participated in perioding conferences with Treasurer Reena Kashyap, Finance Manager Helen Anderson on NCECA's cash flow and considerations for expiring investment instruments

Participated in quarterly meetings with the Finance Committee

Participated in Webinars with Americans for the Arts to learn about opportunities associated with pandemic response.

Worked with presidential cycle and staff to develop protocol for conference cancellation refunds that integrate opportunities for giving and deferring registration payments into 2021

Worked with Helen and Reena to complete PPP loan application

Worked with office staff to prepare shareable google sheets file for communication with historic donors

Developed and submitted grant proposal in response to NEA CARES Act opportunity

Communicated with NEA Program Officer on impact of CoVID-19 pandemic on 2020 conference and exhibitions

Reformed 2021 NEA Project Proposal and Budget based on award amount and CoVID-19 contingency plans

Contributed to messaging being developed in cooperation with Fundraising Task Force

Managed annual appeal letter development and mailing

**Communications with Boards Members**

Participated in regular communications with Presidential cycle and executive committee, particularly but not limited to concerns around safety of group gatherings in light of emerging CoVID-19 crisis

Made report to full board on status of our capacity to safely manage a gathering in light of emergent crisis and contributed to discussion that led to motion for conference cancellation.

Participated in development of task forces leading up to and in response to conference cancellation

Task force conference calls related to development of new operating models and fundraising/ development

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

Developed and implemented ongoing messaging about CoVID-19 crisis via NCECA website, social media posts, and direct messaging with concerned members

Developed messaging for cancellation announcement

Communications with individual and organizational members about refund policies on registration, membership fees, and ads

Communications with presenters about content and opportunities for future presentations

Ongoing communications with exhibition venues, organizers, and curators.

Conferences with Greater Richmond Convention Center Management regarding preparedness for CoVID-19 crisis

Conference with medical risk management advisor on possible preparedness for gathering

Conferences with attorney related to legal and financial obligations related to agreements with hotels and convention center. Worked to develop matrix of agreements and clauses to reference when composing letters to report cancellation of event.

**Other: (December, 2019)**

Met with Holly, Rhonda, and Pete in Pittsburgh to determine future needs of the organization and evolution of NCECA staff needs, competencies, and resources.

**NCECA- CAA (Winter- February 15-20, 2020)**

Developed presentation for CAA panel that included Holly Hanessian, Salvador Jimenez-Flores, Anna Walker, and Betsy Carpenter. Served as panel moderator.

**Planning and Cancellation of Richmond, VA Conference: (December-February)**

Weekly conferences with Onsite Conference Liaisons, Linda Ganstrom, Brett Binford and Tammy Lynn to develop Collectors Tour Itinerary  
Worked with key contacts at venues for NCECA sponsored exhibitions  
Made and followed up with contacts related to food and beverage  
Numerous communications with staff and presenters regarding publications and presentations.  
Daily conferences with presidential cycle related to clearly identifying issues as well as responsive and responsible approach to crisis.

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

Composed e-news communications regarding regular conference and opportunity updates  
Worked with staff to develop more user friendly access to donation portal on NCECA Website  
Worked with staff and NCECA Contacts to develop a CoVID-19 Resource page for NCECA Website  
Worked with David William and Candice Finn to develop a simplified, cleaner look template for NCECA e-news disseminated through Membersuite  
Posted updates in social media to promote online sessions co-produced with 92Y  
Participated in and contributed to documentation of above session on Teaching Online.  
Worked with sub-team of board to reflect on and develop response on critical of Instagram feed and NCECA organizationally  
Reached out to several people in NCECA's membership for assistance understanding the issues and needed response considerations  
Developed job description and agreement for new staff team member to work on social media strategy development and implementation  
Developed advisory team description pertinent to the above concerns.

**Future Programming, Planning, and Agreements**

Communications with and research related to proposed site for 2023 conference  
Conferences with 2021 Onsite Conference Liaisons, Board Advisor Rhonda Willers, and David William on branding concepts  
Conferences and basecamp communication with 2022 Onsite Conference Liaison Nancy Servis and planning committee for 2022 conference  
Communications with 2021 exhibitions venues and curators, and Exhibitions Director Brett Binford  
Outreach with Conference Manager Dori Nielsen to Greater Richmond Convention Center and Hotels in regard to rescheduling a future conference  
Research on various platforms for virtual programming  
Participation in conferences with other arts organization leaders on evolution in response to CoVID-19 and specific to those planning virtual events

Respectfully submitted by Josh Green, Executive Director  
Please contact me at [josh@nceca.net](mailto:josh@nceca.net)



**Holly Hanessian, Past- President  
Board Report  
April 2020 - June 2020**

**Finance Committee: (Quarterly)**

Participated in Online Quarterly meetings with the Finance Committee.

**Presidential Cycle Meetings:**

Twice a week or more, 20-50 emails a week depending on crisis  
Conversations to problem solve, listen, and offer advice.

**Spring June and Monthly Meetings: (June, 2020)**

Lead Meeting and subsequent Monthly meetings.

Worked continuously with the Executive Committee chewing through ideas for the Spring Board Meeting and other timely matters.

**Communication: (Ongoing- Daily-Weekly)**

This spring has been a constant flurry of emails, texts and online meetings from canceling the conference and the financial fallout, as well as the communication.

**Other: (Chair New Board Positions BIPOC)**

We formed and ad hoc committees to shape new board positions and bring forward a recommendation to the full board to research, develop and recommend the full description of two new voting board positions; one, a director charged with policy and equity, and another director, charged with collaboration and engagement in regional, national and global communities. We will then create a report of these two new board positions and then bring back a recommendation to the full board.

**New Task Forces- Financial and Fundraising committee.**

Chaired by Merrie, myself and others are working to help with fundraising.

Respectfully submitted by Holly Hanessian, Past-President  
*Contact me at [holly.nceca@gmail.com](mailto:holly.nceca@gmail.com)*

**Jacqueline Hardy, Serving as Office Manager and Membership Coordinator**  
**Staff Report**  
**October 2019 to June 2020**

- MemberSuite Registration and Membership Management
  - ❖ Pre-trained 6 onsite registration staff with the procedures for registration and name badge pick-up pre-conference.
  - ❖ Generated and lead the production of the Onsite Registration signage
  - ❖ Processed and entered new NCECA memberships and conference registration via snail mail and phone.
  - ❖ Created and implemented the production of the merchandise form and Onsite registration form for 2020 conference prior to the conference cancellation due to COVID-19
  - ❖ Managed and coordinated with team members the cancellation of over 5000 registrations due to the cancellation of the Richmond, VA conference
  - ❖ Processed individual requests with the option to donate, carry over or refund their registration.
  - ❖ Sent out monthly membership renewal reminders
  - ❖ Collaborate, supported and trouble-shoot with NCECA members and staff via email and phone regarding membership, website and conference registration issues with MemberSuite AMS.
  - ❖ Assisted Linda and Josh with Collectors Tour details and processed payments.
- Performed Onsite Registration Manager duties for the Richmond, VA Conference March 25-28, 2020 prior to full conference cancellation:
  - ❖ Designed and coordinated the counter layout for onsite registration
  - ❖ Coordinated the onsite process for unpacking all office supplies and ensuring conference merchandise and materials would arrive on time.
  - ❖ Coordinated with the *TRC BadgeRite* onsite representative the setup of the badge printing system prior to conference
  - ❖ Coordinate and communicated with NCECA staff their required onsite duties and schedule
  - ❖ Trained and delegated tasks to onsite volunteers and registration staff to ensure registration performed efficiently
  - ❖ Troubleshoot Online and Onsite membership and registration discrepancies
  - ❖ Pre-Registration total prior to conference cancellation: 5076 (More demographics and statistics upon request)
- Prepared along with Kate and coordinated the operation of mailing out of approximately 500 of the 2020 NCECA Annual Exhibition Catalogue: *The Burdens of History*
- Coordinated with team members in Pittsburgh the full inventory of merchandise sent back from the NC warehouse
- Processed and troubleshooted Year End financial reconciliation with Helen
- Performed daily office administration and operation tasks:

COMBINED NCECA BOARD AND STAFF REPORTS APRIL 2020 – JUNE 2020

- ❖ Schedule and coordinate Office Evolution conference space for staff meetings
- ❖ Overall organization and maintenance of Office Evolution office and storage unit for a healthy work environment
- ❖ Online Store order fulfillment
- ❖ Reconciling all accounts receivables
- ❖ Complete bank deposits
- ❖ Order supplies for staff and office
- ❖ Snail Mail retrieval and distribute to staff from Office Mailbox
- ❖ Create donor reports and acknowledgement letters

Respectfully Submitted by Jacqueline Hardy, Office Manager  
Contact me at [Jacqueline@nceca.net](mailto:Jacqueline@nceca.net)

**Alex Hibbitt, Secretary**  
**NCECA Board Report**  
**April 2020 - June 2020**

- Participated in virtual weekly and biweekly full board meetings from April 28<sup>th</sup>, 2020 to June 30<sup>th</sup>, 2020 and recorded the minutes for April 28<sup>th</sup>, May 12<sup>th</sup> and 26<sup>th</sup>, June 9<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup> and 30<sup>th</sup> 2020.
- Participated in the June Finance Committee meeting on June 26<sup>th</sup>, 2020 and recorded the minutes.
- Participated in the Spring Executive Committee meeting on June 15<sup>th</sup>, 2020 and recorded the minutes.
- Chair of the ad-hoc committee *Annual Members' Meeting*. Met with committee June 26<sup>th</sup> and July 9<sup>th</sup>. Met with Sarah Shultz and Jason Samuels from the American Craft Council to discuss meeting logistics and potential partnerships.
- In process of working with *Online Content and Technology Review taskforce* on Youtube metadata and playlists.
- Member of ad-hoc committee to jury multicultural fellows for participation in Anderson Ranch summer conversations
- Member of ad-hoc committee on *New Operating models* for NCECA
- Made contact with Stephanie Rozene to begin editing and accessibility of online teaching resources
- Oversaw NCECA Board Voting during board meetings:

May 12, 2020

**Motion: to approve the minutes for the meeting dates listed below.**

March 10, March 17, March 24, March 31, April 7, April 14, April 21  
13 votes in favor, 0 oppositions, 0 abstentions.

**Motion: To give Jeanne Hulen a presidential appointment to assist with development and fundraising. She would serve as a special advisor to the board in an ex-officio capacity for a term of three years.**

13 votes in favor, 0 oppositions, 0 abstentions.

**Motion: To authorize Josh and Dori to continue to negotiate contracts to bring the conference back to Richmond, VA in 2024.**

13 votes in favor, 0 oppositions, 0 abstentions.

May 26, 2020

**Motion: To give the executive director, board steward, past president and special advisor to the board leave to continue working on an agreement with the media commons of the UNL library to house for active use the physical and digital NCECA archive.**

12 votes in favor, 0 opposition, 0 abstentions.

June 9, 2020

**Motion: To approve the minutes for the meetings listed below:**

- i. April 28, 2020
- ii. May 12, 2020
- iii. May 26, 2020

14 votes in favor, 0 opposed, 0 abstentions.

June 17, 2020

**Motion: to approve “Admin”, “Board” and “Program General” sections of 2021 preliminary budget.**

13 votes in favor, 0 opposition, 0 abstentions.

June 19, 2020

**Motion: To approve the upcoming meeting schedule.**

13 votes in favor, 0 opposition, 0 abstentions.

**Motion: To form a committee to research, develop and recommend the creation of two new voting board positions; Considering policy, equity, governance, collaboration and engagement.**

13 votes in favor, 0 oppositions, 0 abstentions.

June 30, 2020

**Motion: To approve that the Sacramento NCECA 2022 conference be named *Fertile Ground*.**

12 votes in favor, 2 opposed, 0 abstentions.

**Motion: To approve the date and time for the annual NCECA members business meeting as Oct 4<sup>th</sup>, 2020 at 3pm EDT.**

13 votes in favor, 0 opposition, 0 abstentions.

*Respectfully submitted by Alex Hibbitt, Secretary, July 22, 2020.  
Please contact me at [secretary@nceca.net](mailto:secretary@nceca.net)*

**Reena Kashyap, NCECA Treasurer**  
**NCECA Board Report**  
**April 2020 - June 2020**

**EC's conference calls:** Participated in bi-weekly EC calls. Several topics were covered.

**Basecamp:** Attended a Basecamp training session with Brett Binford. Different groups can communicate effectively through the Basecamp manner.

**SBA/PPP Loan:** On May 12<sup>th</sup> we received approval of SBA/PPP loan and funds of \$97,137.50. Helen will keep track of expenses for NCECA to qualify for full forgiveness.

**Participated in a 3 day virtual board meeting from 15<sup>th</sup> 18<sup>th</sup> June.**

Helen Anderson, NCECA's Finance Manager prepared three modalities for review – a live on-site conference, a hybrid or virtual conference. We also discussed a virtual Fall board meeting, prospective summer programs to make up for loss of revenue. **The full board voted and passed a contingency budget covering the expenses of Program General, Admin and Board. This accounted for a total of \$824, 097.** This will allow NCECA operations to continue through the summer months. We agreed that Josh, Helen and I would work towards presenting a full budget before the end of this fiscal year (mid-June) and continue to work at refining the projections as best as possible. Josh will schedule a meeting with Eric K from CMI to refine the technology costs of the 3 types of conference options. We hope to have more accurate budget numbers by the end of July so that we can approve the rest of the budget.

**Conflict of interest Forms** (PDF version) were emailed to all board members and most have been returned. If you have not done so, please do so ASAP to my email address below.

**Ad hoc committee:** At the request of President Pete Pinnell, I agreed to join Ad Hoc Committee to help figure out the costs related with the three conference modalities for the Cincinnati conference. Josh will schedule the first meeting with Eric K of CMI July 8-10<sup>th</sup>

**Finance Committee conference call on June 26th:** Morgan Stanley Investment Managers Catherine Coleman and Tanya Merchant were on the call to answer NCECA's liquidity needs for the forth coming fiscal year. They confirmed that NCECA has cash funding available to continue operations through the end of the '20-'21 fiscal year without withdrawing monies from the equity funds. Helen Anderson, gave an update on revenue that was booked for the Richmond conference and its status as refunds, deferred fees and donations are being figured out. This is still not fully calculated due to Member Suite tallying errors with NCECA's accounting system. Helen is diligently working to resolve this and hopes to get the corrected figures by early-mid July.

**Development Committee:** At the request of Merrie Wright, Steward of the Board, I agreed to work with the committee in my capacity as Treasurer to further their understanding of NCECA's contributed revenue and brainstorm about developing future funding/fundraising channels.

Thank you.

Respectfully submitted by Reena Kashyap, Treasurer  
Please contact me at [reenak.nceca@gmail.com](mailto:reenak.nceca@gmail.com)

**Marsha Karagheusian, OSCL  
NCECA Cincinnati 2021  
NCECA Board Report,  
April 2020 - June 2020**

- As the OSCL for Cincinnati 2021, all of my efforts reference **CONFERENCE AND EXHIBITIONS, GOAL 1** in our Strategic Plan.
- Submit Board Report—April 2020.
- Attend virtual Board meeting June 16<sup>th</sup>-June 18<sup>th</sup>.
- Continual meetings and communication, either in person, by email, text or iMessage with team leaders for Cincinnati 2021. Meet in-person with exhibitions committee on June 24<sup>th</sup>.
- Working with a Cincinnati graphic designer for a more exciting logo for Cincinnati 2021. Executive Committee meetings regarding logo on May 5<sup>th</sup> and June 9<sup>th</sup>.
- Weekly Tuesday video conferencing with the Board of Directors May 12<sup>th</sup>-June 30<sup>th</sup>.
- Working and reworking a revised gallery letter and information gathering form for concurrent venues, while trying to be sensitive to the Coronavirus Pandemic and its many ramifications.
- Send letters with form to 36 venues for concurrent exhibitions, requiring the documentation of their gallery information by June 30<sup>th</sup>.
- Continue communications/phone calls with various gallery directors, answering questions and concerns under these unique circumstances
- Emails/texts/calls with Josh regarding information and advice.

**For the Good of the Board:**

During these unprecedented COVID times, attending a variety of informational Zooms and Webinars, including 92<sup>nd</sup> Street Y, Clay Studio, American Craft Council, SVA, Everson Museum, Ceramic Arts Network, etc. helping us all feel connected and informed. Also been listening to podcasts on racism to help me become a better citizen.

Respectfully submitted by Marsha Karagheusian, OSCL  
Contact me at [marsha.nceca@gmail.com](mailto:marsha.nceca@gmail.com)

**Simon Levin, Director At Large**  
**NCECA Board Report**  
**April 2020 - June 2020**

When I reflect on the past few months of board service I feel it was full of rich and important conversation, hours of listening and reflecting, as well as honest and earnest desire to better serve our membership. It's important for me to remember that though it feels as though we have not passed many motions, nor radically changed the board demographics we have been involved in the beautifully considered crafting of systemic change that will guide and open NCECA into being the anti-racist, representative organization we want it to be. It feel very much like the work we have been doing is faithful to the mission and membership of the organization, it is responsive while not being reactive.

**2020 Annual:**

Attended bi-weekly board meetings, as well as the spring board meeting.  
Submitted a successfully passed motion to create two new board positions.

**Chair Emerging Artist Program (2020)**

- Secured two exciting new jurors for 2021 Emerging Artist Fellowship
- Guided hosting of NCECA instagram page for 3/6 2020 Emerging Artists
- Coordinated Instagram Calendar with Rhonda Willers and Ashlyn Pope
- Interviewed and wrote Instagram posts introducing emerging artists, Ruth Easterbrook, Stephanie Hanes, and Ling Chun.

**Liaison International Residency Program (2020)**

- Acted as a go between in a dispute between a member and residency partner.

**Misc.**

Calls and emails with emerging artists.

Joined a committee to divine and define the roles of the two new board positions.

Recruited Isaac Scott to join the committee, and then resigned from the committee

Joined a committee to research blended conference models in order to make informed recommendations on how NCECA will serve membership safely during pandemic.

*Respectfully submitted by Simon Levin, Director at Large*  
*Please contact me at [Simon.Nceca@gmail.com](mailto:Simon.Nceca@gmail.com)*



**Tammy Lynn**  
**NCECA Conference Specialist/ Volunteer Manager**  
**Staff Report**  
**October 2019-June 2020**

**Exhibitions**

- Worked with Kelly Kerr and Jeff Vick on the compilation and organization of Richmond exhibitions.
- Created the exhibition listing for the website, program guide, and the smartphone app.
- Worked with Lew White on organization of tour and shuttle routes.

**Smartphone App**

- Worked closely with Candice to upload program and exhibition content for the smartphone app.

**Program Guide**

- worked with Josh, Dori, Candice, David, and Kate to proof content for the Program guide.

**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

**Volunteers**

- Created all volunteer positions
- Worked closely with Leslie Macklin, Lead Volunteer Coordinator and other volunteer coordinators to fill over 200 positions.
- Updated volunteer application, confirmation letters, and web page with Candice.

**Students**

- Tracked student letters and helped students register.
- Registered large student groups for universities.

**Registration Pre-Conference**

- Provided registration customer service via the telephone, email and text. Some social media as well!
- Hired a temporary Registration Staff
- With Jacqueline, I helped to train our temporary conference staff., laid out the registration floorplan, and looked forward to managing the registration staff at conference in Richmond.

**Post cancellation**

- Worked my way through the Five Stages of Grief as gracefully as possible.
- Processed conference refunds, donations and carry overs.
- Worked on and open to continuing to work on any special projects that Josh sends my way.

**Teamwork**

- Attended all staff meetings and conference calls
- Taking calls, sharing the office with Jacqueline. Meet with Candice regularly to work together.
- Worked with Josh, Brett, Kelly, Jeff, and Linda on collector's tour
- Worked closely with Helen to solve problems in reconciliation.

**Outside of NCECA**

- Completed the build of a home studio!
- I am active with the Boulder County Arts Alliance (BCAA)
- I completed a second term as President of Boulder Potters Guild. Spent countless hours rewriting our policy manual and updating our bylaws (we are a 50-year-old organization started by students of Betty Woodman). Ready to take a break from being a board member of any organization but that probably won't last long. I serve on multiple committees.
- Work **very** part-time at the Boulder Arts and Crafts Gallery.

*Respectfully Submitted by Tammy Lynn, Conference specialist, July 4, 2020  
Contact me at [Tammy@nceca.net](mailto:Tammy@nceca.net)*

**Lisa Merida-Paytes, OSCL, (On Site Co Liaison),  
Cincinnati Conference,  
NCECA Board Report,  
April 2020 - June 2020**

- Continued to contact, organize and connect advertisement / sponsorship opportunities for Cincinnati Conference 2021; Taft Museum, Sherrie Gallery, Clay Alliance, Rookwood, Ohio Craft Museum
- Participated in Full Board Meetings
- Participated in Spring Board Meeting
- Worked with Co-Liaison, Josh, Rhonda and Designer reviewing / editing Cincinnati logo
- Worked with Co-Liaison and Cincinnati Team reviewing / editing Cincinnati Gallery letter
- Worked on connecting and involving collectors in surrounding cities in showcasing important works during Conference

*Respectfully submitted by Lisa Merida-Paytes, OSCL*

*Please contact me at [lisanceca2021@gmail.com](mailto:lisanceca2021@gmail.com)*

**Dori Nielson, NCECA Conference Manager**  
**Staff Report**  
**October 2019 – June 2020**

- Made suggestions on 2021 programming placement in Duke Energy Convention Center. Uploaded for Mary and Josh.
- Sent a newly created Force Majeure addendum created by our attorney to 2021 and 2022 hotels and convention centers including hotels contracted for upcoming board meetings. All rejected signing and returning except for one hotel stating their policy is what they will agree.
- Communicated to those who submitted packet inserts regarding placement on our web site. Shared information with Tammy for those requesting refunds or moving funds to 2021. Followed up with those placing ads.
- Sent conference requirements to Miami for 2025 or 2026 and had communication with their CVB. They have turned us down stating we could reach out to them 18 months prior to a conference.
- Took some personal time to volunteer by helping out with distribution of food.
- Participated in Higher Logic demonstration.
- Verified all 2020 presenter agreements have been uploaded to shared drive.
- Followed up with Greater Richmond Convention Center and all contracted hotels (8) regarding cancellation penalties. The Center will not enforce the cancellation penalty but retained the deposit. The hotels are either not enforcing cancellation penalties or will not enforce penalties for signing 2024 agreements.
- Sent proposal negotiations to Richmond hotels for 2024. Currently, I am waiting for agreements.
- Participated in staff meetings.
- Reviewed agreements from three new hotels for Cincinnati and have asked that they consider providing courtesy blocks which provides us with no penalties and a guaranteed rate for attendees.
- Cleaned out 2018-2020 files and prepared for storage.
- Prepared 2021 conference budget.
- Reviewed proposed space at the convention center for 2023. Assigned programming and requested edits to the space.
- Compiled Cincinnati hotel and convention center cancellation data and provided to Josh to pass on to the Board.
- Worked with the warehouse in Charlotte for return of our conference supplies/materials to Pittsburgh.
- Negotiating 2024 agreements for Richmond.

Respectfully Submitted, Dori Nielsen, Conference Manager  
Contact me at [Dori@nceca.net](mailto:Dori@nceca.net)

**Peter Pinnell, President-Elect 2019-2020, President 2020-2022**  
**NCECA Board Report**  
**May 1 - June 30, 2020**

Board activities:

- From early in April until early August, the business of NCECA demanded full-time attention from everyone in a leadership position.
- In the aftermath of the cancellation of the conference in Richmond in March, the full board began meeting on a weekly basis, which we did up through early August. In addition to the full board meeting, the presidential circle met one or more times every week.
- Worked closely with members of the NCECA leadership to develop the agenda for each meeting, then create an action plan for items discussed and assign ad hoc committees where needed.
- Chaired each meeting, ensuring that minutes were kept and all proceedings were held in accordance with Robert's Rules.
- The board strategized how to best deliver the programming we had (leftover) from the Richmond conference and helped decide what programming to carry forward to the next conference and what programming we could bring forward sooner, in order to better engage with our members during the time between conferences.
- Met with the finance committee, NCECA investment counselors and members of the NCECA staff to plan a new budget and plan to ensure that NCECA would move forward in an orderly financial sense. This included both looking at our expenses, any potential financial obligations from our conference cancellation, and decisions about how to best invest NCECA's savings.
- Worked with an outside institution to plan for an NCECA permanent archive. This plan was finalized but put on hiatus during the summer when the institution had to suspend any new projects while dealing with revenue losses due to the epidemic.
- Thoroughly researched platforms for hosting either a virtual or hybrid national conference and made this research available to the board.
- In early June, NCECA became embroiled in a controversy regarding a social media post. This event uncovered long-standing feelings among some members that NCECA was not as diverse or inclusive as it should be. In the aftermath of this event, all of the members of the board worked to build a more diverse, inclusive board and make a long-term commitment to improving NCECA in this regard. This work became a major focus of the board through June and July.
- Worked with the board leadership to create an agenda for the annual 3-day spring board meeting, which was held June 15-18 (via Zoom). Passed a new budget and began planning for the spring, 2020 conference.
- Worked with members of the board in the decision to create two new board positions, with the purpose of making the membership of the board more diverse and inclusive.
- Began working with board members on a plan to upgrade NCECA's communications.

Respectfully submitted by Peter Pinnell, NCECA Board President 2020-2022

Please contact me at [pete.nceca@gmail.com](mailto:pete.nceca@gmail.com)

**Lauren Sandler, Director at Large**  
**NCECA Board Report,**  
**April 2020 – July 2020**

Member of Communications Director Search Committee

- Update the position description of the Communications Director, a volunteer board position
- Finalize job description of Social Media Specialist, a new part time staff position to work with the Communications Director.
- Recommend names and reached out to potential candidates for Social Media Specialist position.

Member of New Board Member Committee

- Research, develop, and institute two new voting board positions to guide policy, equity, governance, collaboration and engagement. These positions will be filled by BIPOC individuals and will play critical roles related to decision-making and resource allocation.

Member of Operating Model Task Force

- The New Operating Models Task Force is charged with leading discussions and brainstorming potential new opportunities for NCECA. This process includes considering the desired outcomes, qualities, and opportunities for NCECA as they relate to the organization's mission and vision. The review of current operating models and potential future models was necessitated by the cancellation of the 2020 in-person conference due to the COVID19 pandemic.

Social Media

- Worked with Raheleh Filsoofi to create a series of social media posts around the NCECA Panel, Strategies for Bridging Identity and Politics in Clay Communities
- Ongoing conversations with individuals interested in creating and sharing content to NCECA's social media
- Engaged in ongoing discussions and meetings to address NCECA's social media plan
- Edited written content for social media

*Respectfully submitted by Lauren Sandler, Director at Large*  
*Please contact me at [laurensandler.nceca@gmail.com](mailto:laurensandler.nceca@gmail.com)*

**Nancy M. Servis, On-Site Conference Liaison Sacramento – 2022  
NCECA Board Report  
April 2020 - June 2020**

**COMMITTEE STRUCTURE:**

To date the Sacramento Planning Committee is comprised of 20 members. Most committee members are in Sacramento with some representing nearby regions. The committee members are: Ashwini Bhat, Ianna Frisby, Anthony Maki Gill, Ray Gonzales, William Ishmael, Josie Jurczenia, Marc Lancet, Forrest Middleton, Rodney Mott, Scott Parady, Rick Parsons, Deborah Pittman, Lisa Reinertson, Scott Shields, Nancy Servis, Kala Stein, Yoshio Taylor (Joining January 2021) Ken Underwood, Sharon Virtue, Shelly Willis, and Arian Young. Additional members may be added periodically. This very active committee is forming into subcommittees that include: Venues, Education, Marketing and PR, Fundraising and Development, Pre and Post Conference Events. All the subcommittees will be giving reports at the next meeting scheduled for August 5<sup>th</sup> via Zoom. The planning committee is effectively using the BASECAMP 3 platform as we are all located in different areas of Northern California.

**CONFERENCE THEME:**

After weeks of brainstorming and discussion, the committee recommended the conference theme of “Fertile Ground” to the NCECA board. This theme concept was approved by a vote of the board. As was mentioned during the time of the theme presentation, the theme can/may be further enhanced with an aspiration idea. For example: “Fertile Ground/Future Vision”.

**CONFERENCE SPEAKERS/CURATORS:**

Nancy, along with other members of the NCECA Staff and Board have been listing possible participants for Keynote Speaker, Closing Lecture, Randal Session and other Special Program participants. Two highly regarded people have been identified as possible NCECA Annual curators.

**CONFERENCE EXHIBITIONS:**

Brett Binford attended our May 14<sup>th</sup> committee meeting specifically to discuss the various types of exhibitions the conference supports: NCECA Annual. Student National Juried Exhibition, Concurrent Exhibitions, Venue Generated Exhibitions and the Multi-Cultural Exhibitions. The two anchor venues are: The Crocker Art Museum for the NCECA Annual and California State University, Sacramento (Sac State) – Library Gallery for the Student Annual. There has also been a lot of discussion about alternative (outdoor) venues. An interesting concept that might be very possible with the new renovated Sacramento Convention Center is to project digital exhibitions on the exterior wall.

**ACTIVITY SUMMARY:**

- The Venue Subcommittee (Sacramento Proper) has been very active working with the Sacramento Metropolitan Arts Commission. William Ishmael is a former member of the commission which has been helpful in making direct contact with decision makers. Shelly Willis is the former Director of Art in Public Places and knows how to advance art projects and events throughout the city. Needless to say that people throughout the City of Sacramento are VERY excited about NCECA coming to town.

- Kala Stein who in the Director of the Ceramics Program and the dynamic Sonoma Community Center is actively working with an enthusiastic committee to create a pre-conference wine/ceramics tour. They, too, are very excited about this wonderful opportunity.
- Ray Gonzales has been in direct dialogue with the Gladding, McBean Plant Manager (Lincoln) in the hope of creating a tour of the historic facility and possible exhibition in their bee hive kilns which has been done before under the jurisdiction of another art organization.

**For the Good of the Board:** I have been invited to speak on the History of Northern California Ceramics by two entities: Greenwich House Pottery 7/27 and The Palo Alto Art Center 7/9 (over 50 registered participants). I am also anticipating the publication in the magazine, *Ceramics: Art and Perception* of my review on the exhibition, *Spontaneous Response: The Innovative Ceramics of Don Reitz*.

Respectfully submitted, Nancy M. Servis, OSCL  
Please contact me at [Nancy.nceca@gmail.com](mailto:Nancy.nceca@gmail.com)



**Zach Tate, Director at Large**  
**NCECA Board Report**  
**April 2020 - June 2020**

**General:**

- Have been working with our membership on the fallout from the conference cancellation.
- Have been present for bi weekly NCECA Zoom Board meetings.
- Attended quarterly board meeting which was held via Zoom (missed half of the meetings due to personal and family health concerns)
- Have been talking with and working to identify BIPOC members in the ceramics community who would be willing or interested in taking on leadership roles in NCECA (board membership). I have spoken to several current NCECA members about the perception of the organization and have asked if they would be willing to give their accounts as to what, why, and how NCECA can work towards reckoning these issues (whether perceived or actual).
- Have been working with Julia Galloway and the Green Task Force on a path forward for their work. The GTF's agenda was slightly pushed back due to the social media issues that NCECA went through in early June. The task force has been working on programing and systemic ideals that NCECA and its membership can look to adopt as better practices as studio artists and educators. The Green Task Force understands the current pollical climate and sees the work it is doing as part of the fight as climate change, and affordability in the field are all issues that affect BIPOC individuals at an alarming rate. The Green Task Force is committed to creating content that will be relevant and helpful to our membership, not just at conference, but year round.

*Respectfully submitted Zach Tate, Director at Large*  
*Please contact me at [zach.nceca@gmail.com](mailto:zach.nceca@gmail.com)*

**Kate Vorhaus, Projects Manager**  
**Staff Report**  
**October 2019 – June 2020**

1. **Proofreader** – 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** – To work with Josh and Helen on 2022 Sacramento grant; Federal Domestic Assistance/ Short Organizational Form due July 9, 2020. Grant materials to NEA July 14-21, 2020. Final report for 2020 Minneapolis grant by Monday, Sept 28, 2020. Need to request 2020 Richmond funds. Awarded \$35,000 for 2021 Cincinnati.
3. **Website** – Work with Candice on content; 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, and forward content for posting to Candice and Sabrina. Recently received training from Candice on simple website updates. Previously used for call forms management so have a feel for how the webpages work.
  - **CaFE** – CallForEntry – use for exhibition calls; Annual and Juried Student Exhibition (NJSE) post prospectus, build forms, monitor entries, and manage jurying.
  - **CrowdCompass** – use to provide content for conference app.
  - **Dropbox** – use to access components for multiple projects.
  - **Google Drive** – use to edit collaboratively with Board and Staff.
  - **Ring Central** – phone system
5. **2020 Resource Hall** – 2020 133.5 booth/74 companies and 116 tables/116 orgs. Processed refunds, carry overs, and donations for all exhibitor fees paid in 2020. Assisted by Allyson Hoffelmeyer to answer exhibitor questions and register reps for 2020. COMPARISONS - (2019 139.5 booths/75 companies and 113 tables/113 orgs - 12 unused) (2018 - 133 booths/78 companies and 122 tables/121 orgs, 2017 - 125.5 booths/70 companies and 110 tables/110 orgs; 2016 - 139.5 booths/88 companies and 120 tables/120 orgs.)
6. **2021 Resource Hall** on hold pending onsite/hybrid/virtual decision. Will train Allyson on the details of the packet, processes, and how she can be more involved with planning with exhibitors.
7. **2020 Annual** – *The Burdens of History* curated by Anna Walker, to be hosted by Richmond Visual Arts Center and Glave Kocen Gallery, dates varied by venue. The six **invited artists** Jennifer Ling Datchuk, Woody de Othello, Nicki Green, Raven Halfmoon, Isaac Logsdon, and Elizabeth M Webb works to be shown at the **Visual Arts Center of Richmond**. Exhibition dates extended to August 28, 2020. Will process shipping/transport reimbursement. **Juried artists'** works were installed at the **Glave Kocen Gallery** but unable to be realized due to COVID-19. All work has been returned to artists, shipping/transport reimbursements have been processed, and catalogues have been mailed.
8. **2021 Annual** – *Social Recession* to be curated by Shannon Rae Stratton. Invited artists not yet selected. Call to open in CaFE mid-July - deadline September 2, 2020. Prospectus updated with Josh. I will create the entry form in CaFE, will have the NCECA web page

updated, will be providing support to applicants, monitoring entries, payments, and Membership status, will provide support to Shannon Rae Stratton for review and selection of juried artists.

9. **2020 NSJE** – at artspace. Exhibition was being set when COVID-19 hit, was schedule to close April 20, 2020, extended as an online version until June 10, 2020 (an addendum was sent to the artists) Dana Frostick and several others at artspace created a video to post online, made works available in the artspace online store, and we tracked what works had arrived and what works were for sale. Requested shipping /transport reimbursements have been processed and catalogues have been mailed. Awards (1 Purchase and 13 Merit) were selected virtually and have been processed; checks/ letters have been sent to the artists and sponsors. Five pieces sold - \$208.75 commission, checks/letters have been sent to artists and purchasers. Worked w/ Brett, SDALs, and jurors; Virginia Scotchie and Salvador Jiménez-Flores on the adjudication and with Candice and Josh on the catalogue and other exhibition documentation.
10. **2021 NJSE** –To be held at DAAP Galleries & Museum Studies, College of Design, Architecture, Art, and Planning at the University of Cincinnati January 24 – March 20, 2021. Form to be built in CaFE and prospectus to be posted on the NCECA website. Deadline October 7, 2020. Will provide support to applicants, monitor entries, payments, and Membership status. Will assist SDALs and jurors, Jessika Edgar and Malcolm Mobutu Smith with the review /selection process and acceptance documents.
11. **2020/2021 Concurrent and Venue Originated Exhibitions** – no new 2021 Concurrent Exhibition proposal accepted, carried over 2020 CEs to 2021. Tammy to create the Master Exhibitions file in Google Docs and work with Marsha and Lisa on 2020 CE and 2021 Venue Originated Exhibitions listings. 2021 VOE deadline August 31, 2020. Tech support for applicants and review committee.
12. **2020/2021 Emerging Artists – 2020 Emerging Artists** presentations and exhibition cancelled due to conference cancellation – artists to be carried over to 2021 with presentations and exhibitions (2020 EA artists may take the 8<sup>th</sup> Gallery Expo booth) **2021 Emerging Artists** changed from an award to a Fellowship, MS form to open late July – early August, deadline October 14, 2020. Letters of Recommendation to be sent to [recommendations@nceca.net](mailto:recommendations@nceca.net) (new). Will work with Josh and Simon Levin for prospectus and adjudication.
13. **2020/2021 Multicultural Fellowships – 2020 fellows** unable to attend due to COVID-19 conference cancellation, have offered for them to attend /participate in 2021. Working on financial reconciliation of \$425 1<sup>st</sup> payment paid in January 2020. Funds to be carried to 2021. **COMPARISONS** – 2020 – 20 selected from 28 applicats, and aone 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). **2021 MC Fellowships** - MS form to open late July – early August, deadline October 14, 2020. Letters of Recommendation to be sent to [recommendations@nceca.net](mailto:recommendations@nceca.net) (new). Will work with Josh and Board Steward, Merrie Wright on prospectus and adjudication.
14. **2020 Regina Brown Undergraduate Student Fellowship** –unable to realize projects due to COVID-19 restriction, have carried over to completion in 2021. **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.)
15. **2021 Regina Brown Undergraduate Student Fellowship** - MS form to open late July – early August, deadline October 14, 2020. Letters of Recommendation to be sent to [recommendations@nceca.net](mailto:recommendations@nceca.net) (new). Will work with Josh and Board Steward, Merrie Wright on prospectus and adjudication. Will provide technical assistance to applicants and review committee.
16. **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).
17. **2021 Graduate fellows** - MS form to open late July – early August, deadline October 14, 2020. Letters of Recommendation to be sent to [recommendations@nceca.net](mailto:recommendations@nceca.net) (new). Will work with Josh and Board Steward, Merrie Wright on prospectus and adjudication. Will provide technical assistance to applicants and review committee.
  18. **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.
  19. **2021 INTL Residencies** - 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.
  20. **2020/2021 Gallery Expo** – 2020 galleries - 7 carried to 2021. Processed refunds, carry overs, and donations due to conference cancellation. No call for new galleries. 2020 Emerging Artists may take the 8<sup>th</sup> booth. Provide support for Lauren and participants.
  21. **2020/2021 Programming calls** – 2020 presenters carried over to 2021. Only opened 2021 calls for Lectures, Co-Lectures, Panels, and Discussion (11 proposals) and Clay Conversations (0 proposals). Updated web pages, built forms in MS, tested forms, support for applicants. Worked with Mary on the reporting, export of data, and spreadsheet prep in Google Sheets for the Board. Call closed May 27, 2020.
  22. **2020/2021 Projects Space and Demonstrating Artists** –2020 presenters carried over to 2021. No call for 2021.
  23. **2021 Awards/Board Nominations** – MS forms to open late July – early August, deadline October 14, 2020. 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 applicants and Nominations Committee

Respectfully submitted by Kate Vorhaus, Projects Manager  
Please contact me at [kate@nceca.net](mailto:kate@nceca.net)

**Eliza Weber, Student Director at Large**  
**NCECA Board Report**  
**April 2020 - June 2020**

- Attended weekly board meetings in May and June
- Attended spring board meetings mid-June
- Created and gathered surveys from mentors and students on Virtual Student Critiques
- Discussions with Michelle about SDAL projects
- Built NJSE Instagram posts with Michelle
- Worked with committee to begin organizing YouTube Playlists
- Joined Communications Committee, in search for new board members, positions

*Respectfully submitted by Eliza Weber, Student Director at Large*  
*Please contact me at [eliza.nceca@gmail.com](mailto:eliza.nceca@gmail.com)*

**Rhonda Willers, Special Advisor To The Board**  
**NCECA Board Report**  
**April 2020 - June 2020**

**Spring Board Meeting - June 2020**

- Assisted in building the agenda for the spring board meeting.
- Participated in discussions and led some discussions during the board meeting.

**New Operating Models Task Force**

The New Operating Models Task Force is charged with leading discussions and brainstorming potential new opportunities for NCECA. This process includes considering the desired outcomes, qualities, and opportunities for NCECA as they relate to the organization's mission and vision. Envisioning and eventually implementing new practices will be the work of the NCECA board and staff. The review of current operating models and potential future models was necessitated by the cancellation of the 2020 in-person conference due to the COVID19 pandemic.

- Chair of this task force
- Worked with task force to create brainstorming process for full board during June board meetings.
- Will continue to plan future task force meetings to organize ideas that came from the full board brainstorming session.

*Strategic Plan: Goals 1, 2, 4, 7*

**Fund-Raising Task Force**

- Participated in fund-raising task force meetings.

*Strategic Plan: Goal 7*

**Annual Members Meeting Task Force**

- Participating in the planning of the annual members meeting which will be held virtually this year due to the COVID-19 pandemic.
- The date for the annual members meeting is October 4, 2020.
- Working with committee to develop the agenda and technical planning to hold this meeting.

**Finance Committee**

- Quarterly Reviews
- Met with finance committee and Morgan Stanley investment advisors
- Discussing financial plans moving forward after conference cancellation.

**Communications Support Transition**

- Active participant and leader in the transition time of NCECA communications.
- Worked with board members and NCECA staff to create an interim social media schedule until a new Communications Director joins the board.
- Edited language for posting on Instagram, Facebook, and the NCECA blog.
- Communicated with the board regarding upcoming communications plans.

**Sacramento 2022**

- Assisting in preparations for NEA grant proposal for the 2022 conference and exhibition programming.
- Brainstorming participant surrounding conference themes.

**Board Recruitment**

- Transitioned this duty to new Steward of the Board, Merrie Wright.
- Followed up on remaining emails and phone calls with potential future board members that had begun pre-COVID-19

**Passed Masters Program**

- Maintaining a 2021 Passed Masters list with potential presenters listed.

*Strategic Plan: Goal 4*

**For the good of the board:**

In the July / August issue of *Pottery Making Illustrated*, I had two articles published: one focused on creating a custom work table and a second on creating a large basin form on a hand built bisque mold to serve a robust salad in. I am continuing to contribute articles to *PMI* in the coming months. I have also recently agreed to participate in a regionally produced exhibition surrounding themes of gardening.

*Respectfully submitted by Rhonda Willers, Special Advisor to the Board*  
Contact me at [Rhonda@nceca.net](mailto:Rhonda@nceca.net)

**Merrie Wright, Steward of the Board**  
**NCECA Board Report**  
**April 2020 - June 2020**

**Regularly Scheduled Executive Committee and Board Meetings**

- Participated in all scheduled Presidential Circle, Executive Committee and Full Board Meetings
- Participated in the Spring Board Meeting

**On-going Board Service**

- Fundraising & Development Task Force: Met several times during the report period; continued developing short and long term fundraising and development goals and strategies; added Jeannie Hulen as a member to the task force as a Presidential Appointment for Development.
- Finance & Budget Committee: Participated in a budget overview meeting and call with Morgan Stanley representatives to review investments.
- Multicultural Fellows: worked to move 2020 Multicultural Fellow programming to 2021; reviewed the applications for the Multicultural Fellowship scholarship awards for the Anderson Ranch Art Center summer series; provided scholarship award recommendations.
- Assisted with gathering materials for short videos celebrating 2020 Honors and Awards recipients.
- Participated in meetings to research archival storage options for hard and digital materials.
- Participated in several meetings related to online content delivery; calls with several different platforms and service vendors.
- Participating in reviewing/editing various NCECA communications.
- Communication with several prospective future board members; inquired as to interest in NCECA board service.

**For the Good of the Board**

- Participated in the 92Y *Online Ceramic Education: A Conversation*, which was organized in partnership with NCECA.

Respectfully submitted by Merrie Wright, Steward of the Board  
Please contact me at [boardsteward@nceca.net](mailto:boardsteward@nceca.net)



**Chanda Zea, Programs Director mentee**  
**NCECA Board Report April – June 2020**

*It is a pleasure to work with my fellow board members to try and make our organization the best it can possibly be, inclusive and welcoming to all. This has been an interesting time to once again serve on the NCECA Board of Directors.*

**March** – attended weekly executive committee & board meetings, participated in the difficult decision to cancel the 2020 Conference in Richmond, VA.

**April** – attended weekly board meetings to deal with ramifications of cancelling our annual conference and try to envision how NCECA can support our members during a pandemic, and what the 2021 conference will look like.

**May** – attended two board meetings.

- Joined & participated in the New Operating Models Task Force

**June** – attended two board meetings, Finance committee meeting, executive committee and our two-day spring board meeting via Zoom.

- Continued work with the New Operating Models Task Force
- Joined the Annual Members Meeting Planning committee
- Joined the Communications Director ad hoc search committee

*Respectfully submitted by Chanda Zea, Programs Director mentee*

*Please contact me at [chandazea@gmail.com](mailto:chandazea@gmail.com)*