

Helen Anderson, Finance & Accounting Manager
Board & Staff Report
June 1, 2022 – October 1, 2022.

- Served as member of Budget Committee along with Executive Director, Finance Committee and Project Managers. Assisted in creating, revising, and proposing 2023 Budget with both conservative and more optimistic revenue versions. Final 2023 Budget approved during full board meeting in June 2022.
- Served as member of Finance Committee. Met on monthly and/or quarterly basis with committee to discuss Morgan Stanley Portfolio performance (with Catherine Coleman and Caroline Gates from Morgan Stanley) as well as reviewing NCECA Financial Statements. Please see attached copy of Morgan Stanley Portfolio Reports dated 9-30-2022.
- Input, processed, reviewed, and reconciled NCECA accounting data daily. Published and distributed NCECA Financial Statements quarterly to Finance Committee and during board meetings to Staff and Board. Please see attached NCECA Financial Statements dated 9-30-2022.
- Worked with external Auditors from Tandem CPAs, Kristin Flewelling and Mariah Moore, to assist with annual Audit of NCECA accounting data. Please see attached DRAFT copy of NCECA's Audited Financial Statements dated 6-30-2022. The 990 will be sent separately for review. Please review both so we can file the annual 990.
- Prepared, reviewed with Josh Green, and submitted required financial reports for current and future NEA grants.
- Input, reviewed and processed payroll and benefits each pay period.
- Continually monitor cash balances to ensure funds are transferred and invested in a timely manner to NCECA's Morgan Stanley operating account and investment portfolio.
- Reviewed and renewed insurance policies including Liability, D&O (Directors and Officers) and Long Term Disability insurance. Reviewing options for Showstopper/Conference Cancellation Insurance. Difficulty locating policy that offers "Pandemic Coverage".
- Obtaining health insurance quotes for 2023 employee health and dental insurance renewals.
- Worked with staff and credit card processor (Stripe) to establish commerce option for recurring donations and other purchases on new Square Space website.
- Worked with credit card processor and Control Scan to ensure NCECA is PCI compliant.
- Worked with board and staff members to determine pricing structure for 2023 Conference.

Respectfully Submitted by Helen Anderson, Finance & Accounting Manager
Please contact me at helen@nceca.net

PJ Anderson, Director at Large
Board Report
June 1, 2022 – October 1, 2022

2022 through the year:

Attended monthly board meetings, C&E, Programming committee, Multicultural fellowship committee, fellowship committee

- Member of the Collaboration and Engagement committee.
 - Researching and connecting with organizations that fall within the C&E mission statement.
 - Researching mentorships, educational resources, arm's length inter community collaborations and outreach.
 - Worked on NCECA DEI
- Served on the Programming Call committee.
 - Focus on redesigning the call to foster inclusion and remove barriers.
 - Making the process more applicant friendly.
- Joined the Multicultural Fellowship Committee.
 - Awards committee
 - Planning of MF events.
- Continued with the Programming Committee for the 2023 Conference.
 - Reviewing applications for inclusion.
- Expo 2023 planning.
 - Reviewing applications for inclusion.
 - Planning for Expo related content.
- Joined Alex H. on the Fellowship Committee.
- Attended June 2022 Cincinnati, OH board meeting.
- Served and attended the 2022 online Members meeting.
- Will be Attending the 2024 preparatory board meeting.

Respectfully Submitted by PJ Anderson, Director at Large
Please contact me at pj.nceca@gmail.com

Brett Binford, Exhibitions Director
Board report
June 1, 2022 - October 1, 2022

2023/24 Annual Exhibition:

- Observed correspondence with curator, venue, Executive Director and staff for '23

2023 Concurrent Exhibitions

- Answered questions for venues and artists
- Answered onsite questions
- Observed staff correspondence with some participating artists

2023 NSJE

- Observed SDAL and staff correspondences

2022/23 MCFE

- Observed correspondences for jurors, venue.

Misc.

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

For the Good of the board:

- Acting PADA (Portland Art Dealers Association) Board President, interim director
- ORVAA- Oregon Visual Art Alliance- interim director
- Continuing after-school programming for Sun Community Schools, RCI and SEI, expanded programming to 7 locations serving 98 underprivileged children per week.
- Artist Coordinator for LH project-mapping 2022 Korean artist cultural exchange- oversaw 14 artists' travel to the states
- Board member for Township 10 residency
- Fundraising for Cascade Aids Project

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

Michelle Castro, Director at Large
Board Report
June 1, 2022 - October 1, 2022

- Emerging Artists
 - Working with Simon Levin
 - Emails, phone calls, and Zoom meetings to discuss moving forward in 2022-2023
- International Residencies
 - Evaluating costs and travel after the pandemic
 - Researching International Residencies
 - Cost, procedures, expectations
- Collaboration & Engagement DEI
 - Meetings and discussion
 - Zoom meetings
 - Expanding on ideas side meeting
 - Discussing mentorship for Multicultural fellowship
 - Create a mentorship contact list
 - What can/does mentorship look like for the future
 - How can we expand
- Conference Programming
 - Assessment of proposals

Respectfully submitted by Michelle Castro, Director at Large
Contact me on michelle.nceca@gmail.com

**Adam Chau, Presidential Appointee, Exhibitions
Board Report.
June 1, 2022 – October 1, 2022**

1. Convened with On-site Liaisons for concurrent exhibitions, following up with Pam Kravetz about additional programming at the Sign Museum
2. Met with a number of venues to discuss the possibility of their hosting the NCECA Annual Exhibition.
4. Identified Kilolo Lucket as 2024 Annual Curator.
5. 2025 curator for the Annual has been confirmed.
6. Identified members for the K-12 Exhibition Task Force. Shoji Satake and another board member will represent NCECA on the task force. Adam Chao and Marko Biddle will Co-lead

For the good of the Board: I went to the Archie Bray Foundation for three weeks in August for a residency, where I met the new director, Rebecca Harvey. I have also solidified the roster for a new exhibition at Baltimore Clayworks that centers around AAPI artists - exhibition opens January 2023 and I have been working with Interim Executive Director, Matt Hyleck.

*Respectfully submitted by Adam Chau, Presidential Appointee, Exhibitions
Please contact me at adam.nceca@gmail.com*

**Calcagno Cullen, On-site Conference co-liaison for 2023
Board Report
June 1, 2022 - October 1, 2022**

Full Board Meetings & General Board Work

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

2023 Conference Planning

- Cincinnati Planning Committee and Sub-committees
 - Continued to have follow up emails and meetings with subcommittees as needed to make progress on Cincinnati planning
 - Worked to find Bus and Demo Volunteer Coordinator positions, no luck yet but will continue to talk with potential candidates
 - Continued to attend bi-weekly meetings with Pam, Tammy, and Josh to continue planning and solidifying the conference.
 - Sketched out collector's tour and starting to contact folks to be engaged as hosts and guides for that tour
 - Began planning for Randall Session
 - Juried exhibitions with CE and VOE juries
 - Placed over 90 exhibitions in venues across the city with Exhibitions committee
 - Assisted with the start of Windows of NCECA, a downtown ceramics window display initiative

*Respectfully submitted by Calcagno Cullen, On Site Conference Liaison, Cincinnati.
Contact me on cal.nceca@gmail.com*

Edith Garcia, Managing Director of Communications
NCECA Staff Report
May 24, 2022 - October 1, 2022

General

Administrative Duties associated with the Managing Director of Communications position
Strategic long-term planning and implementation of marketing that reflects NCECA brand values
Development/Implementation of long-term strategies for diversified programming, marketing, and representation of membership, and global communities, across NCECA's Media Platforms

Communications

Communications Strategies in collaboration with the Executive Director, Social Media Curator, and Board of Directors

Branding, Marketing, and release of the 2022 NCECA Cultivating Community online event
Strategic Communications, Branding, and Marketing for the 2023 Conference Current
Collaborated in the development of 2023 Sponsorship Packets and NCECA Video Reel

2022 Cultivating Community (<https://nceca.net/2022-cultivating-community>)

- Work collaboratively with NCECA's video editor in the creation of 2022 video content to be edited and branded for release during the 2022 Cultivating Community event
- Work collaboratively with Social Media Curator for the creation of a cohesive 2022 Cultivating Community branded marketing presence across all social media platforms

NCECA Website | nceca.net

- Design, Development, and Implementation of NCECA's new website
- Researched providers, created content, and soft-launched new website
- The continuous migration of content to a new website from the previous website
- Archiving is in progress of the previous website
- Implementation of pilot initiative for on-demand video subscription
- Growth Analysis of Audience on NCECA Instagram, Facebook, YouTube, and Twitter
Social media accounts: (For detailed breakdown refer to Social Media Curator Report)
Instagram | Oct 2022: 45.5k | (May 2022: 45.1k) | (March 2022: 43k)
YouTube | Oct 2022: 6.5k | May 2022: 6.27k | (March 2022: 6.09k)
Facebook | Oct 2022: 18, 584k | May 2022: 17,675k | (March 2022: 17,499)
Twitter | Oct 2022: 5,258k | May 2022: 5,250k | (March 2022: 5,244k)

2023 Conference, Current, Cincinnati, Ohio

- Work collaboratively with NCECA's Designer, Executive Director, and Motion Graphic artists to develop and implement branding for the 2023 Conference across all platforms
- Initial development of planning for NCECA 2023 Conference App

Ongoing - discussions in the development of new Strategic Planning

Ongoing - discussions in the development of fundraising initiatives

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

Josh Green, Executive Director
Staff Report
June 1, 2022 - October 2022

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

Worked with Helen Anderson, Treasurer Rick Rogers, and Kris Flewelling of Tandem CPAs of matters related to year-end audit.

Corresponded with the above on organizational needs and drafted new gift acceptance policies for board consideration.

Worked with Helen, Rick and NCECA's investment advisors to project cash flow needs and determine ways to manage them.

Worked with Rick and Helen to refine financial reporting presented during NCECA's October Members Meeting.

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

Completed reporting requirements to secure the financial award associated with NCECA's 2022 grant from the National Endowment for the Arts.

Corresponded with NCECA's attorney about various emergent legal issues.

Worked on emergent bylaws language changes with NCECA President and Secretary.

Weekly meetings with NCECA President, Board Steward and others

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.

Continuing participation in bi-weekly conferences with 2023 Onsite Conference Liaisons Pam Kravetz and Cal Cullen with Tammy Lynn regarding exhibition siting, bus tour planning, board meeting related community engagement, and other concerns. Recently, these meetings have been enriched through the presence of candidates considering roles as future onsite conference liaisons. Their participation in these meetings is evolving as a form of organic orientation to this complex role.

Regular meetings with Managing Director of Marketing and Communications Edith Garcia on development of a new website.

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

Facilitated bi-weekly meetings with staff members

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

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

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

Met with potential development consultants.

Visited with Member organizations in New York State

Represented NCECA at meetings of the International Academy of Ceramics in Geneva Switzerland. Met with representatives of various countries to promote NCECA. Participated in formal and informal meetings about IAC governance, purpose, and mission.

Developed a draft memorandum of understanding designed to help extend understanding of NCECA and foster meaningful collaborations in China.

Planning for Future Conferences, Programming, and Agreements

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

Worked with 2024 Onsite Conference Liaisons on branding, theme, support language and other concerns.

Participated in meetings convened with potential 2024 exhibition host venues and other venues who are interested in collaboration with NCECA.

Reviewed and revised curator and juror agreements

Worked with Chanda Zea, Allyson Hoffelmeyer, Kate Vorhaus, Edith Garcia, and Rhonda Willers, MeLisa Zackery on refinement of conference schedule and agreement revision needs.

Collaborated with Kate Vorhaus on updates of prospectus for 2023 exhibitions.

Worked with David William, Tammy Lynn, MeLisa Zackery, and Edith Garcia to develop and refine sponsorship offerings for Cincinnati conference.

Reviewed and advised on various video editing projects with Chuck Masi and Edith Garcia.

Met with Past President Pete Pinnell and President Rhonda Willers on digital archiving collaboration agreement.

Worked with staff to identify and refine agreements for new conference badge printing and app technology providers.

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

Jacqueline Hardy, Office & Registration Manager/Membership Coordinator
NCECA Staff Report
May 2022- October 2022

1. Accounting
 - a. Provided support to the Finance Manager with a successful year-end audit.
 - b. Provided membership and registration reports for year-end audit.
2. Fundraising and Development
 - a. Implemented the add-on feature to all membership and registration purchases.
 - b. Receive gift payments from JotForm and enter into MemberSuite
3. Conference Planning
 - a. Found and implemented a new badge printing system, American Trading System (ATS) b. Continue communications with ATS representative; Coordinate the set up for integration of MemberSuite and ATS
4. *MemberSuite* Online Registration
 - a. Maintained and monitored registration for the online 2022 Sacramento Remote Access vFairs
 - b. Created online event registration for the Members' Meeting and Cultivating Community.
 - c. Implemented registration pricing and details for the 2023 Cincinnati, OH conference.
 - d. Continue to manage deferred revenue of the Richmond 2020 conference registrations. e. 2023 Collector Tour registration management and communications.
5. Office and Online Store Administration and Operations
 - a. Upkeep of virtual and physical office daily operations.
 - b. Monitor and reconcile all account receivables.
 - c. Snail Mail retrieval and distributes to staff boxes at Office Evolutions Boulder office.
 - d. Continue to support Josh, Board and Staff with financial, registration and membership reports.
 - e. Oversee and manage User Portal and online store
 - f. Continue to mail out merchandise orders
 - g. Created Online Store Ad Sales items for the 2023 Journal, Program Guide, Conference App, Bag Insert, Conference Bag Sponsorship, and other sponsorships.
6. *MemberSuite* Database
 - a. Act as liaison between *MemberSuite* representatives and NCECA staff.
 - b. Continue to learn new ways to handle the AMS database and implement new efficient in-office procedures.
7. Membership
 - a. Serving as customer service representative on a daily basis for incoming calls and emails.
 - b. Coordinated and managed print Member Journal mailing to approximately 900 members who did not attend the 2022 Sacramento, CA conference.

- c. Current active members 3576 as of 10/16/2022. Other detailed reports can be requested.

Respectfully Submitted by Jacqueline Hardy, *Office & Registration Manager/Membership Coordinator*. Please contact me at Jacqueline@nceca.net

Alex Hibbitt, Secretary
NCECA Board report
June 1, 2022 – October 1, 2022

- Coordinated the 2022 virtual Members' Meeting preparation and organization, participated in the meeting and recorded the minutes. Meeting took place on September 25th 2022.
- Participated virtually in the Hybrid Executive Committee meeting June 21, 2022, and recorded the minutes.
- Participated virtually in the Hybrid Spring Board meeting, June 22 -24, 2022 and recorded the minutes.
- Participated and recorded the minutes for the Board Meetings August 23, 2022 and September 8, 2022,
- Participated in Finance Committee Meeting August 2, 2022 and recorded the minutes.
- Participated in Green Task Force meetings in role as GTF Board Liaison
- Met with NCECA president Rhonda Willers to prepare agendas and discuss topics and procedures for board meetings.
- Co-Chair of the ad hoc fellowship review committee working on 2 new fellowships and reviewing language to make fellowships more accessible.
- Collected and compiled Board and Staff reports.
- Worked on bylaws changes and formatting.
- Oversaw NCECA Board Voting during board meetings and in survey monkey.

Motions:

Wednesday June 22, 2022

The board approved the consent agenda. (Board reports March – June for board and October – June for staff), March 21st Business and open board meeting minutes and May 17th Board meeting minutes

The Board unanimously passed the **motion: To approve the 2022-2023 budget as presented on June 22, 2022.** (Moved by Pete, Seconded by Rick, 12 votes in favor)

Thursday June 23, 2022

The Board unanimously approved the **Motion: Establish A Youth Education Fellowship and empower the ad hoc Fellowship committee to finalize the call and application process.** (Moved by Alex, seconded by Jen, 13 votes in favor)

The Board unanimously approved the **Motion: Establish A Sustainability Fellowship and empower the ad hoc Fellowship committee to finalize the call and application process.** Moved by Alex, Seconded by Jen, 13 votes in favor)

The Board unanimously passed the **Motion: Continuation of the Helene Zucker Seeman Fellowships for 4 years or until the fund is depleted.** (Moved by Chanda, Seconded by Jen 11 in favor).

Friday June 24, 2022

The board unanimously passed the **Motion: To appoint Kate Lydon as a Presidential Appointee for one year (July 1, 2022-July 1, 2023) with projects of: 1) Leading and creating an Onsite Conference Liaison Guide, 2) Collaborating with Exhibitions Director and Exhibitions Director Mentee to create a proposal to potentially travel NCECA exhibition(s).** (Moved by Alex, Seconded by Jeff, 12 in favor.)

August 23, 2022

The board unanimously adopted the **motion: To approve the advancement of bylaws changes to article 9.3 in order to clarify the purpose and reconstitute the make-up of the executive committee of the NCECA Board of Directors. Additional bylaws language pertinent to individual board roles will be prepared for the September board meeting.** (Moved by Chanda, seconded by Simon, 12 votes in favor.)

September 8, 2022

The Board approved the August 23, 2022 minutes by unanimous consent.

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

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

- Participated in staff meetings
- Served as customer support on a daily basis for incoming calls and emails
- Assisted staff and board with various projects as needed
- Participated in continual trainings for Higher Logic integrated platforms
- Created, reviewed, and transmitted E-news June - October 2022
 - Updated and created new message templates
- Attended CMX Summit: Thrive conference
 - Participated in online sessions for community builders and managers
- Reviewed and provided feedback about new website build
- Proofread prospectus and tested application forms for 2023 Gallery Expo, NJSE, Annual, and Fellowships with staff
 - Continual technical support provided for these and other calls
- Attended the 2022 Members' Meeting
- Collaboration and Engagement Committee
 - Attended meetings June - September 2022
- NCECA Green Task Force
 - Attended meetings June - September 2022, including August retreat
- 2023 Annual Conference
 - Presentation Proposals and Programming
 - Monitored open proposal calls and provided assistance to applicants
 - Organized submitted proposals from the first round and assisted with preparation for board review
 - Transmitted accept and decline letters for first round of proposals
 - Reviewed presenter agreements and made updates with the Programming Team
 - Created tracking sheet for confirmed presenters
 - Continual maintenance of sheet and other programming information
 - Organized proposals submitted to the second round of calls and assisted with review process
 - Setup Google Form to collect recommendations for 2023 Past Masters Programming
 - Continual support for 2023 presenters
 - Continual monitoring and organizing submitted presenter materials
 - Attended meetings for conference app
 - Reviewed registration pricing options, policies, and questions with staff
 - Resource Hall - Coordinating with Kate Vorhaus
 - Reviewed and updated Resource Hall floor plans and Packet with Kate
 - Setup and transmitted exhibitor survey
 - Tracked new and returning exhibitors interested in 2023 participation

Respectfully submitted by Allyson Hoffelmeyer, Programs, Events & Engagement Specialist
Please contact me at allyson@nceca.net

MaPó Kinnord, Governance, Advocacy, and Policy Director
Board report
June 1, 2022 – October 1, 2022

Participation in scheduled board and committee Collaboration and Engagement Committee meetings.

(Exception of two of meetings: July C&E date and August Board meeting)

Attendance and participation: 2022 NCECA Cincinnati On site in events included site review and a series of board meetings addressing conference scheduling, various event elements, host support and logistics.

Attended /Participation Sept 25th, 2022, in Member's Meeting

Committee Developments Narrative - Collaborations & Engagement

The Committee includes me and Heidi McKenzie (as Co-Chairs of the Committee), Eliza Au, Gerald Brown, Michelle Castro, Lauren Sandler, Isaac Scott and Antra Sinha. See Heidi McKenzie meeting notes for details.

Participated in the NCECA website review: September Online meeting with Communications Director Edith Garcia and Josh Green to discuss new NCECA website and video project (Interviews with focus of NCECA engagement)

Respond to member concerns and comments via email: mkinnord.nceca@gmail.com

Previous GAP Committee Report Questions and Progress

1. **What are the demographics of NCECA? How is that determined?**
NCECA members demographics - NCECA questionnaire <https://bit.ly/3E2GI19>
Note 2019 numbers: Of 356 members 80% identify as White or Caucasian, almost 10% prefer not to answer, leaving a little more than 10% identifying as Multi-racial/Mixed Ethnicity (8), Hispanic Latin X (5), Hawaiian or Pacific Islander (1), African American (4), Asian (13), Native American (2).
(COVID?) 2019 membership numbers - This report clearly does not reflect the thousands of NCECA members we have. Continued efforts will be made to gain 2022 and upcoming 2023 numbers.
0. **How does the membership learn about the job and nominees?**
Note: Progress made in the development of NCECA new web site
0. **Recommendation: Creation of video information including Invitation** to join the board and information on board positions (by current board members)
A series of videos designed to educate members and future members about the history and goals of NCECA needs to be produced. This will include outline of skills and commitments through board training videos on website - PSA to be viewed on the NCECA web site.
Note: Request made to board and staff members to schedule time for video interviews for video project. <https://mapokinnord.youcanbook.me> (scheduling is open to all NCECA members)

New Work

Note: In coordination with the Collaboration & Engagement committee progress has been made to address GAP policy development. As a result of the C&E presentation, additional meetings have been scheduled to discuss “**C&E DEI Board Engagement Questions**” as reviewed in the October Board meeting.

For the Good of the board/NCECA:

- Continued outreach to my local ceramic communities about NCECA information.
- Meeting with NCECA members to promote re-engagement and board recruitment
- Art Swap proposal presented for development and implementation at NCECA conferences.

*Respectfully submitted by MaPó Kinnord, Governance and Policy Director
Please contact me at mkinnord.nceca@gmail.com*

Pam Kravetz, Onsite Conference co-liaison for 2023
Board Report
June 1, 2022 - October 1, 2022

Full Board Meetings & General Board Work

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

2023 Conference Planning

- Cincinnati Planning Committee and Sub-committees
 - Continued to have follow up emails and meetings with subcommittees as needed to make progress on Cincinnati planning
 - Co-hosted a sub-committee chair check-in in April
 - Continue having bi-weekly meetings with Cal, Tammy, and Josh to continue planning and solidifying the conference.
 - Co-Hosted (with Ben Clark of Queen City Clay) two hands-on wheel throwing workshops with potential partners, funders, & committee members – folks not in the clay community, to create authentic relationships for the conference.
 - Conversation with local LGBTQIA+ bar/club to create late-night opportunities for engagement & connections.
 - Working with Rosie Kovacs to create sustainable merchandise.
- Exhibitions and Partnerships
 - Continue to meet and email with many schools, galleries, museums, and other organizational partners who are interested in working on ceramics programming, exhibitions, and special events leading up to and during NCECA 2023
 - Finalizing list of concurrent exhibition sites
 - Jury and place VOE and CE exhibitions
 - Reach out to galleries and exhibition venues that have not replied to earlier communications to give “last chance” opportunity to be part of NCECA 2023
 - Work with new team member, Amy regarding a new initiative. Windows of NCECA
- Randall Session and Happenings
 - Meeting with Siri Imani and Cori Wolf regarding performance
 - Late Night Dance Party planning
 - Meet with David Levy from True Theater regarding storytelling event

Respectfully submitted by Pam Kravetz, Onsite Liaison, Cincinnati Conference 2023
Please contact me at pam.nceca@gmail.com

Simon Levin, Director At Large
NCECA Board Report
June 2022 - September 2022

I have a half a year left of board service as DAL. One more round of Emerging Artists, and a renewal of the International Residency Program ahead. I have been lucky over the past two and half years to see some exciting changes in the Board and the way NCECA conducts itself. The NCECA board is really an amazing group of ethical, thoughtful, caring passionate people who along with an amazing staff do so much!

One change that I am pretty excited about is that the incoming DAL, (this year it's Michelle Castro) will be trained to take the place of the DAL who is leaving. So as I prepare to end my board service, Michelle and I are re-tooling some of the awkward traditions of my job, in order for her to be more effective.

Emerging Artist Program (2022)

Current Emerging Artists

- Gathered Materials and assisted in the organization of Instagram Hosting Program
- Written 4/6 Promotional posts singing the praises of each 2022 Emerging Artists
- Wrote letter of support to assist a successful Visa application for an Emerging Artist

Upcoming 2023 Emerging Artists Program

- Began training and coordination with DAL Michelle Castro
- Secured two jurors, Michelle Ettrick and Ching Yuan Chang as the 2023 Emerging Artist Jurors.
- With the help of Anya Montiel and Michelle Ettrick re-wrote the scoring rubric for the Emerging Artist Program. I have hope in this new rubric to not only streamline the process, but to correctly weight the relative scores resulting in a more transparent process that is aligned with NCECA's mission.
- Met with the Programming Director Chanda Zea to share notes and process of creating the new scoring process, with an eye towards redoing the Programming

International Residency Program

The international Residency program has been in dormancy since the pandemic. This time has been used to develop a survey, asking for information from NCECA's international partners about the real costs to the international residents. In addition, a world map of the past residency partners was created as a way to examine under-considered areas and seek to develop new partnerships.

Incoming DAL Michelle Castro and I wrote and are sending out the survey and hope to make a proposal for how the program might better serve the recipients.

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

Tammy L Lynn, NCECA Conference Specialist
Staff Report, June 1, 2022 – October 1, 2022

Exhibitions

- Set up Jurying system for Concurrent Exhibitions
- Compilation and organization of Cincinnati exhibitions for Program guide, smartphone app and website.
- Collaborated with Elaine Henry to proof and edit Exhibition Listing

Committees

- Serve on the NCECA Green Task Force

Program

- Meeting regularly with Chanda, Allyson and MeLisa to put together program
- Participated in Clay Conversations, Short Form, and Projects Space Jurying
- Collaborated with Elaine Henry to proof and edit program guide
- Creating the program guide copy to be posted on the website and shared with David for print publication

Sponsorship and Advertising

- Collaborate with Josh and Edith in putting together a Sponsorship and Advertising Packet. Will perform outreach and monitor sales

Students

- Track student letters and help students with membership

Teamwork

- Attended all staff meetings.
- Attended June Board meeting in Cincinnati
- Spent time reviewing and researching software and online tools.
- Meeting regularly with Chanda, Allyson and MeLisa to put together program
- Meet regularly with OSCLs
- Take calls and assist members and non-members

Volunteers

- Creating a new Volunteer Sign up system – Sign-up Genius had too many bugs
- Collaborate with Leslie Macklin, Lead Onsite Volunteer Coordinator.
- Working on updating volunteer application, confirmation letters and web page.
- Updated Volunteer Handbook
- Recruiting Volunteer and Area Coordinator positions

Clay Activities outside of NCECA.

- Active member of the Boulder Potters Guild
- Attempting to maintain a studio practice
- Manage art sales at a local coffee shop

Respectfully Submitted by Tammy L Lynn, conference specialist. Please contact me at tammy@nceca.net

Heidi McKenzie
Board Report
June 1, 2022 – October 1, 2022

My primary volunteer role with NCECA is as Chair of the Collaboration & Engagement Committee. Since June, the Committee has met five times as a group, and I have ongoing one-on-one meetings with individuals as we move forward with initiatives and development of new proposals to bring to the whole NCECA Board.

I participated in the jury process for the NCECA Undergraduate, Graduate, Helene Zucker Seeman and Multicultural Fellowships.

I have attended all board meetings including virtual attendance of the Cincinnati spring meetings in June.

I am working on an ad hoc committee that is working towards facilitating community with the Multicultural Fellows.

I was proud to participate in the International Academy of Ceramics in Geneva, Switzerland, Melting Pot, September 12-16. Although I was attending as an individual artist and press for Ceramics Monthly Magazine, I was proud to don my NCECA Board member hat, and foster new relationships for the good of the organization.

FOR THE GOOD OF THE BOARD

- I was inducted into the International Academy of Ceramics, and attended the IAC's 50th conference in Geneva, Switzerland, September 12-16.
- I presented at the conference on augmented reality and new media my work Brick by Brick: Absence vs Presence (Esplanade Gallery Medicine Hat Alberta, April 2022-August 2022) Link to 5-minute video
- Re Brick by Brick, I participated in programming in Medicine Hat in July by assisting with an augmented reality workshop; co-presenting a tour of the Brick Factory with Malcolm Sissoms (retired CEO of I-XL Bricks.) as well as led a workshop with youth/teens from SAMIS, the local refugee and immigrant settlement organization, where I taught youths about Canada's white-settler history, its whites-only immigration policy until the late 1960s and had the youths literally collage themselves into the landscape of historical Medicine Hat.
- I was selected as a finalist for the Shantz Award in Ceramics, Canada's national emerging ceramics award, as such am exhibiting in EMERGE at the Canadian Clay and Glass Gallery in Waterloo, Ontario until January, 2023.
- I was juried into the Canadian Clay and Glass' group exhibition VOICES (alongside fellow board and C&E Committee member, PJ Anderson) that speaks to the plethora of social injustices globally.

Respectfully Submitted by Heidi McKenzie
Please contact me at heidi.nceca@gmail.com

Dina Perlasca, Student Director At Large
Board Report
June 1, 2022 – October 2022

2023 Conference Preparation Meetings

- Attended meetings.

2023 NCECA Conference Student Portfolio Review Room

Need to find better app for Mentor and Student Sign Ups

Need to create invitations for both Mentors and Students/ with Jen

Need to create scheduling times and dates as well as scheduling method for student critique room. Looking beyond the 2023 conference this could be focused on for both virtual and physical portfolio feedback sessions, potentially to be implemented between conferences.

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

Meeting with Rhonda, Jen and Adam to come to a conclusion in the change of the name of Student Critique to Student Portfolio Reviews

Possibilities of creating a Creative Consultations during NCECA and outside as a resource to artist, but also as a lucrative resource for NCECA as well

NCECA Juried Student Show

Preparations with Kate, Natalia Albelaez and Wes Brown

Misc.

- Monthly Board Meetings

For the Good of the board:

- Graduated MFA Candidate at New Mexico State University
- Working on Solo Exhibition at The Roswell Museum of Art, in Roswell New Mexico
Opening "Force Fields" opening in the Summer of 2023
- Teaching 6 courses as an Adjunct at The University of Texas at El Paso, New Mexico State University in Las Cruces NM, and at Eastern New Mexico University in Portales NM
- Member of Virtual Clay Collective, organizing a show for 2023 NCECA Conference "Circuit"
- Keeping afloat with 2 happy children in El Paso TX and my eldest just went off to Boston University to study Astrophysics.

Respectfully Submitted by Dina Perlasca, Student Director at Large
Please contact me at dina.nceca@gmail.com

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

Board activities:

- Spring Board meeting, Cincinnati, Ohio. June 21-24. Took part in all events.
- July: Twice met with library professionals to continue the development of a digital repository of NCECA videos.
- Took part in the annual evaluation of the Executive Director
- Attended quarterly Finance Committee meetings on
- September 23: Attended NCECA board meeting
- September 25: Took part in the NCECA annual members meeting.

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

Rick Rogers, Treasurer
Board Report
June 1, 2022 – October 1, 2022

Third Quarter Report:

- Portfolio Review – The Morgan Stanley report of fund performance through 9/30/22 shows YTD returns on the portfolio are down 22% or \$920,000. Additionally, \$835,000 has been withdrawn from the portfolio to support ongoing operations so far this year. Total portfolio valuation stands at \$2,794,998 compared to \$4,550,019 at the beginning of the year. The prospects for the remainder of the calendar year continue to remain challenging.
- September 30th first quarter statement of financial results shows a projected net loss of approximately \$381,809 on revenues of \$20,541. Investments reduced income by almost \$131,860. The quarterly flash report is attached.
- Balance Sheet: Total assets declined \$1,173,471 (28%) from \$4,071,815 to \$2,898,344 mainly due to the declines in investments. The balance sheet continues to remain strong and will provide support for operations over the next 24 months.
- Cash Flow: Short term bond funds and maturing structured notes (risk mitigation investment vehicles) are being used to pay for ongoing expenses through the end of the year. Instead of reinvesting in structured notes the funds will go to the support of operations. Cash will be adequate to carry us into the 2023 conference funding cycle.
- Signature cards have been issued to Rick and Rhonda. Reena is removed.

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

Shoji Satake, Presidential-special appointee 2022-2023
Board Report
June 1, 2022 – October 1, 2022

Since joining the board this year, I've begun learning and observing the board dynamics. The opportunity to work with Rhonda, Pete, and Josh to learn to be more aware of my duties as President-elect which will commence in 2023 has been invaluable. I asked to be brought on a year early as a Presidential-special appointee to better prepare for my future role and to ease the learning curve of these responsibilities:

Activities from this reporting period include:

- Attending the June board meeting in Cincinnati.
- Met with Pam and Cal via ZOOM to discuss my experiences as an on-site liaison in Pittsburgh in 2018 that could be beneficial for 2023
- Worked with Josh and Rhonda to create an MOU for Ryan Mitchell to be an advocate for NCECA in Jingdezhen, China.
- Met several times with various committees to move board initiatives.
- Volunteered for committee work.

Other board duties

- Advising with the parliamentary procedure when Alex is unavailable.

Misc. "For the good of the board"

- Attended the IAC Conference in Geneva and spent a few days at the Venice Biennale
- Had some exhibitions... 1 National, and 2 Regional group exhibitions.
- Received research sabbatical for Spring 2023 term.
- Attended The Color Network mentor/mentee's two-week residency at Watershed Center for Ceramic Arts.

Submitted respectfully by Shoji Satake
Presidential-special appointee 2022-2023, Presidential Cycle 2023-2026
Please contact me at shoji.satake@mail.wvu.edu

**Jeff Vick, On-Site Conference Liaison, Richmond 2024 Conference
Board Report
June 1, 2022 – October 1, 2022**

General

Participated in full board meetings as well as special DEI meeting

2024 Richmond Conference Planning

Planning Committee

- By-weekly meetings with committee chair
- Continued to develop structure of planning and exhibition committees
- Brainstorm on new invitees to committee
- Brainstorm possible activities in lead up to conference to promote NCECA to local community
- Continued to identify new potential partners for NCECA and the conference

Exhibitions and Venues

- Continued communication with potential venues for CE and VOE
 - Reached out to spaces that were set to host an exhibition in 2020 and worked with several spaces to reignite interest in hosting for 2024
- Connected with partners for three anchor exhibitions

Richmond Site Visit

- Planning and scheduling meetings with several organizations in advance of the fall site visit
- Continued to develop relationships for potential partners
- Planning for a community celebration to introduce NCECA board and staff to members of the Richmond community

For the good of the Board

- Created a leadership team to develop the existing RVA Clay community into a more cohesive and intentional organization with the goal of growing it into a year-round resource for the clay community in Richmond

*Respectfully submitted by Jeff Vick
Please contact me at jeff.nceca@gmail.com*

Kate Vorhaus, Projects Manager
Staff Report
June 1, 2022– October 1, 2022

1. **Proof reader** – review a multitude of documents including but not limited to e-blasts, e-news, website, catalogues, print materials, Program/Exhibition Guide for edits, corrections, readability, etc.
2. **NEA** – Worked with Josh and Helen on request.
3. **Website** – Use WordPress to implement page updates, Member Events, and Job Listings. SquareSpace training for new website with Edith Garcia.
4. **Platforms I use:**
 - **MemberSuite** - database, use daily for interaction with users, use for exhibitor payments, and representative registration. Form building for calls for proposals, fellowship applications, and nominations, use system to track submittals, run reports, prepare review docs for the committees, and create live links to proposals in Google Sheets. Working with Allyson on 2023 Resource Hall.
 - **Word Press and SquareSpace** – create, update, post info on website.
 - **CaFE – CallForEntry** – use for exhibition calls; Annual and Juried Student Exhibition (NJSE) post prospectus, build forms, monitor entries, and manage jurying.
 - **Google Drive** – use to edit collaboratively with Board and Staff.
 - **Dropbox**
 - **Zoom** – phone system

5. Projects managed:

- Gallery Expo – Artstream and 5 galleries for 2023
- Resource Hall – Fire Marshal approved floor plan PENDING
- Concurrent and Venue Originated exhibitions
- NCECA Annual– 41 artists, 53 works. Curated by Garth Johnson *I Contain Multitudes*
- NCECA Juried Student Exhibition – jurying in process by Natalia Arbelaez and Wes Brown
- Multicultural Fellowship Exhibition – jurying in process by Kelly and Kyle Phelps
- **Seven fellowship calls deadline for applications and letters of recommendations 10/12/22**
 - Emerging Artists Fellowship
 - Multicultural Fellowships
 - Regina Brown Undergraduate Student Fellowship
 - NCECA Graduate Student Fellowship
 - NCECA Helene Zucker Seeman Curatorial, Research, and Critical Writing Fellowship for Women
 - Environmental Sustainability Fellowship
 - Youth Educators Seed Fellowship
- Programming calls
- **Awards/Board Nominations (NEED to implement for 2023)**

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

Rhonda Willers, President
Board Report
June 1, 2022 – October 1, 2022

Full Board Meetings & General Board Work

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

Met one-on-one with board members to discuss initiatives and board member responsibilities.

Weekly org meetings with Josh Green (executive director) and Ife Williams (steward of the board) to ensure communications between board and staff and provide support with upcoming initiatives and work.

Weekly Programming & Communications meetings with Chanda Zea (programs director), MeLisa Zackery (conference manager), Edith Garcia (managing director of marketing & communications), Josh Green (executive director)

Provided content and editing support for NCECA's NEA Grant for 2024

Assisting in the transition of committee leadership and work and projects to other board members, ensuring smooth transitions of leadership.

Strategic Plan Goal: 2, 7

Spring and Fall Board Meetings - June and October 2022

Chaired spring board meetings, hybrid meeting style, June 21-24

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

Chaired fall board meetings held virtually. October 4, 12, 21

Strategic Plan Goal: 7

Annual Members Meeting

Created video for Annual Members Meeting held in September 2022.

Co-hosted live open listening session with MaPó Kinnord, governance advocacy and policy director (GAP).

Strategic Plan Goals: 1, 2

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:

I do not underestimate the immense workload that is asked of the NCECA board and staff. Your contributions sustain the vitality of NCECA. The volunteer board of NCECA, past, present, and future, contribute to the longevity of the organization and community. Every member who reaches out, who shares their experience, who asks questions, shapes NCECA. These communications stay with us and often prompt reflection, spur change, and inspire visions of

what NCECA can become. I deeply appreciate the opportunity to serve the ceramics community through my service.

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

Ife Williams, Steward of the Board
NCECA Board Report
June 1, 2022 – October 1, 2022

Regularly Scheduled Executive Committee and Board Meetings

- Participated in all scheduled Executive Committee and Full Board Meetings
- Participated in the Spring Board Meeting.

On-going Board Service

- Miscellaneous full board activities:
 - Participated in 2023 programming reviews
 - Recorded fellowship and open board position updates for the 2022 Virtual Members Meeting.
 - Attended 2022 Virtual Members Meeting
 - Attended Collaborations and Engagement Committee Meeting
- Finance & Budget Committee: participated in quarterly budget review and 2022 budget year overview meetings.
- Ad Hoc Fellowship Committee: accepted invitation to serve
- Nominations Committee: Forming 2022 nominations committee (still in-process), and sharing Past Masters Recommendation Form.
- Board Steward: Began communication with prospective future board members.

For the Good of the Board

- I was selected to make a set of 16 ceramic awards for the 2022 Georgia Authors of the Year Awards by Georgia Writers
- I was invited to be in two upcoming exhibitions, one in Georgia and one in Louisiana.

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

MeLisa Zackery
NCECA Conference Manager
Staff Report
June – October 2022

Major responsibilities I have worked on:

- Assisted with finalizing 2023 conference budget
- Working with all vendors for 2023 conference. Obtaining quotes on all needed services.
- Developed new process for presenter and coordinator agreements using DocuSign
- Created, personalized and distributed over 100 agreement packages for coordinators, presenters, demonstrating artists and keynotes for 2023.
- Researching systems that will enhance systems and provide better user experience for members.
- Working with 2023 conference hotels in preparation for opening room blocks.
- Create and manage hotel accommodations for board and NCECA staff members
- Assisting team with managing programming, room assignments, layouts/diagrams and other conference needs.
- Assisting board with meeting needs

Respectfully submitted by MeLisa Zackery, October 2022.
Please contact me at mzackery@nceca.net

Chanda Zea, Programs Director
NCECA Board Report
June 1, 2022 – October 1, 2022

It is my personal goal, reflective of the desire of the NCECA Board and Staff, that our programming represents the diversity of attendees we wish to see, and the organization we hope to become. Between June 1st and October 1st (18 weeks) I have contributed 163 hours (an average of 9 hours every single week) to forwarding NCECA's mission through answering email, building documentation, writing calls, active participation in many, many Zoom meetings and attending the spring board meeting in Cincinnati.

Diversity, Equity, Inclusion and Accessibility Steps:

Simplified call language – single syllable, common use language (inclusion, accessibility)

Simplified and separated out calls by programming type (accessibility)

Hosted live Zoom sessions to answer questions about programming calls (accessibility)

DEI question on all rubrics (diversity)

Implemented honorariums for all presenters regardless of presentation type (equity)

Selection of keynote speakers and demonstrating artists prioritizes bringing forward historically underrepresented voices (diversity)

2023 Programming:

Led generation of ideas for keynote speakers and demonstrating artists for the 2023 and 2024 conferences at the spring board meeting.

Led programming proposal review process for the spring board meeting.

- We received 89 proposals for the Spring programming call (Lectures, Panels, Makers Space, Clay FabLab & Projects Space) and accepted 45.
- Scheduled all accepted proposals, with a focus on slimming concurrent programming from 4 threads(rooms) to 3.
- Led outreach to the 2023 keynotes and demonstrating artists.

Additional/resumed programming for 2023 Conference

- Met with the STEAM Poster Room coordinators to define parameters for this new learner-focused opportunity.
- Met with the Podcast Room coordinator to determine parameters for this new programming.
- Met with Make-In coordinators to determine if we can resurrect this programming for 2023.

Led outreach to all area coordinators and speaker prep room presentation techs.

Currently reviewing programming proposals from the Fall programming call. We received 53 proposals for Projects Space (6), Clay Conversations (18) and Short Form (29).

2024 Programming:

Currently updating the call for 2024 programming

- Moving the timeline forward to open on March 1, close on May 3rd
- Adding collection of (optional) demographic data
- Updating/weighting the rubrics
- Programming team will read through to identify incomplete or miscategorized applications prior to board review

- Proposals will be shared with the board for review on May 15

Prioritized list of keynote speakers and demonstrating artists developed from spring jamboard

- Two demonstrating artists for 2023 have verbally accepted
- Outreach to remaining demonstrators and keynotes to take place Oct/Nov
- Preliminary list of 2025 keynotes and demonstrating artists will be generated by the board this fall

Green Task Force (GTF) - chair

Held a retreat in August, to identify and prioritize projects to work on

Hosting every other month volunteer meetings to increase reach & capacity

Exhibition - accepted for a CIE to be held in the convention center

Programming - panel on sustainability accepted for 2023

Conference booth - working on a more interactive booth for 2023

Finance Committee:

Worked with staff to update all 2023 budget lines related to programming to accurately reflect projected conference.

Executive Committee:

Attended EC meeting in Cincinnati.

For the Good of the Board:

I teach at a local community studio in Bellevue, WA, am a member of WA Clay Arts and the Oregon Potters Association. I am currently enrolled in [*Leadership Tomorrow – Seattle*](#), a community leadership program with a commitment to advancing racial equity.

Respectfully submitted by Chanda Zea, Programs Director

Please contact me at programs@nceca.net