

**NCECA Executive Committee meeting
June 8th, 2021
Zoom Virtual meeting**

In attendance: NCECA Board members Pete Pinnell (President), Merrie Wright, Chanda Zea, Brett Binford, Alex Hibbitt, Edith Garcia, Mapó Kinnord, Nancy Servis, Reena Kashyap, ex-officio board member Shoji Satake and NCECA Staff Helen Anderson, Allyson Hoffelmeyer and Executive Director Josh Green.

Absent: Rhonda Willers

12.08pm EDT meeting called to order by NCECA President Pete Pinnell.
A quorum is present.

i. Preliminary Budget Progress report and discussion (Josh and Helen)

Helen provided an overview of the 2021-22 budget spreadsheet. The budget process is still in progress, waiting on the Sacramento conference center staff to return from furlough and provide their numbers. The budget is based on a hybrid conference model with revenue projections based on a three-year average including 2018, 2019 and 2020. The goal is to present the budget to the board by the end of June. The board as a whole will continue to discuss how to increase revenue, online attendance and worldwide reach. The board will also need to discuss a possible attendance cap due to ongoing covid guidelines.

ii. Fund for Artistic Development and Fellowship allocations (Merrie)

The Executive Committee discussed issues of equity in the current undergraduate and graduate fellowship amounts and the creation of an award that would support those outside of academic structures. Merrie gave an overview of 2 potential new fellowships and recommended that the board convene a committee to examine and evaluate the awards in terms of diversity, equity and Inclusion.

Action Item: Bring this to the full board and create an ad hoc committee for review of fellowships and awards as recommended.

iii. Jingdezhen Ceramic Biennale invitation (Josh, Pete, Shoji)

The Executive committee discussed the ramifications, pros and cons of accepting an invitation from the biennale to be an “academic advisor”. The EC considered how supporting this event would align with NCECA’s mission, and what exactly NCECA’s involvement might be. The EC also discussed the criteria and expectations for association/participation with other organizations.

Suggested Action Item: Shoji Satake recommended a possible advisor on the ground in Jingdezhen who may be a good resource for NCECA to consult with as this evolves to discuss the event and report back to the board.

Morning session adjourned at 2.03 pm EDT by NCECA President Pete Pinnell

Afternoon Session

In attendance: NCECA Board members Pete Pinnell (President), Merrie Wright, Chanda Zea, Brett Binford, Alex Hibbitt, Edith Garcia, Mapó Kinnord, Nancy Servis, Reena Kashyap, ex-officio board member Shoji Satake and NCECA Staff Helen Anderson, Allyson Hoffelmeyer and Executive Director Josh Green.

Absent: Rhonda Willers

3.08pm EDT Afternoon Session called to order by NCECA President Pete Pinnell.

- iv. **Harassment Committee updates:** Community Guidelines, Respectful Cultures, Sexual Harassment Prevention, and Equal Employment Opportunities Policies, Values Statement (Merrie)

Consultant Fran Sepler has done a comprehensive review of our policies and provided us with two new policies that are in review - Sexual Harassment Prevention, and Equal Employment Opportunities Policies. These policies have been vetted for legal language and should not be edited further by the board. The Committee is working on the ideas and action items that come out of these policies. The board is asked to address questions and comments regarding the policies to Fran.

Action Items:

- Put a personnel committee in place. (Some organizations call this a governance or human resources committee, they deal with personnel issues, receive reports, and oversee nominations committees in many other organizations.)
- implement training and continuity in how these reports are managed and processed - set up a framework and procedures for taking care of the reports as board members change.
- Training for board, staff, and volunteers that work directly with membership concerning DEI, harassment, accessibility, and de-escalation.
- Examine how we implement culture shift for our next face-to-face meeting.
- Contracts for Participants, presenters, exhibitors, etc. need to include new policies for the upcoming conference.
- Set aside resources for ongoing consultations.
- Formally adopt the policies and values statement once they're finalized.
- Consider the creation of an official DEI standalone statement.
- Revisit committee structures and types moving forward.

v. **Committees and Teams (Pete)**

The EC discussed reviewing the structure of committees to facilitate work going forward. Pete provided a starting document reflecting potential updates to the structure. Standing committee adjustments/updates will need to be voted on and approved by the board.

Pete suggested the utilization of committees and teams where committees should plan and teams then implement ideas and decisions. Standing committee makeup must be recorded in the bylaws and is public. The document will be revisited in the full board meeting.

Meeting adjourned at 5.03 pm EDT by NCECA President Pete Pinnell

June 9, 2021
NCECA Spring Board Meeting - Full Board
ZOOM Virtual Meeting

In attendance: NCECA Board members Pete Pinnell (President), Merrie Wright, Alex Hibbitt, Brett Binford, Reena Kashyap, Heidi McKenzie, MaPó Kinnord, Chanda Zea, PJ Anderson, Dina Perlasca, Jeff Vick, Michelle Castro, Nancy Servis, Simon Levin, Lauren Sandler, Ex Officio board member Shoji Satake, Executive Director Josh Green, NCECA Staff Gerald Brown, Dori Nielson, and Allyson Hoffelmeyer.

Absent: Rhonda Willers, Ray Gonzales, and Edith Garcia

12.03 pm EDT session called to order by NCECA President Pete Pinnell.
A quorum is present.

- i. **The board approved the consent agenda (May 11th full board minutes and Spring 2021 Board and Staff reports) by unanimous consent.**
- ii. **Board welcome and introductions**
- iii. **Power and Equity: Sexism in Ceramics panel**

After discussion and amendment, the Board approved the **Motion: To provide technical and financial support to the Power and Equity: Sexism in Ceramics panel taking place on Wed, June 9th, 2021 in the amount of \$1500 and technical support for post-event video editing.** (Moved by Chanda, seconded by Alex, votes in favor 13, against 0, abstentions 1).

The board received a last-minute request for funding for this panel. The board funded the request in line with current NCECA honoraria. The board expressed broad support for the panel and felt that it aligns with the current goals of NCECA as it moves forward with its diversity, equity and inclusion work. The board would like to see this kind of programming included in the yearly conference as part of NCECA board and membership's ongoing commitment to diversity, equity and inclusion in the ceramics field.

Meeting adjourned at 2.05 pm EDT by NCECA President Pete Pinnell

Afternoon Session

In attendance: NCECA Board members Pete Pinnell (President), Merrie Wright, Alex Hibbitt, Brett Binford, Reena Kashyap, Heidi McKenzie, MaPó Kinnord, Chanda Zea, PJ Anderson, Dina Perlasca, Jeff Vick, Michelle Castro, Nancy Servis, Simon Levin, Lauren Sandler, Executive Director Josh Green, NCECA Staff Gerald Brown, Dori Nielson, Helen Anderson, and Allyson Hoffmeyer, and special guest Shoji Satake.

Absent: Rhonda Willers, Ray Gonzales, and Edith Garcia

3.01pm EDT afternoon session called to order by NCECA President Pete Pinnell.

A quorum is present.

iv. TRAINING: Fran Sepler

Governance for Respect

“Organizations that cultivate a culture of safety, fairness and respect have those cultural building blocks baked into the organization’s decision making and governance processes. In this session, organizational leaders will consider the way that leaders can instill a vision and actualize that vision through policies and professional and behavioral norms. In this session, we’ll talk about culturally competent leadership, the managing of misconduct and boundary violations, and the responsibilities of a board and organizational leadership when a complaint is received. The session will be interactive and participatory.”

Fran Sepler has been consulting on NCECA policies and reviewing reports of Harassment with the harassment committee. Fran led the board through a training that explored the board members’ roles in producing and creating organizational norms to resist misconduct. Topics included legal responsibilities of board members, how board members, staff, presenters, program participants should be treated with dignity and respect, and the need for clearly delineated tools to be able to implement our stated policies.

Meeting adjourned at 5.00 pm EDT by NCECA President Pete Pinnell

June 10, 2021
NCECA Spring Board Meeting - Full Board
ZOOM Virtual Meeting

In attendance: NCECA Board members Pete Pinnell (President), Merrie Wright, Alex Hibbitt, Brett Binford, Reena Kashyap, Heidi McKenzie, MaPó Kinnord, Chanda Zea, PJ Anderson, Dina Perlasca, Jeff Vick, Michelle Castro, Nancy Servis, Simon Levin, Ray Gonzales, Lauren Sandler, Ex Officio board member Shoji Satake, Executive Director Josh Green, NCECA Staff Gerald Brown and Tammy Lynn.

Absent: Rhonda Willers and Edith Garcia

12.04 pm EDT session called to order by NCECA President Pete Pinnell.
A quorum is present.

i. Conflict of Interest Forms (Reena)

Reena gave an overview of the conflict of interest policy and form that board members need to complete every year. The policy is being updated to clarify when board members should recuse themselves from discussions around situations that board members are directly connected to.

The board will revisit the issue of conflict of interest in the near future. Board members are asked to return the forms to Reena asap.

ii. Discussion: Envisioning Hybrid 2022 Conference (Pete)

The board worked together on jamboard to flesh out the goals, challenges and expectations of the hybrid conference.

iii. Discussion: October Symposium update (Chanda)

The board discussed the programming that is being planned by NCECA to coordinate with Clay Week. This will include a 3-day symposium focused on Advocacy and Activism. NCECA will coordinate with the organizers. There are a number of planned prerecorded and live presentations that are still to be finalized. The content during clay week will all be free and open to all and is a great opportunity to examine critical issues in the ceramic field outside of the conference format.

iv. Members Meeting 2021

After discussion, the board adopted the **motion: to set the date for the annual members meeting as Sunday October 10th, 2021 at 3.00pm EDT.** (Moved by Alex, seconded by Chanda, 11 votes in favor, 0 opposed, 2 abstentions).

The board unanimously adopted the **motion: to task a special committee with the preparation and organization of the 2021 members' meeting.** (Moved by Alex, seconded by Michelle, votes in favor 15)

Committee Chair: Alex

Members: Chanda, Edith, Rhonda, PJ, Jacqueline

The board went into executive session (moved by Merrie, seconded by Chanda)

v. Future Conference Updates

Morning session adjourned at 2.10 pm EDT by NCECA President Pete Pinnell

Afternoon session called to order at 3.04pm EDT by NCECA President Pete Pinnell

In attendance: NCECA Board members Pete Pinnell (President), Merrie Wright, Alex Hibbitt, Brett Binford, Reena Kashyap, Heidi McKenzie, MaPó Kinnord, Chanda Zea, PJ Anderson, Dina Perlasca, Jeff Vick, Michelle Castro, Nancy Servis, Simon Levin, Ray Gonzales, Lauren Sandler, Ex Officio board member Shoji Satake, Executive Director Josh Green, NCECA Staff Gerald Brown, and Tammy Lynn.

Absent: Rhonda Willers and Edith Garcia

Motion: to come out of Executive session (moved by Chanda, seconded by Simon)

i. Discussion on Fund for Artistic Development and Fellowship allocations
(Merrie)

Merrie and the committee have been reviewing NCECA fellowships and recommend equalizing the amount of the undergraduate and graduate fellowships and creating an ad hoc committee to work on existing and proposed fellowships and awards to prioritize accessibility, inclusivity and equity. Merrie introduced two new Fellowship proposals, focusing on K-12 Educators and Sustainability. The board briefly discussed these proposals and asked the ad hoc committee to do further work on these and other potential fellowships aligned with the criteria above.

The chair formed the ad hoc committee as Merrie(chair), Simon, Alex and Reena

The board discussed the scope of NCECA giving in relationship to its standing as a non-profit vs a foundation. There are limitations on how NCECA can support other groups.

ii. Programming Update (Chanda)

The overhauled call for proposals closed last night and Chanda will begin organizing the proposals for the board to review up to and during the programming meeting June 23rd, 24th and 28th. After the board reviews the proposals, the proposal committee will re-review and bring their recommendations back to the board for a vote on July 20th.

iii. **Sacramento 2022** (Nancy)

The Sacramento committee has been working hard on many fronts. The 51 concurrent exhibition proposals have been reviewed and 25 have guaranteed venues, with another 10 exhibitions in process of finding placement. Venue originated exhibition proposals deadline is June 23rd. There are several subcommittees working on events for the conference, including a farm to table committee chaired by Forrest Middleton and an education committee chaired by Ray Gonzales. Nancy continues to work on fundraising events. The committee is hopeful to build closer lasting ties between NCECA and regional artists in the area.

iv. **Preliminary Budget 2022** (Josh, Reena)

Josh gave an overview of the budget. We are further behind in approving a budget than we would like to be due in great part to having to wait for figures from our contacts at the Sacramento convention center and uncertainty about costs of the Hybrid conference. NCECA's investment portfolio is healthy but it is better to be conservative with the current budget due to unknowns. A meeting with CMI will help to project tech costs for the conference. Board comments can be added on the spreadsheet on the appropriate column.

v. **Harassment Committee Updates** (Merrie)

Merrie led the board through the documents; *Community Guidelines, Respectful Cultures, Sexual Harassment Prevention, and Equal Employment Opportunities Policies, Values Statement*, which Fran Sepler has been assisting the harassment committee on drafting and editing. The first takeaway is that the name of the committee should change. The **respectful cultures** document would apply to anyone who is a participant in our programming or any participant in an event or person that is supported or promoted through NCECA. Board members are asked to comment on the documents by June 16th.

Recommendations:

- Put a personnel committee in place. (Some organizations call this a governance or human resources committee, they deal with personnel issues, receive reports, and oversee nominations committees in many other organizations.)
- implement training and continuity in how these reports are managed and processed - set up a framework and procedures for taking care of the reports as board members cycle through.
- Training for board, staff, and volunteers that work directly with membership concerning DEI, harassment, accessibility, and de-escalation.
- Examine how we implement culture shift for our next face-to-face meeting.
- Contracts for Participants, presenters, exhibitors, etc. need to include new policies for the upcoming conference.

- Set aside resources for ongoing consultations.
- Formally adopt the policies and values statement once they're finalized.
- Consider the creation of an official DEI standalone statement.
- Revisit committee structures and types moving forward.

The board discussed ways to engage the membership in this larger work, the role the Collaboration and engagement committee can have, and how to gather member input. In order to address current pending harassment reports, the board needs to adopt the *Sexual Harassment Prevention, and Equal Employment Opportunities Policies* as soon as possible.

A motion to approve the Community Guidelines, Respectful Cultures, Sexual Harassment Prevention, and Equal Employment Opportunities Policies, Values Statement. (Moved by Chanda, seconded by Merrie) was postponed until tomorrow's session to allow board members time to review. (Moved by Alex, seconded by Jeff)

Meeting adjourned at 5.00 pm EDT by NCECA President Pete Pinnell

June 11, 2021
NCECA Spring Board Meeting - Full Board
ZOOM Virtual Meeting

In attendance: NCECA Board members Pete Pinnell (President), Merrie Wright, Alex Hibbitt, Brett Binford, Reena Kashyap, MaPó Kinnord, Chanda Zea, PJ Anderson, Dina Perlasca, Jeff Vick, Michelle Castro, Nancy Servis, Simon Levin, Ray Gonzales, Lauren Sandler, Ex Officio board member Shoji Satake, Executive Director Josh Green, NCECA Staff Gerald Brown, and Kate Vorhaus.

Absent: Rhonda Willers, Edith Garcia and Heidi McKenzie.

12.05 pm EDT session called to order by NCECA President Pete Pinnell.
A quorum is present.

i. Community Guidelines, Respectful Cultures, Harassment Prevention, and Equal Employment Opportunities Policies and Values Statement

After discussion and Amendment, the board unanimously approved the **Motion: To adopt the Community Guidelines, Respectful Cultures, Harassment Prevention, and Equal Employment Opportunities Policies, Values Statement.** (Moved by Chanda, seconded by Merrie, 13 votes in favor).

The board removed the word *sexual* from the title of the Harassment prevention policy, as they wish this policy to address all forms of harassment.

ii. Discussion: Envisioning the 2022 Conference

The board broke into small groups to work on envisioning the hybrid conference.

The board went into Executive session. (Moved by Simon, seconded by Mapo.)

iii. 2022 Conference Speaker Suggestions

iv. Jingdezhen Ceramic Biennale

The board came out of Executive session. (Moved by Brett, seconded by Mapo.)

Morning session adjourned at 2.05 pm EDT by NCECA President Pete Pinnell

Afternoon session called to order at 3.02pm EDT by NCECA President Pete Pinnell

In attendance: NCECA Board members Pete Pinnell (President), Merrie Wright, Alex Hibbitt, Brett Binford, Reena Kashyap, MaPó Kinnord, Chanda Zea, PJ Anderson, Dina Perlasca, Jeff Vick, Michelle Castro, Nancy Servis, Edith Garcia, Heidi McKenzie Simon Levin, Ray Gonzales, Lauren Sandler, Ex Officio board member Shoji Satake, Executive Director Josh Green, NCECA Staff Gerald Brown, and Kate Vorhaus.

Absent: Rhonda Willers

v. Discussion: Hybrid Conference Working Groups (Chanda and Josh)

The board convened a working group to oversee Hybrid Conference development. This group includes Edith, Brett, Simon, Shoji, Chanda, Dina, Josh, Dori, Eric from CMI and a Sacramento team member. This working group will have subcommittees/teams to focus on particular concerns. The board is working from the position that a Hybrid conference is distinctly different from an “in person” and “virtual conference” combined.

There are still several unknowns related to the covid rate and response in California. A Hybrid conference offers opportunity and challenges. It may be necessary to reach out for external advice.

vi. Committees and Teams (Pete)

Pete asked the board to consider the current committee list and structure to assess if they are serving the board efficiently. The board discussed a comprehensive document with current and suggested committee makeup, which proposed the board split tasks between committees and teams. Pete suggested that a committee be formed to look into potential changes in these organizational structures. The board discussed this briefly and agreed that there is a need to review these structures, and in particular reassess the role and size of the Executive Committee.

vii. Board Visioning for Regional NCECA Chapters (Mapó)

Mapó led a discussion around how NCECA can help support building and expanding clay communities. Focusing on expansion, diversity, inclusion, and advocacy, would some kind of chapter structure work to foster communities and belonging within the larger ceramic community? Building these kinds of connections that can maintain through the year could increase participation of and support for NCECA members. More research needs to be done to evaluate how this might be organized and maintained, and to ensure that NCECA would be a resource and not a manager of Chapters.

Meeting adjourned at 5.07 pm EDT by NCECA President Pete Pinnell