

**Finance & Accounting Manager- Helen Anderson**  
**Board Report**  
**June 1-October 1, 2021**

Activities for reporting period June 2021- October 2021 include the following:

- Served as member of Budget Committee along with Executive Director, Finance Committee and Project Managers. Assisted in creating, revising and proposing a Hybrid Conference budget that includes both On-Site conference in Sacramento, CA as well as a remote conference hosted virtually. Final 2022 Budget approved during full board meeting on September 21, 2021.
- 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 Tanya Merchant from Morgan Stanley) as well as reviewing NCECA Financial Statements. Please see attached copy of Morgan Stanley Portfolio Reports dated 9-30-2021.
- Input, processed, reviewed, and reconciled NCECA accounting data daily. Published and distributed NCECA Financial Statements monthly to Finance Committee and quarterly to Staff and Board. Please see attached NCECA Financial Statements dated 9-30-2021.
- 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 6-30-2021. 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 portfolio.
- Reviewed and renewed insurance policies including Liability, D&O (Directors and Officers) and Long Term Disability insurance. Need to decide on "Showstopper Insurance". Difficulty locating policy that offers "Pandemic Coverage".
- Obtaining health insurance quotes for 2022 employee health and dental insurance renewals.
- Worked with staff and credit card processors (BluePay and Authorize.net) to create Shopify store for Virtual Cup Sale.
- 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 2022 Conference.

Respectfully Submitted by Helen Anderson

Please contact me at [helen@nceca.net](mailto:helen@nceca.net)

**PJ Anderson, Director at Large**  
**NCECA Board Report**  
**June 1 -Oct 1, 2021**

News: was appointed Director at Large.

Elected to the NCECA Board, March 2021

Joined the Programming committee for the 2022 Conference.

- Selection of programming and keynote speakers for board approval.

Joined the Collaboration and Engagement Committee.

- Crafting of mission statement
- Proposal of novel intra- and extra- collaborations that benefit all parties and expand the connection of NCECA with its less explored community.
- Researching and connecting with organizations that fall within the mission statement.

Joined the Members meeting committee.

- Planning the members meeting for 2021

Joined the Clay Week adjacent Student Discussion Panel Committee.

- Planning the student centric panel that compliments clay week.

Attended all board meetings.

Attended all committee meetings.

**For the Good of the Board:**

- Was featured in the September issue of Ceramics Monthly.
- Gave a talk with Carole Epp at May 2021, Ceramics Congress
- Gave a "3 Works" talk with Gardiner Museums Chief Curator Sequoia Miller

Respectfully Submitted by PJ Anderson  
*Please contact me at [pj.nceca@gmail.com](mailto:pj.nceca@gmail.com)*

**Brett Binford, Exhibitions Director**  
**Board report**  
**June 1- October 1, 2021**

**2022 Annual:**

- Oversaw contracts between NCECA and Crocker.
- Observed Jury process.

**2022 Concurrent Exhibitions**

- Answered Onsite questions

**2022/23 NSJE**

- Oversaw Juror invitations
- Oversight of contracts

**2022 MCFE**

- Oversight of contracts

**Misc.**

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

**For the Good of the board:**

- Acting PADA (Portland Art Dealers Association) Board President, interim director
- Formed ORVAA- Oregon Visual Art Alliance
- Continuing after-school programming for Sun Community Schools and RCI
- Artist Coordinator for LH project-mapping 2022 Korean artist cultural exchange
- Board member for Township 10 residency
- Stayed in business

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

**Gerald Brown, Social Media Curator**  
**Board report**  
**June 1 - October 1, 2021**

**Metric data for Instagram**

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

- Change in followers since new Social Media Curator started in the beginning of August 2020 to August 2021 (1 full year): 36,787 -> 40,635 (+3,848) (10.46% total growth rate)
- June 2021 growth to beg of October: 40,131 -> 41,118 (+987)
- Biggest jump in followers: end of June (6/25) - beg of July: 181 followers over one week
  - Likely due to first emerging artist guest hosting with Shiyuan
- Amount of posts from beginning of June: 105 posts (approx 180 graphics)
- Cup Sale posts (mid June to beginning of September): 24 photos, 8 video posts)
- Overall average 2.5 comments (decrease) and average 137.5 likes (decrease)
- Most likes since starting in June 1: 3,259
- Popular posts: Emerging Artist Guest Hosting, Shiyuan Xi and Grace Han had 1500 likes or more

**New Initiatives**

- New social media initiatives:
  - Fall Symposium, Clay Week Programing (8 days of virtual social media programming and virtual presenter content)
  - Meet the Maker-Cup Sale (thanking cup sale donors and highlighting their story)
  - Emerging Artist Guest Hosting
    - Currently 5 out of 7 Spotlights
    - Introduced a new opportunity to do IG live talks. Increase participation each month, current max 70 attendees

**Adjustments/Comments**

- Still finding balance with how much text to include on graphics. Finding a balance of informing visually and/or through caption.
- Difficult managing large projects like Fall Symposium with a two man team of Edith and Gerald. With outside schedules and lives sometimes having unexpected events, meeting deadlines become strenuous
- Partnering with the Community Engagement Committee led by Heidi. Future collaborative project that will take place on our social media feeds
- Community Spotlights will start back up toward the end of the fall going into 2022. First posts will focus on community orgs based in Sacramento/north CA area to energize participation for the upcoming conference and local leaders
- For sensitive posts with social media inflammatory past, close monitoring was needed to carefully handle situations with care

Respectfully submitted by Gerald Brown  
Please contact me at [social@nceca.net](mailto:social@nceca.net)

**Michelle Castro, Student Director At Large**  
**Board Report**  
**May 28, 2021-October 6, 2021**

2022 NJSE-Kate and Jurors to evaluate NJSE entries

2022 Programming Committee

Assisted Programming Committee members with Evaluating NCECA conference  
Programming  
Participated in weekly meetings

WorkFlow Committee

Assisting President in evaluating Board member's duties on the Board  
Attending Weekly meetings

NCECA October Symposium

Along with 2021 Elected DAL and SDAL We created a student panel for the 2021  
NCECA Symposium

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

**NCECA Staff- Jacqueline Hardy, Serving as Office & Registration  
Manager/Membership Coordinator  
NCECA Staff Report  
May 2021- October 2021**

1. Office administration and operations:
  - a. Lead the transition into a new phone system, Zoom Phone.
  - b. Upkeep of virtual and physical office daily operations.
  - i. Scheduling Staff meetings for Office Evolutions conference rooms.
    - c. Monitor and reconcile all account receivables.
    - d. Physical Mail retrieval and distributes to staff boxes at Office Evolutions Boulder office.
    - e. Continue to support Josh, Board and Staff with financial, registration and membership reports.
    - f. Continue to mail out orders and oversee the online store
2. *MemberSuite* Online Registration
  - a. Maintained and monitored registration for the online virtual conference platform vFairs
  - b. Created online event registration for the Members' Meeting and Fall Symposium.
  - c. Implemented registration pricing and details for the 2022 in-person and remote conference.
  - d. Continue to manage deferred revenue of the Richmond 2020 conference registrations.
  - e. Collector Tour registration management and communications.
3. Accounting
  - a. Supported Finance Manager with the year-end audit.
  - b. Provided membership and registration reports for year-end audit.
4. Fundraising and Development
  - a. Collaborated with staff to produce appeal mailing list and printing letters
  - b. Preparing and sending out packets of appeal letters and supplies to all board members in November
  - c. Receive gift payments from JotForm and enter into MemberSuite
5. *MemberSuite* Database
  - a. Provided current active member list to the Secretary for voting.
  - b. Act as liaison between *MemberSuite* representatives and NCECA staff.
  - c. Continue to learn new ways to handle the AMS database and implement new efficient in-office procedures.
6. Membership

- a. Collaborated with the Higher Logic representative implementing the community website.
- b. Current active members 3061. Other detailed reports can be requested.
- c. Serving as customer service representative on a daily basis for incoming calls and emails

Respectfully Submitted on 10/6/2021 by Jacqueline Hardy [Jacqueline@nceca.net](mailto:Jacqueline@nceca.net)

**Alex Hibbitt, Secretary**  
**NCECA Board report**  
**June 2021 – October 2021**

- Participated in Executive Committee meetings; June 8, September 14, 2021 and recorded the minutes.
- Participated in Finance Committee Meeting August 12, 2021 and recorded the minutes.
- Participated in virtual full board meetings from June - October 2021 and recorded the minutes for the meetings; Spring board meeting, June 9-11, July 20, September 21. Collated the minutes from August 10, 2021.
- Co-Chair of the ad hoc fellowship review committee working on 2 new fellowships and reviewing language to make fellowships more accessible.
- Worked on meeting procedures and governance documents for board meetings and created video presentation to aid in understanding of Robert's Rules.
- Collected and compiled Board and Staff reports.
- Attended Green Task Force meetings June 18, July 16, August 20, 2021.
- Member of the ad hoc committee to evaluate board nomination process. I was unable to meet with this committee due to communication and scheduling issues.
- Oversaw NCECA Board Voting during board meetings and in SurveyMonkey.
- Coordinated 2<sup>nd</sup> Virtual Members' meeting with Chanda Zea, Rhonda Willers, Edith Garcia, PJ Anderson and Jacqueline Hardy.
- Updated the Bylaws September 2021.

**Motions:**

**Spring Board Meeting - June 8-11, 2021**

The board approved the consent agenda (May 11<sup>th</sup> full board minutes and Spring 2021 Board and Staff reports) by unanimous consent.

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 9<sup>th</sup>, 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 adopted the **motion: to set the date for the annual members meeting as Sunday October 10<sup>th</sup>, 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)

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).

### July 20,2021

Approval of the Spring Board Meeting Minutes (June 8-11, 2021) by unanimous consent

The board unanimously adopted the **motion: to approve the 2022 Sacramento Planning Schedule as presented and empower the Programs Director and conference management staff to begin preparing agreements and solidifying the program (with the understanding that they may make changes as necessary in response to presenter decisions.)** (Moved by Chanda, Seconded by Alex. 14 votes in favor.)

The Board unanimously adopted the **motion: to approve the presented roster of potential Keynote Speakers and Demonstrating Artists and empower the Programs Director and conference management staff to move forward with contacting speakers and artists and begin negotiating contracts.** (Moved by Chanda, Seconded by Alex. 14 votes in favor).

The Board unanimously adopted the **motion: to approve the 2021 Fall Symposium: Cultivating Community as outlined and empower the Programs Director and staff to move forward with planning and execution.** (Moved by Chanda, seconded by Michelle. 12 votes in favor)

### August 10, 2021

Approval of the July 20<sup>th</sup> Board Meeting Minutes (unanimous consent)

The board unanimously adopted the **Motion: To update our honorarium policy and compensate presenters for each presentation they participate in.** (Moved by Chanda, seconded by Edith. 14 votes in favor)

The board unanimously adopted the **Motion: To adopt suggested honorarium amounts for previously uncompensated categories.** (Moved by Ray, seconded by Chanda, votes in favor 14.)

The board adopted the **Motion: To change the name of the Harassment Committee to the Community Culture Committee** (Moved by Chanda, seconded by Merrie. 12 votes in favor, 0 opposed, 2 abstentions)

The board unanimously adopted the **Motion: Equalize the Undergraduate and Graduate Fellowships at \$2000** (Moved by Merrie, Seconded by Reena, votes in favor 13)

**September 21, 2021**

The board Approved the August 10, 2021 Minutes by unanimous consent.

The board passed the **motion: to approve NCECA's operating budget for FY2021-22 as presented to the board on September 21, 2021.** (Moved by Reena, Seconded by Alex, 13 votes in favor, 0 opposed, 1 abstention.)

Respectfully submitted by Alex Hibbitt, October 4<sup>th</sup> 2021  
Please contact me at [secretary@nceca.net](mailto:secretary@nceca.net)

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

- Participated in all staff meetings
- Served as customer support on a daily basis for incoming calls and emails
- Assisted staff and board with various projects as needed
- Ongoing database clean-up including merging duplicate profiles and address validation
- Participated in continuing trainings for Higher Logic integrated platforms
  - Reviewed and transmitted E-news June - September 2021
- 2021 Virtual Conference
  - Post-conference - Continued monitoring the vFairs spring conference platform
- Edited, updated, and finalized lists for 2021 Journal and Catalog mailings (with Kate and Jacqueline)
- Took notes for Board Meetings – June 8-9, July 20, and August 10, 2021
- Proofread prospectus and tested application forms for 2022 Gallery Expo, NJSE, Annual, and Fellowships (with staff and board)
  - Continual technical support provided for these and other calls
- Virtual Cup & Exhibition Sale Aug/Sept - (with Kate)
  - Provided support to individuals with their online donation submissions via phone and email, monitored submissions
- 2021 Fall Symposium Project Manager
  - Participated in weekly meetings for vFairs Fall Symposium microsite and internal environment platform
  - Organized presenter agreements and provided support to presenters
  - Worked with board and staff to finalize landing page
- 2022 Annual Conference
  - Reviewed registration pricing options, policies, and questions with staff
  - Began reviewing Resource Hall floor plans and Packet with Kate
  - Continual support provided for 2022 presenters
  - Continual support provided throughout the registration process

Respectfully submitted by Allyson Hoffelmeyer, Programs, Events & Engagement Specialist on October 5, 2021

Please contact me at [support@nceca.net](mailto:support@nceca.net)

**Reena Kashyap - Treasurer**  
**NCECA Board Report**  
**June 1 – October 1, 2021**

**Attended monthly Zoom board meetings during this period.**

**Finance Committee matters:**

**Quarterly Finance Committee Meeting:**

Chaired the Finance committee meeting held on August 12th, 21

Discussed June 30th YE statement of financials. These are preliminary results as the audit has not begun and after journal entries are made, it will better reflect the finalized YE results. Result as of now shows that we ended the year with a 400K gain.

NCECA's Investment Managers team at Morgan Stanley presented the investment report and how the portfolio fared this year vs. last year. Overall, it was our investment portfolio did exceedingly well, considering we have less than 45% invested in equities.

A Structured Note expired in early August and Josh and I both recommended that it be re-invested in a new note for the full amount. Tanya Merchant, MS manager, recommended a new Structured Note that was the most favorable and had the least risk & the FC agreed unanimously to invest in this note which would expire in 1.5 years.

We assessed the cash flow for the next few months required to pay for the expenses of the organization and determined that we were in a good position till revenue registrations for the '22 Conference would begin at the end of the calendar year.

**Audit:**

Signed the Audit Engagement letter along with Josh Green to give the go ahead to Kris Flewelling's Accounting firm, Tandem to perform the audit for NCECA's FY which ended June '21. The audit will begin mid-August '21 and be completed by early October & will be presented at the Fall Board meeting for review and approval. Kris will also complete and file the 990 with the IRS.

**Budget for YE'22:**

In early June at the Spring board meeting Preliminary YE '22 budget was presented for review first to the EC and then to the full board. Discussions of each line item were presented by Helen and Josh. Projections of expenses from two vendors are still expected and unavailable at this time. These include a significant quote from CMI for in person and an online conference audio /video platforms. The board agreed to postpone the approval of the budget till more information was gathered and a better projection could be made. It was determined that it be best to wait to pass the budget when we had a better sense of the final projections. The budget vote would be done at the full board meeting on September '21. It will be reviewed by the EC a week prior to that.

On September 21st, the full board met and approved the budget as presented for the FY '22.

**Grants:**

In late September, NCECA received the 2021 NEA Grant of \$35,000 plus NEA Cares Grant \$50,000

**Conflict of interest Forms**

ALL board members were given PDF's of Conflict of interest forms which were completed and to be returned.

**Development Committee:**

Participated in several Development committee Zoom meetings. Discussions focused on developing special virtual programming for Annual Giving Circle and the Cup Sale slated for early September.

Language for the Annual Appeal '21 and what is expected for the board to help complete this process.

**Fellowship Review Ad-Hoc Committee:**

Agreed to serve on the above committee along with Alex & Simon. Kate provided relevant background on the history of fellowships awards. Discussions focused on increasing the Regina Brown undergraduate from \$1800 to \$2000 to equal the amount received by the Graduate Fellowships. A motion to increase the fellowships awards was brought forward for the board agenda. This motion passed unanimously at a later date due to clarification required on language for applicant criteria. Multicultural grants and Helen Zucker Awards are to remain the same. While the committee discussed the newly proposed Youth Education Fellowship and the Sustainability Fellowships, these were tabled due to several board members who asked for additional material and was postponed to be reviewed and a discussion to follow during the Fall board meeting.

Thank you

Respectfully submitted by Reena Kashyap

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

**MaPó Kinnord – Governance, Advocacy, and Policy Director**  
**NCECA Board Report**  
**June 1 – October 1, 2021**

2021 GAP position introduction:

- Review GAP position objects
- Review with Ad hoc committee (via Zoom) recent histories of board actions

2021 Annual

- Attend Executive Board and general Board meetings
- Review committee revisions to the Community Guidelines and Respectful Cultures, Sexual Harassment Prevention, and Equal Employment Opportunity Policies.
- Review NCECA 2022 Sacramento presentation proposals
- Attend NCECA 2022 Sacramento planning meetings
- Attend NCECA 2021 Cultivating Community Symposium

2021 GAP Ad Hoc Committee

- Review Governance Policies as it relates to Board Position recruitment
- Review with the Ad hoc committee via Zoom development of action plans to promote board position recruitment strategies.
- Review NCECA demographic assessment information forms

For the Good of the board/NCECA:

- Suggestion of community development promotion within the NCECA community as a strategy for a more diverse pool of board applicants put into action by the initiation and development of a new local New Orleans ceramics community group.
- Outreach to online ceramic communities of color to promote NCECA board position
- Meeting with past NCECA members to promote re-engagement and board recruitment
- Planning for PSA project for Board recruitment and general NCECA membership

Respectfully submitted by MaPó Kinnord  
contact me at [mkinnord.nceca@gmail.com](mailto:mkinnord.nceca@gmail.com)

**Simon Levin, Director At Large**  
**NCECA Board Report**  
**June 2021 - October 1, 2021**

I continue to remain both impressed and frustrated by board service. I am impressed with the care, thoughtfulness and intentionality of the NCECA board members and staff. There are some truly wonderful considerate people working so hard to keep NCECA relevant, uplifting and equitable. My frustrations surround the hugeness of this chore and the slow speed necessary for thoughtful change. It is noteworthy that looking back over the past months I am impressed with what has been accomplished.

**Board General:**

Attended monthly board meetings and acted as liaison between the 6 emerging artists and NCECA.

**Emerging Artist Program 2021)**

- Promoted and coordinated 4/6 emerging artists hosting month for Instagram, along with Communications Director Edith Garcia and Social Media Coordinator Gerald Brown.
- Secured two jurors for the 2022 NCECA Emerging Artist Fellowship.
- Interviewed all 2021 cohort for promotional opportunities.
- Promoted 4/6 emerging artists with three Instagram posts each.
- Acted as liaison between 2020 Emerging artists and NCECA to coordinate full potential of the 2020 Grant in lieu of a canceled conference.
- Began answering Emerging Artist inquiry emails

**Additional Service**

- Served on Ad Hoc Fellowship Committee
- Reviewed with an eye towards equity and inclusion the language and requirements for the K-12 Fellowship, the Sustainability Fellowship, and the Emerging Artist Fellowship.
- Made several proposals to the board, some of which were adopted at the following Board meeting, some of which are still under review.

*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**  
**June 1- October 1, 2021**

Exhibitions

- Organized proposals in Membersuite/communicated with Exhibitions committee.
- Began the process and worked on organizing exhibitions for 2022 NCECA conference in Sacramento.

Volunteers

- Researched potential Volunteer software
- Interviewed and brought on new packet prep coordinator

Development

- Worked with anything Donor related; managed them in Membersuite
- Started the process of pulling lists for the annual appeal
- Contact for September Collector event

Team

- Attended all staff meetings and conference calls
- Worked on and open to continuing to work on any special projects that Josh sends my way.
- Attended and took notes at board meeting

Respectfully Submitted by Tammy Lynn, October 3, 2021  
Contact me on [tammy@nceca.net](mailto:tammy@nceca.net)



**Heidi McKenzie, Director of Collaborations & Engagement**  
**Board Report June 1 – October 1 2021 &**  
**Standing Committee: Collaborations & Engagement Report – October 2021**

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

The Committee has met three times this quarter. Our vision statement was presented and approved by the Board, as follows:

The Collaborations and Engagement Committee is dedicated to creating opportunities that sustain long-term collaborative projects prioritizing diversity, equity, and inclusion in the ceramics community. The C&E Committee works towards redress of structural discriminatory practice, anti-colonial frameworks, environmental sustainability, anti-gentrification policy and action. The C&E committee encourages and supports programming of individuals, organizations, and communities dedicated to dismantle systemic inequities, and address histories of erasure and violence that impact the global exchange and education of ceramics.

The Committee is working collaboratively with Communications on a programming initiative for the new year.

**For the Good of the Board:**

Participated in the NCECA Collectors and Giving Circle Event, September 9, 2021

Heidi exhibited internationally in three venues this summer:

Katonah Art Museum, Westchester, New York, as part of the 2<sup>nd</sup> Cladogram Juried Exhibition

Invisible Dog Art Center, Brooklyn, New York, as part of SeeMe's Journey's Exhibition  
Biennale Internationale du Lin, Pont Neuf, Quebec

Respectfully submitted by Heidi McKenzie,  
Please contact me on [Heidi.nceca@gmail.com](mailto:Heidi.nceca@gmail.com)

**Dori Nielsen, NCECA Conference Manager**  
**Staff Report**  
**June 1 - October 1, 2021**

Major responsibilities I have and am working on are:

- Canceled the 2021 fall board meeting that was to be held in a future conference city and rebooked in Sacramento.
- Sent acceptance/rejection notifications to those who submitted proposals for the 2022 conference.
- Compiled the 2022 Pre/Post Conference Events for posting on our website.
- Compiled the 2022 hotel listing for posting on our website.
- Compiled 2022 conference budget.
- Compiled, emailed, and am managing 75 presenter agreements for 2022. Waiting on additional information on 2022 presenters.
- Gathered information for those holding exhibitions in the 2022 hotels.
- Made Sacramento hotel reservations for board, staff, coordinators, etc.
- Negotiated an additional hotel for 2025. I am waiting for the final to be returned to me so I can pass on for signature.
- Obtained information from Sonoma hotels for collectors.
- Negotiated a convention center proposal for 2026.
- Obtained 2026 hotel agreements and am in the process of negotiating and editing.

Respectfully Submitted

Dori Nielsen, Conference Manager  
Please contact me at [Dori@nceca.net](mailto:Dori@nceca.net)

**Dina Perlasca**  
**Student Director At Large**  
**Board report: March 1 – October 1, 2021**

2022 Conference Preparation Meetings

- Attended meetings.

2022 NCECA Conference Programming Committee

- Met with committee 5 times to work on the programming for 2022 Conference
- Reviewed all programming proposals, organized them along with the committee to prepare it for the Full Board

2022 NCECA NSJE Student Social Media Content

- Helped Edith giving her access to a database of new work from the past NSJE members to promote the 2022 student show entries

2021 Fall Virtual Symposium Ins and Outs: Moving Forward in your career

- Overseeing and coordinating Panelists Aaron Caldwell and Iren Tete
- Committee meetings, emails to panelist and communication
- Organizing panel
- Backstage support during the event on Oct 14 th at 6:00PM

2022 Special Project: Mata Ortiz Juan Quezada Keynote Event

- Contacted Juan Quezada, secured his interest in the keynote position for 2022
- Communication with Juan Quezada's family, Josh Green and Chanda Zea
- Organizing a trip with NMSU to travel to Mata Ortiz and filming Juan Quezada keynote video

Misc.

- Monthly Board Meetings

For the Good of the board:

- 3rd year MFA Candidate at New Mexico State University
- Taking 5 classes at NMSU, working on Thesis Exhibition and Defense for Spring of 2022
- Teaching 2 courses of Ceramics Introduction at New Mexico State University
- Organizer of Growing Seeds Exhibition for 2022 for Virtual Collective
- Keeping afloat with 3 happy children in El Paso TX

Respectfully Submitted by Dina Perlasca  
Please contact me at [dina.nceca@gmail.com](mailto:dina.nceca@gmail.com)

**Peter Pinnell, President 2020-2022**

**NCECA Board Report**

**June 1 - October 1, 2021**

- June 1: Met with board leadership to develop the agenda for our Spring Board Meeting.
- June 8-11: Chaired the 4-day Spring Board Meeting,
- June 23-24: Met with the full board on to do an initial review of programming proposals for Sacramento conference
- June 28: Met with the full board to review programming proposals
- July 20: Met with full board to review programming committee's schedule and recommendations
- September 14: Chaired meeting of the executive committee on to review budget and make recommendations to the full board
- Chaired monthly meetings of the full NCECA board on August 10 and September 21
- August 10: Met with the finance committee
- Met with board leadership on August 9, August 12,
- Met with vFairs representatives about the fall symposium on August 30, September 7, September 14, September 21,
- Fall symposium planning on July 1, July 16, July 30, August 13, September 10, September 17, September 24,
- Met with leadership to plan the agenda for the fall board meeting on September 24, 28,
- In June wrote a GAP analysis of our current board workflow and produced a proposal to reorganize board business. A committee was assembled that includes both current and past board members. This committee is currently meeting weekly to discuss current board positions and committees.

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**  
**June 1, 2021- October 1, 2021**

**Gallery Expo**

- Communicated with potential Gallery Expo applicants
- Selected Gallery Expo Jurors

**Ad Hoc Committee, Board Nomination Process**

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

**Collaboration and Engagement Committee member**

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

**Miscellaneous**

- Attended spring board meeting

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

**Nancy M. Servis – Onsite Conference Liaison, Sacramento  
Board Report  
June 1- October 1, 2021**

**Overview:** The activity level of conference preparation has taken off which is very exciting as it looks like the COVID pandemic will not force NCECA to cancel this conference. The enthusiasm in Sacramento is also palpable as long held plans are starting to solidify.

**Exhibitions:** There are minor shifts in Concurrent Exhibition placement as some galleries have changed hands and others, who at first did not commit to a show, changed their mind and would like to be included. It appears as though we will be having close to 100 exhibitions during the conference in Sacramento and the surrounding region. We are also nearly complete with the shuttle/tour planning process.

**Education Committee:** The very active Educational Sub-Committee – a part of the Sacramento Planning Committee – has been working with the Crocker Art Museum to create two public programs before and after the conference. Lead organizers on that initiative are Sharon Virtue, Anthony Maki-Gill and Ianna Frisby. The Crocker staff seem genuinely thrilled to be able to offer an outdoor public program organized around the NCECA conference.

**October Board Meeting and Reception:** A kickoff reception in Sacramento has been scheduled for the late afternoon of October 20 at a spectacular private garden art garden. 140 invitations have been sent and we are awaiting RSVPs.

**Collectors Tour:** The Collectors Tour is nearly complete and awaiting final approval from NCECA leadership. Some very special studio visits are planned and there are many wonderful shows that will be stops on the tour.

**Fundraising:** I hosted a fairly successful fund/friend raising event at my home in Tahoe on August 22. Attendance was impacted by the terrible fire-related smoke in the area. However, many of those who canceled still donated to NCECA. Select artists made donations to the event. Most of the attendees were new to NCECA and ceramics and many of them were very excited about the conference in Sacramento and the Collectors Tour. I have also submitted a grant to a leading Sacramento business/foundation.

**For the Good of the Board:** I presented my biography as a writer to the organization, *Critical Connections*.

Respectfully submitted,

*Nancy Servis*, 2 Year Onsite Conference Liaison  
Please contact me at [nancy.nceca@gmail.com](mailto:nancy.nceca@gmail.com)

**Kate Vorhaus, Projects Manager**

**Staff Report**

**1 June – 1 October 2021**

**Proof reader** – review a multitude of documents including but not limited to e-blasts, e-news, website, catalogs, print materials, Program/Exhibition Guide for edits, corrections, readability, etc.

**NEA** – Assisted Josh and Helen on 2023 Cincinnati grant and Final reports for 2020/2021 CARE grants.

**Website** – Update website using WordPress.

**Platforms I use:**

- **MemberSuite** – Built calls for 2022 Fellowships. Use the system to track submittals, run reports, prepare review docs for the committees, and create live links to proposals in Google Sheets.
- **CaFE** – CallForEntry – Monitored 2022 exhibition calls; NCECA Annual - *Belonging* and *NCECA Juried Student Exhibition* (NJSE). Jurying in process.
- **Dropbox** – use to access components for multiple projects.
- **Google Drive** – use to edit collaboratively with Board and Staff.
- **Survey Monkey** – for Fellowship recommendations (new for 2022.)

**2021 Annual, 2021 NJSE, and 2021 Multicultural Fellowship Exhibition**– Processed shipping/transport reimbursement. Helped with catalog production with David William. Three exhibitions in one catalog. Catalogs sent from mail house late September/early October 2021.

**2020 - 2021 Multicultural Fellowships** – all received first payment of \$425.00. Reimbursement of final funds of up to \$425.00 to be processed after submission of reflective report and images; deadline is December 31, 2021.

**2020-2021 Regina Brown Undergraduate Student Fellowship** – tracking final report with images. Once received, remainder of funds to be issued \$900.00.

**2020-2021 NCECA Graduate Student Fellowship** – tracking final report with images. Once received, remainder of funds to be issued \$1,000.00.

**2020 International Residency program** - CRETA Rome, selected Christy Wittmer (attended June-July 2021. Final report-images received, funds paid in full) and Medalta International Artist in Residence selected Yeonsoo Kim. (Travel plans on hold due to COVID-19 restrictions)

**2021 INTL Residencies** – None, due to COVID-19 pandemic.

**2022 Resource Hall** – Co-coordinating with Allyson on the details of the floor plan, packet components, and processes. The goal is to have the information available at/or about the same time as attendee registration opens

**2022 Annual** – *Belonging* curated by Angelik Vizcarrondo-Laboy. To be held at the Crocker Art Museum, February 20 – May 8, 2022. Invited artists are Alex Anderson, Natalia Arbelaez,

Cannupa Hanska Luger, Salvador Jimenez-Flores, and Habiba El-Sayed. Entries submitted by 218 artists (158 artists entered for 2021.) Provided support to applicants, monitored entries, payments, and verified NCECA Membership status. Prepared review instructions for Vizcarrondo-Laboy for review and selection of juried artists. Selections to be reviewed and approved by Crocker Art Museum.

**2022 NJSE** –To be held at Library Gallery, University Galleries, California State University, Sacramento March 1 – April 15, 2022. Deadline was September 29, 2021, to be juried by Patsy Cox and Andres Payan Estrada. 558 images submitted by 179 student artists. Provided support to applicants, monitored entries, payments, and verified NCECA Membership status. Currently assisting SDALs and jurors, with the review/selection process and acceptance documents.

**2022 Multicultural Fellowship Exhibition** – To be held at Blue Line Arts, February 11-March 26, 2022. Deadline November 17, 2021. Need to build and post the call for entries from past Multicultural fellows. To be juried by Sana Musasama. Will provide tech support for applicants, recommenders, and juror.

**2022 Emerging Artists Fellowship** - Deadline is November 17, 2021. Recommendations to be submitted through Survey Monkey (new for 2022). Will provide tech support for applicants, recommenders, and review committee. Will assist Simon Levin (DAL), Anya Montiel and Roberto Lugo for adjudication.

**2022 NCECA Helene Zucker Seeman Curatorial, Research, and Critical Writing Fellowship for Women** - Deadline November 17, 2021. Recommendations to be submitted through Survey Monkey (new for 2022). Worked with the Fellowship ad-hoc committee to update the prospectus. Will provide tech support for applicants, recommenders, and review committee.

**2022 Multicultural Fellowships** – Deadline November 17, 2021. Recommendations to be submitted through Survey Monkey (new for 2022). Worked with the Fellowship ad-hoc committee to update the prospectus. Will provide tech support for applicants, recommenders, and review committee.

**2022 Regina Brown Undergraduate Student Fellowship and 2022 NCECA Graduate Student Fellowship** – Deadlines are November 17, 2021. Recommendations to be submitted through Survey Monkey (new for 2022). Worked with the Fellowship ad-hoc committee to update the prospectus. Will provide tech support for applicants, recommenders, and review committee.

**2022 Gallery Expo** – Received six gallery applications and Artstream Nomadic gallery. Jurors Jasmine Baetz and Sara Eku Todd. Provide support for Lauren and jurors.

**2022 Programming calls** – Refer to Chanda Zea for proposal numbers and selections. Worked with the ad-hoc committee to update the prospectus. Consolidated multiple forms into one form to include; Lectures and Co-Lectures, Panel Presentations, Roundtables, Facilitated Community Discussions, Short Form, Demonstrating Artists, Makerspace, and Projects Space. Updated web page, built form in MemberSuite, tested forms, support for applicants. Call closed June 9, 2021.

**2022 Board Nominations** – Nominations for Director at Large, Student Director at Large, Treasurer, and Exhibitions Director. Webpage created, no MemberSuite form, nominations to be



submitted using a Google Form. Worked with Josh and the Board Nominations Committee on prospectus. Will provided technical assistance to applicants and the Nominations Committee.

**2022 Honors and Awards Nominations** – draft prospectus in G-Drive, need updating, posting, and announcement.

**2022 INTL Residencies** – Need to coordinate with Simon Levin. Ceramics Workshop, School of Art, Australian National University, Canberra, Australia selected for 2020 choose to push to 2021 due to wildfires - Need to contact for 2022. Will assist Simon and residency hosts in the selection and notification process.

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

**Rhonda Willers – President Elect  
Board report**

## June 1- October 1, 2021

### Fall Symposium 2021

Along with members of NCECA's staff and board, I have been sitting in on weekly planning and preparation meetings for the upcoming fall symposium, Cultivating Community. These sessions have included marketing discussions, general problem-solving, and setting up the virtual environment for the online symposium.

*Strategic Plan Goals: 1, 2, 3*

### Full Board Meetings & General Board Work

I continue to participate in the full board monthly meetings to address current needs of NCECA. I, along with Pete, Merrie, MaPó, Alex, and Josh have been meeting to create the agenda for the Fall 2021 Board Meeting, which will be held in-person in Sacramento with some board members joining remotely. The board approved the 2021-2022 annual budget. Thanks to all who built the budget and to the board for a robust discussion.

*Strategic Plan Goal: 7*

### GAP: Governance, Advocacy, and Policy Committee

MaPó has been leading this committee. Our focus has been on editing the nominations call and improving the board nominations nominating and review processes. This committee has also discussed ways to expand the NCECA community in the future. More will be discussed at the upcoming fall board meeting.

*Strategic Plan Goals: 5, 7*

### Development: Annual Giving Circle Event

In September I enjoyed attending and assisting with the first event hosted for the Annual Giving Circle and other invited members of our community. The artist presentations and discussion were inspiring and informative. My thanks to Merrie Wright for her leadership of this event and to each of the participating artists: Shoji Satake (moderator), Dom Venzant, Heidi McKenzie, and Ehren Tool.

*Strategic Plan Goals: 2, 4*

### Finance Committee

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

*Strategic Plan Goal: 7*

### For the good of the board:

Throughout the summer and into this early fall, I've had the pleasure of teaching online terra sigillata workshops for Pocosin Arts. I continue to write articles for *Pottery Making Illustrated*. I am very excited to travel to Sacramento to meet members of the community and to work with my fellow board members in-person after nearly two years of only virtual meetings. We have learned much in this physical time apart, and I'm ever grateful to the staff, board and members of NCECA for the commitment and support during this great change.

Respectfully submitted by Rhonda Willers, President-Elect  
Contact me at [rhonda@nceca.net](mailto:rhonda@nceca.net)

David William, Design & Branding Contractor

## NCECA Board Report June 2021 - October 2021

### PUBLICATIONS

- Completed final edits on the **2021 Exhibitions Catalog** with Josh Green and Kate Vorhaus, and sent it to print.
- Completed final edits on the **2021 NCECA Journal** with Josh Green and Kate Vorhaus, and sent it to print.
- Drafted a new **print production timeline** for future publications & conference materials, with recommended timing from content collection through editing & design to print.

### 2021 FALL SYMPOSIUM

- Developed a **visual brand identity** for the *Cultivating Community* symposium, which aesthetically connected the event to the 2022 Conference. Done in consultation with Josh Green and Edith Garcia.
- Created a suite of **promotional graphics** for NCECA's online distribution channels.
- Designed a suite of **vFairs banner graphics** for the virtual symposium.
- Designed **video / slide graphics** to be displayed during the symposium.

### 2021 MEMBERS MEETING

- Created a suite of **promotional graphics** for NCECA's online distribution channels.
- Designed **video / slide graphics** to be displayed during the meeting,

### BOARD ELECTIONS: 2021-2022

- Created a suite of **promotional graphics** for NCECA's online distribution channels. Done in consultation with Josh Green.

### 2022 CONFERENCE

- Further developed the **visual brand** for the conference, creating variations in color and layout for different uses.
- Created a suite of **promotional graphics** for NCECA's online distribution channels.
- **Conference logo usage requests:** Set up a branded Google Form, spreadsheet, and Dropbox folder to collect, track, and fulfill logo requests from third parties.

### 2022 MEMBER OPPORTUNITIES

- Developed **promotional graphics** for NCECA's online distribution channels, to encourage applications to fellowships, et. al. Done in consultation with Josh Green and Edith Garcia.

### PARTICIPATION CERTIFICATES

- Fulfilled requests for **acknowledgment certificates** from attendees of past NCECA programming.

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

**Merrie Wright, Steward of the Board**

**NCECA Board Report  
June - October 2021**

**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; provided development report and updates on Community Culture Committee work outlined below.

**On-going Board Service**

- Miscellaneous full board activities: participated in 2022 programming reviews, recorded fellowship and open board position updates for the 2021 virtual Members Meeting.
- Finance & Budget Committee: participated in quarterly budget review and 2021 budget year overview meetings.
- Development Committee: recent activities include the virtual cup sale, special fundraising events focused on the Sacramento region, Annual Giving Circle + Collector's Tour Virtual Event, and preparation for the 2021 Annual Appeal.
- Ad Hoc Fellowship Committee: reviewed language for current fellowships, developed/edited language for two new fellowships, presented two new fellowships to the full board for consideration.
- Nominations Committee: Forming 2021 nomination committee (still in-process), and review of fellowship and board nomination calls.
- Community Culture Committee: worked with external advisors to create/revise two new policies, Community Guidelines Polity and NCECA Respectful Culture, Harassment Prevention, and Equal Employment Opportunity Policy, developed NCECA Values Statement, reviewed and resolved in-coming reports, and held meetings with NCECA members to get feedback on related work.
- Board Steward: Assisted with on-boarding for new board member Pam Kravetz, communication with prospective future board members.

**For the Good of the Board**

- I have work included in several exhibitions: *Irene Rosenzweig Juried Biennial Exhibition* at The Arts & Science Center for Southeast Arkansas in Pine Bluff, AR; *Broken and Whole* at the Museum of Biblical Art in Dallas, TX; *Studio Art Faculty Exhibition* at the Meadows Gallery at the University of Texas at Tyler in Tyler, TX; and *Little Things Matter: Small-Scale Sculpture Exhibition* at the University of Southern Mississippi Museum of Art in Haddiesburg, MS.
- I watched the *Power and Equity: Sexism in Ceramics* panel discussion presented by Sunshine Cobb, Ayumi Horie, Dana Lossia, and Jenni Sorkin.

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

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

**Committees:**

**Executive Committee, Finance Committee, Respectful Culture Committee, Green Task Force, Programming Committee (ad hoc), Committee on Committees (ad hoc), Members Meeting Committee (ad hoc)**

**Programming:**

Led the board in the review of the programming proposals submitted for the 2022 Conference in Sacramento. Made note of challenges faced by submitters as well as the review committee in preparation for reviewing and updated the call for 2022 in November. Collated board suggestions and led an ad hoc Programming Review committee that included board members, a representative from the Sacramento area and a Green Task Force member. The committee reviewed the program proposals and board suggestions and then worked with Dori to place the accepted programming in the 2022 conference schedule. The committee also reviewed and prioritized all the keynote speaker and demonstrator suggestions and created a prioritized list.

We have signed contracts from half of our keynotes and demonstrating artists and hope to finalize the other half within the next few weeks.

Working in conjunction with Edith, Josh, and Allyson, we developed *Cultivating Community*, a virtual symposium aligned with Clay Week and our annual Member's Meeting. Attended meetings with CMI, VES, Zoom and vFairs to determine the best platform to host this event. All symposium events were offered free of charge (donation suggested) on the vFairs platform. We hosted daily Youtube releases of content from the 2021 annual conference, Green Task Force and a discussion of the 2022 NCECA annual with Angelique Vizcarando-Laboy as well as 5 presentations that were created specifically for *Cultivating Community*. The opening event for the week was our annual Members Meeting.

I attend the monthly Sacramento Regional Planning committee meetings to stay in touch with the folks in the Sacramento area doing so much work to make our conference a success.

**Members Meeting Committee:**

Supported Alex and fellow committee members in organizing the annual Members Meeting.

**Community Culture Committee:**

The approved updated respectful culture guidelines and an online reporting form were added to the NCECA website and activated. The committee met with Sexism in Ceramics panel members Ayumi Horie and Sunshine Cobb to discuss how we could be mutually supportive and share information.

**Green Task Force:**

GTF continues to remain active, and hosted DigIt, an online presentation of sustainable aspects of clay as a material. After an end-of-summer break the task force is working on sustainable measures NCECA could enact for the conference

**Finance Committee:**

The Finance Committee met in August in preparation for the budget being voted on by the board in September.

**Committee on Committees:**

This committee of current and former board members was formed during the spring board meeting to examine how we can streamline some of the work we do as a board. We began meeting weekly in September and are currently examining and documenting the description of each board member as described in our bylaws and guide to the board as a first step to distribute the workload of board members more evenly and in alignment with board positions.

**For the Good of the Board:**

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

*Respectfully submitted by Chanda Zea, Programs Director  
Please contact me at [programs@nceca.net](mailto:programs@nceca.net)*