



## EXECUTIVE COMMITTEE MEETING MINUTES

**NCECA Executive Committee Meeting  
Monday June 15, 2020  
Ring Central**

In attendance: NCECA Board members Pete Pinnell (President), Holly Hanessian, Merrie Wright, Chanda Zea, Julia Galloway, Mary Cloonan, Brett Binford, Alex Hibbitt, Reena Kashyap, ex-officio board member Rhonda Willers and NCECA Staff Helen Anderson and Executive Director Josh Green.

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

The Executive Committee met to discuss the full Board meeting agenda, and to streamline upcoming discussions of certain topics with the full Board, including staffing, conference modalities and the proposed 2020-2021 Budget.

**i. Staffing needs (Josh Green)**

The Executive Committee discussed current and projected staffing needs in terms of skillset, workload and diversity. As part of a larger discussion about increasing diversity in the board and staff, The Executive Committee sees the need to actively seek out diverse candidates for any new or vacated staff (or Board) position.

Follow up: The EC recommends forming a taskforce made up of diverse constituents to review NCECA's operating model including the configuration of staff and board, policies and procedures.

**ii. Conference modalities (Pete Pinnell)**

The Presidential Circle has been looking into digital platforms for the three possible conference modalities, (F2F, virtual and hybrid). Discussions will continue as the board reviews hosting platforms for functionality and compatibility with existing NCECA digital infrastructure.

The Executive Committee discussed the pros and cons of each conference format in light of current and future health and travel uncertainties, to continue the discussion with the full board.

**2020-2021 NCECA Budget (Helen Anderson, Josh Green, Reena Kashyap)**

NCECA Accounting and Finance Manager Helen Anderson summarized the budget and explained that the budget projections were calculated using a 4-year running average of our actual income and expenses, where the revenue for 2020 was recorded as \$0 due to the cancellation of the conference. (Conference registrations that were forwarded to 2021 appear as revenue in that financial year).

The “working” budget model maps the 3 possible modalities of conference- F2F, Virtual and Hybrid. While basic operating and administration costs are more stable budget items, there is much in our conference-related budget we do not yet know due to ongoing research into conference modalities and possibilities.

NCECA Executive Director Josh Green pointed out budget additions in the admin section of the budget to address cultural responsiveness training for staff. Flex office space in Pittsburgh was discontinued due to rising costs. Some savings were made by the transition of board meetings in March and June to virtual formats. There was a substantial increase made in a presidential discretionary line to assist with new initiatives related to diversity and equity.

The executive committee discussed the NCECA journal in terms of accessibility, cost, environmental concerns and member preferences.

Follow Up: The board will continue to look into optimal options that can balance these concerns.

**iii. Communications Director (Pete Pinnell, Josh Green)**

The executive committee discussed the open Communications Director position in the context of other potential structural changes in the board to address issues of diversity and equity. This discussion included review of the make-up of the Nominations Committee and the status of other standing committees as well as the merits of convening an advisory board.

The meeting was adjourned at 5.08pm by NCECA President Pete Pinnell



## BOARD OF DIRECTORS SPRING MEETING MINUTES

### **Full NCECA Board Meeting Tuesday June 16, 2020 Ring Central**

In attendance: NCECA Board members Pete Pinnell (President), Holly Hanessian, Merrie Wright, Mary Cloonan, Alex Hibbitt, Michelle Castro, Lisa Merida-Paytes, Zach Tate, Nancy Servis, Simon Levin, Eliza Weber, Lauren Sandler, Marsha Karagheusian, Brett Binford, Reena Kashyap, Ex-officio NCECA board members Chanda Zea, Rhonda Willers, Ashlyn Pope, Jeannie Hulen, Executive Director Josh Green

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

Pete Pinnell introduced new board members

#### **i. Diversity, Inclusivity and Equity**

The board went into executive session to discuss Diversity, inclusivity and equity focusing on the following questions:

- What does racism look like in NCECA?
- How do we hold ourselves accountable and report to our membership?
- Examine how we identify potential board members: are we keeping inclusion central to our search process? What are barriers to board service?

#### **ii. New Operating Models for NCECA**

The board broke into small groups to brainstorm topics related to identifying new operating models for NCECA and later reconvened as a board to discuss preliminary findings. The board will continue to work on these throughout the year. The board sees value in spreading some programming and member resources throughout the year as well as utilizing technology more efficiently to serve members better, increase accessibility, serve underrepresented communities and encourage greater member engagement outside of the conference.

The meeting was adjourned at 5.12pm EDT by NCECA President Pete Pinnell.

**Full NCECA Board Meeting  
Wednesday June 17, 2020  
Ring Central**

In attendance: NCECA Board members Pete Pinnell (President), Holly Hanessian, Merrie Wright, Mary Cloonan, Alex Hibbitt, Michelle Castro, Lisa Merida-Paytes, Nancy Servis, Simon Levin, Eliza Weber, Lauren Sandler, Marsha Karagheusian, Brett Binford, Reena Kashyap, Ex-officio NCECA board members Chanda Zea, Rhonda Willers, Ashlyn Pope, Jeannie Hulen, NCECA Executive Director Josh Green, Guest Shoji Satake

Absent: Zach Tate

12.06pm EDT meeting called to order by NCECA President Pete Pinnell.

A quorum is present.

**i. Bylaws Overview (Josh Green)**

The board discussed the NCECA bylaws in the context of structural and systemic issues that may be inhibiting NCECA in relationship to diversity and inclusion. The board looked at the process by which board members are nominated and put in place, the Nomination Committee make-up and the structure of current committees. Former board Secretary Shoji Satake reviewed some historical changes to the bylaws that happened during his board service, and highlighted bylaws that pertain to board member appointment and election, as well as procedural steps that would facilitate increased representation on the board. The board also discussed the provision for an advisory board in the bylaws.

**ii. Board and Staff Reports**

The Board unanimously approved the submitted Board and Staff Reports with the following **motion: to Approve the Combined Board reports from Oct 2019 - April 2020** (Motion by Brett Binford, second by Merrie Wright, 13 votes in favor.)

**iii. Cincinnati Logo Discussion**

David William introduced the conceptual and design sensibilities behind the branding and Logo for the Cincinnati Conference, and outlined discussions with onsite Liaisons Lisa Merida-Paytes and Marsha Karagheusian

**iv. Sacramento Conference Theme (Nancy Servis)**

Nancy Servis outlined the work of the Sacramento onsite committee in coming to a recommendation for the theme of the 2022 Conference. After much discussion of the themes, the board asked the committee to re-examine the themes in relationship to potential concerns about cultural sensitivity, to be revisited and voted on at the next board meeting on June 30<sup>th</sup>.

v. **Budget (Josh Green and Helen Anderson)**

Due to the continued uncertainty surrounding conference modalities for the 2021 Cincinnati conference, Josh Green asked the board to focus on passing the budget for operating costs, administration and staff payroll and other essential costs. NCECA Accounting and Finance Manager Helen Anderson walked the board through the budget spreadsheet that included projections for the 3 different conference modalities, explaining that we do not have any clear figures for the technological and support costs associated with virtual and hybrid models at this time. All three budget scenarios suggest a decreased attendance and a financial loss. The

hybrid option looks the most expensive, as it will require a significant investment in technology and tech support. Reena Kashyap reiterated that we have very little to go on to be able to project our budget for the coming year due to the current Covid 19 situation at this time. In recent years, NCECA has seen increased attendance at conferences, It is partially this increase in registrations that has allowed NCECA to weather the cancellation of this year's conference, but as Josh Green pointed out, NCECA has also increased its funding for emerging artist and multicultural fellows awards as well as additional support for annual and student exhibition with for shipping costs and the waiving of exhibition entry fees for members.

Helen Anderson highlighted additions in the budget for diversity and equity initiatives as well as training and consulting costs, (\$30,000 to cover things such as videographers and tech help for any virtual programming through the year).

Follow up: The financial committee will meet with NCECA's financial advisors to assess and plan for the financial challenges ahead.

The board unanimously approved the **motion: to approve "Admin", "Board" and "Program General" sections of 2021 preliminary budget.** (Motion by Alex Hibbitt, second by Holly Hanessian, 13 votes in favor).

vi. **2021 Cincinnati Conference Modalities**

The board discussed the pros and cons of each conference format for 2021, (F2F, hybrid and virtual) in light of current and future health and travel uncertainties. Member experience, member safety, financial implications, accessibility (short and long term, national and global), participation of vendors and other constituents, were just a few of the concerns. The board will continue to look into how meaningful F2F experience could be facilitated without compromising member safety. The conference center in Cincinnati are moving ahead with business as normal, but the health situation changes daily, and the board must make the most informed decision as soon as feasible for all concerned. There is no insurance that will cover cancellation due to pandemic. The board sees opportunity in working with existing and new partners to create and facilitate new virtual programming to support any potential conference modality. The board believes it would be irresponsible to plan for a traditional 4000-plus

attendee conference in Cincinnati in 2021, given current health concerns and will focus their research and planning on hybrid and virtual models.

Follow up: The board created an ad-hoc committee consisting of board members, staff and at least one NCECA member that will continue to focus on hybrid or virtual conference modalities for 2021.

The meeting was adjourned at 5.15pm by NCECA President Pete Pinnell

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**Full NCECA Board Meeting**  
**Thursday June 19, 2020**  
**Ring Central**

In attendance: NCECA Board members Pete Pinnell (President), Holly Hanessian, Merrie Wright, Mary Cloonan, Alex Hibbitt, Michelle Castro, Lisa Merida-Paytes, Nancy Servis, Simon Levin, Eliza Weber, Lauren Sandler, Marsha Karagheusian, Brett Binford, Reena Kashyap, Ex-officio NCECA board members Chanda Zea, Rhonda Willers, Ashlyn Pope, NCECA Executive Director Josh Green, Guest Shoji Satake

Absent: Zach Tate, Jeannie Hulen

12.00pm EDT meeting called to order by NCECA President Pete Pinnell.  
A quorum is present.

**i. Diversity, inclusion, equity (Merrie Wright)**

In order to address the need for greater diversity and representation in the leadership of NCECA, the board discussed the vacant Communications Director position as well as the potential of adding two new board member positions, as allowed for in the bylaws. The board identified main points of focus for these positions as including policy, equity, governance, collaboration and engagement. These positions will need to be further defined and described for inclusion in the bylaws before the board can seek nominations. The nomination and recruitment process was also discussed, with the recommendation that the board review the nomination committee make-up and processes.

**ii. Communications Director (Pete Pinnell)**

The board discussed the need to fill the vacant Communications Director position quickly, with NCECA's commitment to increasing diversity and representation on the board. This is a crucial position for the organization, to facilitate and increase engagement with our members through digital means. The board discussed how this position ties into a new staff position focusing on marketing, as well as projected staffing changes that will also support communications and

technology needs. It was suggested that the board engage a consultant to review staff positions and create a matrix of staff knowledge and their needs. Further discussion is warranted. The board created an ad-hoc committee to look at recruitment and nominations for the Communications Director position.

### iii. Upcoming Meeting Schedule

- **Tuesday, June 30th:** Full Board Meeting 7pm eastern, Budget Meeting
- **Weekly Tuesday meetings through July**
- **Board Meeting - Fall 2020,** Sacramento: October 27-29
- **Conference 2021,** Cincinnati: March 17-20
- **Board Meeting - Spring 2021,** Sacramento: June 8-11

The Board unanimously approved the meeting dates above with the following **motion: To approve the upcoming meeting schedule.** (motion - Marsha Karagheusian, seconded – Reena Kashyap, 13 votes in favor.)

### iv. Annual Members' Meeting

The Annual Member's meeting will be held electronically in the fall, due to the cancelation of the 2020 conference. The board created an ad-hoc committee to identify the timing and format of the 2020 Annual Members' meeting.

### v. New Board Member Positions

The board unanimously approved the **motion: To form a committee to research, develop and recommend the creation of two new voting board positions; Considering policy, equity, governance, collaboration and engagement.** (moved by Simon, seconded by Alex, 13 votes in favor)

The meeting was adjourned at 5.07pm by NCECA President Pete Pinnell.

Minutes respectfully submitted by Alex Hibbitt, NCECA Secretary, July 21, 2020