

March 8, 2022
Full NCECA Board
ZOOM

In attendance: NCECA Board members Pete Pinnell (President), Rhonda Willers, Merrie Wright, Edith Garcia, Reena Kashyap, MaPó Kinnord, Chanda Zea, Heidi McKenzie, PJ Anderson, Simon Levin, Dina Perlasca, Brett Binford, Lauren Sandler, Michelle Castro, Jeff Vick, Nancy Servis, Rick Rogers, Ife Williams, Pam Kravetz, Cal Cullen, Shoji Satake, Executive Director Josh Green, Gerald Brown, Helen Anderson and guests MeLisa Zackery, Jill Garcia and Germaine Watkins.

Absent: Alex Hibbitt and Ray Gonzales

7.06 pm EST meeting called to order by NCECA President Pete Pinnell.
A quorum is present.

Announcements

- Approval for earlier board minutes will come in a survey monkey.
- A few remaining board reports are needed from folks to be able to vote on the October 2021 to March 2022 combined board reports. Hand in by tomorrow.
- Download google chat and basecamp apps for communications use during the conference.

Business

1. Fund manager change (Reena)

On the recommendation of the Morgan Stanley investment team, the Finance committee made the decision to replace a consistently underperforming fund manager (Clearbridge) and charged Josh, Helen and Reena with the selection of a new fund manager. Based on advice from Tanya and Catherine, they chose to go ahead with TCW, which is a more relative value portfolio and is better positioned in the current volatile market. There are no fees or costs associated with this change.

2. Budget Variance Policy (Reena)

Reena presented a document outlining a budget variance policy for expenses or repurposing funds. This would empower the Executive Director to repurpose funds from an existing board approved operating budgeted item to another expense line item without asking for a budget variance, which requires a motion and a full board vote, which can be time consuming, especially with conference-focused time sensitive matters.

Repurposing cannot be used for items that are **not** approved in the budget.

This action needs to be communicated to the Treasurer. At the quarterly Finance Committee, the full committee will be informed and it will be minuted for the full board to be aware of this action.

Reena presented the **Motion: To approve the budget variance policy (for Expenses/Repurposing funds) as presented to the board on March 8, 2022.** Moved by Reena. Seconded by Edith.

After discussion, the motion was withdrawn and sent to Reena, Rick and the Finance Committee for further work.

Discussion: Josh focused on the need for a carefully crafted policy that also includes reporting procedures to the board, and that supports the executive director in weighing the budgetary priorities of NCECA in an uncertain budgetary landscape and making appropriate decisions. Reena explained how the cap amount suggested per quarter was calculated. Rick stated that this amount is not unreasonable for the Executive Director to redistribute if needed without Board approval. Chanda suggests the amount be tied to a percentage to the budget rather than a fixed amount. There was general support for the ability of the executive director to make these decisions, but also suggestions for amendments to the motion. Pete suggested sending it to the finance committee to bring back to the board in April.

Brief discussion about access to events at the conference center for the public. Health checks and waivers needed for all attendees.

3. Introductions: MeLisa Zackery and Jill Garcia (conference management team), and Germaine Watkins (conference photographer) (Josh).

Germaine has been the director of photography at Manchester Craftsmans' Guild, Pittsburgh for many years, MeLisa has many years of conference and event planning experience and will be helping NCECA transition to conference management after Dori retires. Jill Garcia is the principal of the Hutton Group, a conference and event management consultancy which NCECA will be working with through this year. Introductions from each of the new teams.

4. Overview of hybrid conference process (Chanda, Edith)

Chanda gave an overview of the programming and schedule. There is more programming on Wednesday than usual with project spaces starting, Virgil Ortiz lecture and opening ceremonies. Thursday and Friday keynotes are virtual and not programmed against anything else. In general through the conference, there are 8 different programming threads happening at the same time. Some presentations will be in person only – such as community discussions, some will be streamed live, some will be pre recorded and uploaded to the vFairs platform with a delay. CMI will sync together live and pre recorded content, and virtual presenters will be on zoom and available for questions at the end of the session. Edith thanks Chuck for all his work on the editing and prep of all pre recorded content.

Edith presented the vFairs platform. It will go live early next week as well as the mobile app ,but is currently still under construction. Only people who are registered for the conference will have access to the app.

5. Preparations & Board Support During the Conference (Rhonda)

Rhonda reminded board members of events at the conference that they should plan to attend, and also highlighted the sign-up sheets for presentation introductions and other needs at the conference and encouraged board members to sign up. Keep an eye out on basecamp or google chat for potential last minute and unexpected needs. This year, recruiting volunteers for the conference has been hard and may impact the conference in a number of ways. NCECA is having to determine best use of the limited volunteer pool, and so board member participation at the conference is really crucial. Reach out to former board members or NCECA associates for

extra help. State of California and CDC lifting mask requirements will not change our mask mandate. It may be harder dealing with attendees who do not want to wear masks under these new guidelines but training has been given to staff in de-escalation, and the security firm is able to help enforce and remind folks of the guidelines. There is support for board members who may have problems with attendees refusing to follow guidelines. There will be a health and safety chat on google chat for board and staff to reach out for help. Panelists and presenters may remove their masks, but they are not required to unmask. Conference center staff are not required to mask.

Edith, Ife, Adam and Rick leave the meeting, as do all staff and guests

6. The board unanimously passed the **Motion: to appoint Edith Garcia as Communications Director for the term of 2022-2025**. Moved by Rhonda, Seconded by: Chanda.

The board moved into executive session to discuss the motion.
The board exited executive session

7. Reports

- a. **Development committee report** (Merrie)
- b. **Green Task Force Committee report** (Chanda)

Meeting adjourned by NCECA President Peter Pinnell at 8.36pm EDT.

Minutes compiled by Alex Hibbitt Secretary, with thanks to PJ Anderson and Michelle Castro for taking notes.