

**Helen Anderson, Finance & Accounting Manager**  
**NCECA Staff Report July - October 2020**

Activities for reporting period June 2020- October 2020 include the following:

- Served as member of Budget Committee along with Executive Director, Finance Committee and Project Managers. Assisted in creating and revising three budget models for On-Site, Hybrid and Virtual Conference scenarios resulting in a final Approved 2021 Hybrid Budget.
- 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 9-30-2020.
- 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 9-30-2020.
- Worked with external CPA/ Auditors, Kristin Flewelling and Mariah Moore, to assist with annual Audit of NCECA accounting data. Please see attached copy of NCECA's Audited Financial Statements dated 6-30-2020. The 990 will be sent separately for review by Reena Kashyap. 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.
- Reviewing "Showstoppers Event Insurance" (Conference Cancellation insurance). Insurance would cover percentage of NCECA's conference revenue in the event a natural or terrorist related catastrophe occurs, however, the Covid-19 pandemic was not covered by this insurance. Further discussion and review required. Reviewed and renewed Liability and D&O (Directors and Officers) insurance.
- In process of obtaining health insurance quotes for 2021 employee health and dental insurance renewals.
- Worked with credit card processor (BluePay) developers and staff members to create alternative payment option for donations so log in to Membersuite is not required to make donations.
- Worked with credit card processor and Control Scan to ensure NCECA is PCI compliant.
- Worked with board and staff members to create pricing structure for virtual 2021 Conference.

Respectfully Submitted by Helen Anderson  
*Please contact me at [helen@nceca.net](mailto:helen@nceca.net)*

**Brett Binford, Exhibitions Director**  
**NCECA Board Report**  
**July- October 2020**

**2021 Annual:**

- Oversaw coordination of invited and juried artist works with changed show dates
- Updated contracts, oversaw communications with venues, galleries, artists, shipping companies, etc.
- Approved shipping allocations, general budgets
- Participated on calls with ED and curator, as well as venue administration

**2021 NSJE-**

- Oversaw shipping stipends for students
- Oversaw and corresponded with venue regarding damaged work and compensation procedures.
- Oversaw Student DAL correspondence and planning (jurors, works, etc)

**2021 Concurrent Exhibitions:**

- Oversaw correspondences to 2020 exhibition organizers
- Oversaw emails and questions from venues and exhibition organizers in Cincinnati
- Oversaw ideation for virtual platform(s) for showing exhibition content

**2021 Multicultural Fellowship Exhibition (MCFE)**

- Discussions and planning with Lauren Sandler regarding Multicultural Fellowship exhibition possibilities for 2021
- Updated contract for Jurors and carried forward 2020 artists as well as added a call to 2020 fellows
- Oversaw shipping allocations and contracts
- Oversaw planning for virtual platforms

**2021 Events and Exhibitions Committee**

- Weekly Thursday meetings
- Ideated and reviewed ideas for exhibitions and event delivery models
- Corresponded with onsite, other committee heads, etc.
- Decision made to honor 2020 exhibition efforts and move forward willing participants. Oversaw process, answered questions. Cancelled 2021 call for concurrent exhibitions.
- Part of selection process for VOE's, and satellite Exhibitions

**Misc.**

- Monthly EC conference calls
- Morgan Stanley portfolio review conference calls.
- Conference delivery model calls
- Budget calls
- Planning calls

For the Good of the board:

- Stayed in business
- Cooked a lot of food at home

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

**Michelle Castro, Student Director at Large  
NCECA Board Report July - October 2020**

**Nominations Committee**

- Attending meetings (via zoom)
- Currently reviewing applications

**Communications Committee**

- Kept up with communications regarding social media posts, specifically NJSE posts
- Actively considering 2021 exhibition posts

**Exhibitions Task Force/**

**2021 Conference Exhibitions/Satellite Events**

- Active discussions regarding the creation and planning of the 2021 exhibitions. Hybrid, in-person, or virtual.

**New Operating Model Task Force**

- Attended meetings to discuss old and new models

**Student Focused Task Force (inactive)**

- Maintaining Communication with Ellie regarding deadlines and plans for Student Critique Room and Mentoring/Mentors
  - Reviewed all communication between Jurors and SDAL regarding NJSE
  - Helped in discussion regarding 2021 NJSE Jurors

**Ad Hoc Committee to research, develop, and recommend the creation of two new voting board positions; Considering policy equity, governance, collaboration, and engagement (inactive)**

- Meetings to develop the new positions on the board

**Virtual Platform Review subcommittee**

- Reviewed different platforms
- Considered what environment a virtual platform can create and the possibilities of inclusivity with this new platform

Respectfully submitted by Michelle Castro, Student Director at Large  
*Please contact me at michelle.nceca@gmail.com*

**Mary Cloonan, Programs Director**  
**NCECA Board Report July - October 2020**

- NCECA sent out a final ask to double-triple check with the 2020 presenters if they are ready and able to present a recorded talk for a virtual conference, or wished to withdraw their proposal
- After the main board meeting in June, EC meetings have been monthly, if not weekly, to figure out the shape of a virtual NCECA
- The Program Committee has been meeting almost weekly to organize and schedule the flow of the virtual conference
- Review and exploration of the various platforms have been undertaken to find the right one that fits our needs and member's cost
- Kept in touch with the 2020-21 applicants, grateful for their patience and understanding as we work through what form the conference will take.
- Excited for the opportunities that a virtual conference will provide NCECA to broaden our audience and allow for even more attendees to participate, worldwide.

Respectfully submitted by Mary Cloonan, Programs Director  
*Mkcloonan.nceca@gmail.com*

**Edith Garcia, Communications Director**  
**NCECA Board Report July - October 2020**

**General**

Administrative Duties associated with internal and external staff and community partners

Participation in Annual Members Meeting (Communications/Marketing Update for Membership)

Communications on long-term strategies for diversified programming, marketing, and representation of membership, global communities, across NCECA Social Media Platforms

Participation in Finance Committee calls with Financial Advisers

**Programming Committee (Chair)**

Participation in weekly planning meetings for virtual conference: presentations, presenters, and demonstrator logistics from in-person to virtual platforms

Strategies for creating engaging content for virtual conference attendees

**Communications Committee (Chair)**

Working in collaboration with the Communications Committee to implement programming

Oversee external communications of marketing material for NCECA programming initiatives, Clay Week 2020, Emerging Artists, NSJE, Call for Entries, and other calls and submissions

Upcoming: Public Engagement Strategies and Risk Management (emphasis on creation and implementation of a 1- 2 Year Plan)

**Executive Committee**

Participation in planning for virtual conference programming and hosting platforms

**Communications**

- Long-Term Planning of NCECA Communications Strategies in collaboration with Executive Director, Social Media Curator, and Board
- Strategies to address Diversity, Value in Membership and Growth on Social Media Platforms - Implementation of Community Spotlight Social Media Initiative to address visibility for Membership, Community Partners, and underrepresented communities with an emphasis on diversity, equity, and inclusion
- Analysis of Audience and representation on NCECA Instagram, Facebook, and YouTube social media accounts:
  - Instagram | 38,312 followers (Previous 37k Followers)
  - YouTube | 4.7K (Previous 3.64k Subscribers)
  - Facebook | 16,000 (Previous 13,334 Followers)
- General art direction, fact-checking, and copyediting of marketing materials
- Upcoming: Content Curation for Social Media with an emphasis on public engagement

**Communications Policies**

- Implementation of Social Media Policies (Executive Director and President-Elect)
- Introduction to Risk Management Strategies for Long-Term Organizational Planning
- Implementation of Emerging Artists Social Media Guidelines
- Upcoming: Public Engagement Strategies and Risk Management

**For the Good of the Board**

- Publication in December Issue of Ceramics Monthly Magazine  
Author Death and Rebirth of the Dinner Party: Cheyenne Chapman Rudolph
- Publication in December Issue of American Craft Magazine  
Profile and Interview for Object Stories on a curatorial project with Josh Hughes Atelier
- Participation in “Ask A Curator” a global museum initiative  
Invitation by American Museum of Ceramics Arts

Respectfully submitted by Edith Garcia, Communications Director.  
*Please contact me at [communications@nceca.net](mailto:communications@nceca.net)*

**Josh Green, Executive Director**  
**Staff Report**  
**July - October 2020**

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

Worked with Executive Committee throughout July to gather information pertaining to three budgetary scenarios for FY 2020-21

Worked with Helen Anderson, Reena Kashyap and auditor Kris Flewelling to prepare and review FY 2019 Audit and 990

Participated in perioding conferences with Treasurer Reena Kashhyap, Finance Manager Helen Anderson on NCECA's cash flow and considerations for expiring investment instruments

Participated in quarterly meetings with the Finance Committee

Contributed to messaging being developed in cooperation with Fundraising Task Force

Managed development of content for annual appeal letter and followed through with production, mailing, follow up communications with donors, and potential donors

Developed FY 2019 Final Report on NEA Grant and drew down funds

Developed Covid-19 relief grant proposal to Colorado Department of Economic Development

**Communications with Boards Members and Consultants**

Participated in regular communications with Presidential cycle and executive committee, particularly but not limited to concerns around legal concerns regarding communications and conference cancellations

Periodic communications on policies with Communications Director Edith Garcia

Communications with Sacramento Onsite Conference Liaison Nancy Servis and Board Advisor Rhonda Willers on preparation of NEA proposal for 2022

**Member, Public, and Vendor Communications: (Ongoing- Weekly)**

Conferences with Cincinnati Convention and Visitors Bureau regarding current and projected safety of public gatherings

Conferences with attorney related to legal and financial obligations related to agreements with hotels and convention center.

Worked to develop matrix of agreements and clauses to reference when composing letters to report cancellation of event.

Weekly conferences with vFairs Project Management team

Weekly conferences with Higher Logic/ Informz communications platform liaison.

**Planning and Cancellation of Cincinnati Conference**

Regular communications with Onsite Conference Liaisons, Brett Binford and Tammy Lynn on exhibitions calls and procedures

Worked with key contacts at venues for NCECA sponsored exhibitions to develop contingency plans

Numerous communications with staff and presenters regarding publications and presentations.

Regular conferences with presidential cycle related to clearly identifying issues as well as responsive and responsible approach to crisis.

**Website, e-news, Social Media Communications Issues: (Ongoing- Weekly)** Researched and developed agreement for Higher Logic Communications Platform

Worked with exiting team member Candice Finn to transition NCECA accounts to self and others

Composed e-news communications regarding regular conference and opportunity updates



Developed new donor forms and worked with staff, Board Steward Merrie Wright, and Development Committee Member Cindy Bracker to develop more user friendly forms and access to donation portal on NCECA Website  
Worked with staff and NCECA Contacts to develop a Giving Tuesday campaign  
Worked with David William to develop a simplified, cleaner look template for NCECA e-news to be disseminated through Higher Logic/ Informz system  
Posted updates in social media to promote online sessions co-produced with 92Y  
Developed job description and agreement for new staff team member to work on social media strategy development and implementation

**Future Programming, Planning, and Agreements**

Facilitated and evaluated research on virtual conference platforms  
Worked with Board Officers to present a virtual conference platform for board review and approval.  
Conferences with 2023 Onsite Conference Liaison Nancy Selvin, and David William on branding concepts  
Worked with Communications Director Edith Garcia and David William on 2021 conference rebranding as a virtual event.  
Conferences and basecamp communication with 2022 Onsite Conference Liaison Nancy Servis and planning committee for 2022 conference  
Communications with 2021 exhibitions venues and curators, and Exhibitions Director Brett Binford  
Outreach with Conference Manager Dori Nielsen to Greater Cincinnati Convention and Visitors Bureau, Duke Energy Center and Hotels in regard to negotiating potential penalties rescheduling 2021 event in Cincinnati to a future date  
Participation in conferences with other arts organization leaders on evolution in response to CoVID-19 and specific to those planning virtual events  
Worked with Conference Manager Dori Nielsen and Finance Manager Helen Anderson to modify future conference site timelines and agreements

Respectfully submitted by Josh Green, Executive Director  
Please contact me at [josh@nceca.net](mailto:josh@nceca.net)

**Holly Hanessian, Past- President**  
**NCECA Board Report July - October 2020**

**Weekly Full Board Meetings**

Participated in the weekly meetings.

**Presidential Cycle Meetings:**

Twice a week or more, 20-50 emails a week depending on crisis  
Conversations to problem solve, listen, and offer advice.

**Fall October Board Meetings: (June, 2020)**

Met with the Executive Committee and then full board.

**Finance Committee: (Quarterly)**

Participated in Online Quarterly meetings with the Finance Committee.

**Helped move forward the New Board Positions BIPOC** to shape new board positions and bring forward a recommendation to the full board to research, develop and recommend the full description of two new voting board positions; one, a director charged with policy and equity, and another director, charged with collaboration and engagement in regional, national and global communities. We will then create a report of these two new board positions and then bring back a recommendation to the full board.

**Working on the Honors and Fellows Awards committee.**

I have enlisted past board members and reached out to others to help determine the 2021 Awards for Honors and Fellows.

**Wrote up an Instagram Feed for Past President to post on our Social Media Account.**

Respectfully submitted by Holly Hanessian, Past-President  
*Contact me at [holly.nceca@gmail.com](mailto:holly.nceca@gmail.com)*

**Jacqueline Hardy, Serving as Office Manager/Membership Coordinator**  
**NCECA Staff Report July - October 2020**

1. Office administration and operations:
  - a. Upkeep of virtual and physical office daily operations.
  - i. Scheduling Staff meetings for Office Evolutions conference rooms.
  - b. Monitor and reconcile all account receivables.
  - c. Snail Mail retrieval and distributes to staff boxes at Office Evolutions Boulder office.
  - d. Continue to support Josh, Board and Staff with financial, registration and membership reports.
2. Accounting
  - a. Supported Helen with the year-end audit
  - b. Provided membership and registration reports to Helen for year-end audit.
3. Fundraising and Development
  - a. Collaborated with staff to produce appeal mailing list and printing of 800 letters
  - b. Prepared and sent packets of letters and supplies to all board members
  - c. Receive payments from JotForm and enter into MemberSuite
4. *MemberSuite* Database
  - a. Act as liaison between *MemberSuite* representatives and NCECA staff.
  - b. Continue to learn the new AMS database and implement new efficient in-office procedures.
5. Membership
  - a. Current active members 4530. Other detailed reports can be requested.
  - b. Serving as customer service representative on a daily basis for incoming calls and emails.
6. *MemberSuite* Online Registration
  - a. Created and implementing pricing and details for the 2021 virtual conference.
  - b. Continue to manage deferred revenue of the Richmond 2020 conference registrations
  - c. Collector Tour registration management.

Respectfully Submitted on 12/1/2020 by Jacqueline Hardy  
Please contact me at [Jacqueline@nceca.net](mailto:Jacqueline@nceca.net)

**Alex Hibbitt, Secretary**  
**NCECA Board Report July - October 2020**

- Participated in virtual special full board meetings from July 14<sup>th</sup>, 2020 to October 6<sup>th</sup>, 2020 and recorded the minutes for July 14<sup>th</sup>, July 21<sup>st</sup>, July 28<sup>th</sup>, September 2<sup>nd</sup>, October 6<sup>th</sup>.
- Participated in the first virtual Member's meeting on October 4<sup>th</sup> 2020 and took the minutes.
- Chaired the Ad hoc committee for the *Annual Members' Meeting* until I handed the chair-ship to Rhonda Willers and Chanda Zea in September due to health issues.
- Met with Communications Committee to plan for Member's meeting run up.
- Collected and compiled Board and Staff reports.
- Member of the *Online Content and Technology Review taskforce* on Youtube metadata and playlists.
- Member of ad-hoc committee on *New Operating models* for NCECA
- Oversaw NCECA Board Voting during board meetings:

July 14<sup>th</sup>, 2020

The board unanimously tabled and sent back to committee the **Motion: to amend the bylaws section 6.2.3 to redefine the language in the bylaws regarding the communications director description to read** *"Nominations for the Communications Director will be solicited from the board and membership. Appointment of the communications Director will be approved through a 2/3- majority vote of the board. The communications Director serves a three-year term and may be reappointed to serve no more than two consecutive terms. The Communications Director creates and prioritizes NCECA messaging, working closely with members of the Communications Committee, the Executive Director, staff members and the full Board of Directors. The Communications Director is responsible for reporting all communications activities to the board and advises the Board and staff in all areas of communications strategy."*

(Original Motion by Alex Hibbitt, Seconded by Brett Binford. Motion to Table moved by Eliza Weber, Seconded by Merrie Wright, 12 votes in favor, 0 opposed, 0 abstentions.)

July 21, 2020

**Motion: That The *Emerging Artist Award* be changed to The *Emerging Artist Fellowship*.** (Motion by Simon Levin, seconded by Holly Hanessian, 15 in favor, 0 abstain, 0 opposed)

August 4<sup>th</sup>, 2020

**Motion: to approve the remaining tabs of the 2020-2021 NCECA operating budget, including hybrid conference.** (Moved by Brett, Seconded by Holly) (12 in favor, 0 opposed, 0 abstain)

**Motion: To accept the committee recommendations and move forward in creating a committee to finalize the bylaws language for the Governance, Advocacy and Policy & Collaboration and Engagement positions.** (Moved by Simon, seconded by Brett. 14 in favor, 0 opposed, 0 abstain)

**Motion: to form an ad hoc committee to review bylaws language related to the following:** (Motion moved by Merrie, seconded by Reena, 14 in favor, 0 opposed, 0 abstain)

- a. Communications Director
- b. Communications Committee to be a standing committee via bylaws
- c. Governance, Advocacy and Policy Director
- d. Collaboration and Engagement Director
- e. Future Work: A committee needs to be formed to review the executive committee membership and propose changes to the full board for review. Changes to the EC membership require a change to the bylaws, which can only be done through a vote of the full board.

September 2<sup>nd</sup>, 2020

**Motion: to approve the minutes as submitted by the secretary.** (Motion by Reena Kashyap, Seconded by Brett Binford.13 votes in favor, 0 abstain, 0 opposed)

**Motion: to approve bylaws language of the new board position of Collaboration and Engagement Director. Article 6.2 vi.** (Motion by Brett Binford, seconded by Simon Levin.13 votes in favor, 0 abstain, 0 opposed)

**Motion: to approve the bylaws language of the new board position of Governance, Advocacy, and Policy Director. Article 6.2, vii** (Motion by Brett Binford, seconded by Alex Hibbitt. 13 votes in favor, 0 abstain, 0 opposed.)

**Motion: to amend the bylaws language for the Communications Director. Article 6.2, iii.** (Moved by Brett Binford, seconded by Edith Garcia. 13 votes in favor.)

**Motion: to amend the bylaws language for the executive committee to include the Collaboration and Engagement director and the Governance, Advocacy and policy director. Article 9.3 A.** (Moved by Alex Hibbitt, seconded by Simon Levin,13 votes in favor.)

**Motion: to amend the bylaws language for the Article 9.3 D (Nominations and Awards Committee) to include the Collaboration and Engagement Director and Governance, Advocacy and Policy Director.** (Moved by Simon Levin, seconded by Holly Hanessian.13 votes in favor.)

**Motion: to Approve bylaws language for the standing committee, Communications Committee, Article 9.3 G.** (Moved by Holly Hanessian, seconded by Edith Garcia. 13 votes in favor.)

**Motion: to approve bylaws language for the standing committee, Collaboration and Engagement Committee, Article 9.3 H.** (Moved by Holly Hanessian, seconded by Brett Binford. 13 votes in favor)

October 6<sup>th</sup>, 2020

**Motion: as recommended by the nominations committee to confirm the candidate as the President Elect, for the 2023-2028 presidential cycle term.** (Moved by Merrie Wright, seconded by Lauren Sandler. 13 votes in favor, 0 abstain, 0 opposed)

**Motion: for a budget variance to the fiscal year 2020-2021 budget in the amount of \$7,900 to cover the second payment for the 2020 Multicultural Fellowships.** (Moved by Merrie Wright, seconded Michelle Castro, 13 votes in favor, 0 abstain, 0 opposed)

Respectfully submitted by Alex Hibbitt, Secretary, July 22, 2020.  
Please contact me at [secretary@nceca.net](mailto:secretary@nceca.net)

**Reena Kayshap, Treasurer of the Board**  
**NCECA Board Report July - October 2020**

Attended several board meetings from July to October due to Conference Cancellation & on going Covid crisis.

**July**

On July 10th, Participated in CMI Hybrid/Virtual Conference planning with Eric Kretschman and NCECA team

Attended July 14th board meeting.

Signed Audit 2020 Engagement letter with Kris Flewelling & Mitton

At Merrie Wright's request, I agreed to serve on the Development Committee and help develop the fundraising plans and goals for the coming year. Reviewed several documents shared by Merrie

**August**

Along with Helen, presented NCECA's remains tabs of NCECA's Annual budget at August 4th board meeting for discussion and approval. Made a motion: to approve the remaining tabs of the 2020-2021 hybrid budget. Vote passed unanimously.

On August 12th, participated in a Zoom Call with the Auditor Kris Flewelling and Josh regarding questions she had about the audit which was in its final stages.

On August 28th, participated in a Zoom call with the Andy Conklin of Cincinnati USA Convention and Visitors Bureau regarding due to the pandemic uncertainties cancelling NCECA's in-person live event and moving it to a virtual event.

**September**

Attended the September 2nd Board meeting.

Send monthly emails to Morgan Stanley investment Managers to get update on the Investment portfolio.

On September 9th, Participated in a Zoom call to get trained for the Members Presenter's meeting on October 4th.

Had a follow up meeting later on Sept 22nd & 29th. Prepared a video with the Treasurer's report to be viewed during the Members meeting Oct 4th.

Provided names of personal contacts to Merrie Wright to send year end Annual appeal letters.

Spoke with Rhonda, Josh, Kate & Helen regarding updating NCECA's website with the current 990 info and other financial reports from the past 3 years,

on September 29th, received draft of the 2019-20 audit for review

**October**

Attended the Member's meeting on Oct 4th at which time a pre-recorded Treasurer's report was presented.

Attended board meeting on Oct 6th

On Oct 7th attended a Zoom meeting with Auditor Kris Flewelling, Josh and Helen. She explained any questions we had about the audit & the management note. We suggested an edit to the note and Kris understood our comment and edited the comment. It was a clean audit and no further changes were made. Josh and I signed the Audit Representation Letter for Flewelling & Mitton and return to Kris. Audit is finalized and ready to send to the board to review.

On Oct 15th had a meeting with Josh, Helen and Jacqueline regarding pricing for 2021 conference and in preparation for the pricing Committee discussion to follow. Requested Brain Harper, Allegany Meadows to serve on Pricing committee and they agreed. One vendor invited to participate was unable to make a commitment at this time.

On Oct 23rd scheduled a quarterly Finance Committee meeting to discuss MS portfolio and 2nd Quarter financial.

Discussed cash flow with the MS Managers as NCECA's need to meet expenses as income will not flow like past years. Catherine Coleman reassured the FC that we had cash in the account to meet our financial challenges till the end of th fiscal year. See Finance Committee report for details of meeting

On Oct 27th, 28th & 29th attended the FALL board meeting. EC met on Oct 23rd. Full board on subsequent 2 days.

Auditor Kris Flewelling attended the board meeting on Oct 24th and presented the audit and 990 to the full board.

The auditor's report was followed by Helen Anderson's presentation of the 2nd Quarter results financials.

A vote followed for board to acknowledge they had received and read the 990 which was subsequently filed with the IRS. There were no comments of concern in the management letter.

On Oct 27th had a meeting with Josh, Helen, Kate and Jacqueline regarding pricing for 2021 conference and in preparation for the pricing Committee discussion to follow.

We received the NEA Grant for fiscal year ending 6-30-2020 in the amount of \$45,000.

Respectfully submitted by Reena Kashyap

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



**Marsha Karagheusian, OSCL**  
**NCECA Cincinnati 2021**  
**NCECA Board Report July - October 2020**

- As the OSCL for Cincinnati 2021, all of my efforts reference **CONFERENCE AND EXHIBITIONS, GOAL 1** in our Strategic Plan.
- Zoom meeting with Sherrie Gallery and Collectors in Columbus for conference participation (April-never documented)
- Weekly Tuesday video conferencing with the full Board.
- Phone call (1 hour) with Ena Nearon, new Gallery Director of the Women's YWCA, and with Aaron Cowan at UC/DAAP for 1.5 hours.
- Continue with communication efforts with select galleries/directors and arts institutions regarding hosting exhibitions during Cincinnati 2021.
- Continual meetings and communication, either in person, by email, text, phone calls or iMessage with team leaders for Cincinnati 2021.
- Serve on the Virtual Exhibition & Event subcommittee, with Zoom calls most Thursdays.
- Resending gallery letter and *information gathering form* for concurrent venues, while trying to be sensitive to the Coronavirus Pandemic and its many ramifications.
- Assist Sacramento OSCL with a bit of conference advice/sharing
- 2-hour phone call with Kate Vorhaus re: Concurrents (8/24).
- Phone call with Josh, Pete & Lisa (9/15)
- Meet with Ben Clark at Queen City Clay for possible MCFE venue (9/16)
- Preparing mentally for a virtual conference for Cincinnati 2021
- Conducted a straw poll on what folks would be willing to pay for a virtual conference

**For the Good of the Board:**

I began a Pilates practice to get me through this physically & mentally taxing moment.

Respectfully submitted by Marsha Karagheusian, OSCL  
Contact me at [marsha.nceca@gmail.com](mailto:marsha.nceca@gmail.com)

**Simon Levin, Director At Large**  
**NCECA Board Report July - October 2020**

Looking back over this crazy compressed timeline we are living in, with the election coming, with a pandemic radically changing our lives, and NCECA re-tooling the conference it does me good to breathe in all the good work we have been doing. Systemic work like this feels akin to building well crafted roads and bridges; the new roads reach far and wide, they open access for many, many people and will serve the community for years, but as of yet they have not been fully trafficked. I feel the potential, I believe in the earnest, thoughtful and committed actions of the board. I have faith that the NCECA that is emerging from this wilderness will be strengthened by diversity, reach further and have a greater impact on ceramic education world wide.

**2020 Annual:**

Attended monthly board meetings, as well as the first virtual members meeting.  
Participated on the communications committee

**Chair Emerging Artist Program (2020)**

- Worked directly with 2021 Emerging Artist Fellowship jurors Brendan Tang and Louise Cort. Received applications and trained Jurors on accessing materials.
- Guided hosting of NCECA instagram page for the remaining 3/6 2020 Emerging Artists
- Coordinated Instagram Calendar with Gerald Brown and Edith Garcia
- Interviewed and wrote Instagram posts introducing emerging artists, Yeonsoo Kim, Cathy Lu, and Nurielle Stern

Developing a live multi-platform studio-visit webinar with Traver Gallery and Intersect Chicago (SOFA) that will feature all our 2020 Emerging artists. The webinar will be November 8th. 6 pm EST.

**Misc.**

Many calls and emails with emerging artists.  
Weekly Communication Committee Meetings.  
Conversation with Eric Kao regarding the new board positions.

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**  
**NCECA Staff Report July - October 2020**

Without an in-person conference to plan my tasks have been limited. Once a Virtual Platform is decided upon I imagine my workload increasing.

- Continued to process conference refunds, donations and carry overs.
- Researched potential virtual conference platforms.
- Worked on and open to continuing to work on any special projects that Josh sends my way.
- Working with Outreach team to track larger donations and work to create a Giving Circle
- Attended all staff meetings and conference calls
- Tracked and stayed in contact with 2020/2021 exhibition contacts

Respectfully Submitted by Tammy Lynn,  
Contact me at [tammy@nceca.net](mailto:tammy@nceca.net)

**Lisa Merida-Paytes, Cincinnati Onsite Liaison**  
**NCECA Board Report July - October 2020**

- Ongoing correspondence & meetings with Cincinnati Team regarding Conference, Exhibitions
- Emailed and meet with Director at Harmon Museum in Lebanon, OH about participating in the upcoming Conference
- Attended 10/4 - NCECA Annual Member's Meeting
- Meet via Zoom with Josh & Pete regarding Cincinnati Conference
- Attended & Participated in Board Meetings; 6/9, 9/2, 6/30, 7/14, 7/24, 7/28, 10/6
- Attended & Participated in Spring Board Meetings; 6/17-6/19
- Attended & Participated in Fall Board Meeting; 10/28
- Ongoing correspondence with ceramic collectors in Tristate Region for inclusion in Cincinnati Conference
- Ongoing weekly meetings with Exhibitions Director and Exhibition Committee regarding Conference

Respectfully Submitted by Lisa Merida-Paytes, Cincinnati Onsite Liaison  
*Please contact me at [lisanceca2021@gmail.com](mailto:lisanceca2021@gmail.com)*

**Dori Nielsen, NCECA Conference Manager**  
**NCECA Staff Report July - October 2020**

Major responsibilities I have been working on are:

- Continued hotel negotiations for 2024 in Richmond. Sent finals for signatures.
- Contacted all 2020 presenters for their choice to present either virtually or live during the 2021 conference.
- Purged 2020 conference files.
- Continued communication with our National Hotel Sales Representatives regarding 2020 and 2021 cancellations and rebookings.
- Worked with Cincinnati to reschedule in 2023.
- Began negotiating Cincinnati hotels and Duke Energy Convention Center for 2023.
- Obtained License Agreement from Salt Palace Convention Center in Salt Lake City for 2025.

Respectfully Submitted, Dori Nielsen, Conference Manager  
Contact me at [Dori@nceca.net](mailto:Dori@nceca.net)

**Peter Pinnell, President-Elect 2019-2020, President 2020-2022**  
**NCECA Board Report July - October 2020**

Board activities:

- From early in April until early August, the business of NCECA demanded full-time attention from everyone in a leadership position.
- In the aftermath of the cancellation of the conference in Richmond in March, the full board began meeting on a weekly basis, which we did up through early August. In addition to the full board meeting, the presidential circle met one or more times every week.
- Worked closely with members of the NCECA leadership to develop the agenda for each meeting, then create an action plan for items discussed and assign ad hoc committees where needed.
- Chaired each meeting, ensuring that minutes were kept and all proceedings were held in accordance with Robert's Rules.
- The board strategized how to best deliver the programming we had (leftover) from the Richmond conference and helped decide what programming to carry forward to the next conference and what programming we could bring forward sooner, in order to better engage with our members during the time between conferences.
- Met with the finance committee, NCECA investment counselors and members of the NCECA staff to plan a new budget and plan to ensure that NCECA would move forward in an orderly financial sense. This included both looking at our expenses, any potential financial obligations from our conference cancellation, and decisions about how to best invest NCECA's savings.
- Worked with an outside institution to plan for an NCECA permanent archive. This plan was finalized but put on hiatus during the summer when the institution had to suspend any new projects while dealing with revenue losses due to the epidemic.
- Thoroughly researched platforms for hosting either a virtual or hybrid national conference and made this research available to the board.
- In early June, NCECA became embroiled in a controversy regarding a social media post. This event uncovered long-standing feelings among some members that NCECA was not as diverse or inclusive as it should be. In the aftermath of this event, all of the members of the board worked to build a more diverse, inclusive board and make a long-term commitment to improving NCECA in this regard. This work became a major focus of the board through June and July.
- Worked with the board leadership to create an agenda for the annual 3-day spring board meeting, which was held June 15-18 (via Zoom). Passed a new budget and began planning for the spring, 2020 conference.
- Worked with members of the board in the decision to create two new board positions, with the purpose of making the membership of the board more diverse and inclusive.
- Began working with board members on a plan to upgrade NCECA's communications.

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 July - October 2020**

Member of Nominations Committee

- Reached out to potential new board members
- Reviewed applications for Director at Large and Student Director at Large
- Reviewed applications for Multicultural Fellowship
- Reviewed applications for Regina Brown Undergraduate Fellowship
- Reviewed applications for Graduate Fellowship
- Reviewed applications for Helene Zucker Seeman Curatorial, Research, and Critical Writing Fellowship for Women

Communications

- Met numerous times with the communications team and ad hoc communications committee to discuss issues relevant to NCECA's communications including social media content and upcoming events
- Met with The Color Network to discuss potential collaborative projects
- Participated in writing and editing of various statements

Members Meeting

- Prepared and presented video about the new board position, Collaboration and Engagement Director, to share with the membership

Member of New Board Member Committee

- Research, developed, and instituted two new voting board positions to guide policy, equity, governance, collaboration and engagement. These positions will be filled by BIPOC individuals and will play critical roles related to decision-making and resource allocation

Multicultural Fellowship Exhibition

- Worked on communication and logistics surrounding the 2021 Multicultural Exhibition

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 Conference – 2022  
NCECA Board Report July - October 2020**

Introduction: The Sacramento Planning Committee has been very active contacting venues in Sacramento and the surrounding regions. Nearly 70 exhibition venues have been identified as appropriate sites in Sacramento proper and those venues have been contacted by members of the committee. Several other venues have been identified in the nearby surrounding areas. The committee is comprised of 20 people from Sacramento, Auburn, Davis, Napa/Sonoma and the Bay Area. The Sacramento Planning Committee is a very enthusiastic group of artists, art administrators, and educators. Due to COVID-19 restrictions, the Board of Directors could not gather in Sacramento as would normally be standard practice for the October board meeting. The Sacramento Planning Committee was appreciative that some board members joined them for a Zoom meet and greet instead.

City of Sacramento: The Sacramento Convention Center has been undergoing an extensive renovation over the past three years. Since it is considered an essential job under the COVID 19 restrictions, work has continued through the course of the pandemic. A soft reopening of the state-of-the-art facility is scheduled for February 2021. Sacramento's economy has taken a hit due to the severe impact of the virus and some areas of the downtown are struggling.

Promotional: The design of a conference logo is underway by NCECA's graphic designer. And seven videographers for the sizzle video have been identified. This number is being narrowed down and the process of screening the top three will begin soon. It is estimated that the shooting and production of the video will take two months. The deadline for the video completion is February 20, 2021.

Fundraising: Nancy is working with a small local team to raise additional funds for the Sacramento conference to hopefully be used for scholarships for students and veterans. Potential funders have been identified. The event sponsor is a large regional successful grocery business whose company mission and profile align with the conference theme, *Fertile Ground*. Other individual philanthropist also have been identified.

Subcommittees: There are subcommittees who are actively planning for the conference. They are: Education, Farm to Table, Pre and Post Events.

Collectors' Tour: A solid outline for the Collectors' Tour is established. An added pre-tour of Napa/Sonoma is being developed.

For the Good of the Board: Nancy's review of the Don Reitz exhibition, *Spontaneous Response* is appearing the upcoming issue of *Ceramics: Art and Perception* #116.

Respectfully submitted, Nancy M. Servis, OSCL  
Please contact me at [Nancy.nceca@gmail.com](mailto:Nancy.nceca@gmail.com)



**Zach Tate, Director at Large**  
**NCECA Board Report July - October 2020**

**General:**

- Have been working with our membership on the fallout from the conference cancelation.
- Have been present for NCECA Zoom Board meetings.
- Attended membership meeting
- Have been talking with membership to direct them to services to assist in their academic needs during COVID
- Have been working to attract new members for future board service.
- Been speaking with long time and recent members about the importance of the Clay Conversations programming during conference. Have been looking at different ways Clay Conversations can go forward during a virtual conference and ways that Clay Conversations can be more relevant during live/in person conferences post-COVID.

Respectfully submitted Zach Tate, Director at Large  
Please contact me at [zach.nceca@gmail.com](mailto:zach.nceca@gmail.com)

**Kate Vorhaus, Projects Manager**  
**NCECA Staff Report July - October 2020**

1. **Proof reader** – review a multitude of documents including but not limited to e-blasts, e-news, website, catalogues, print materials, Program/ Exhibition Guide for edits, corrections, readability, etc.
2. **NEA** – Worked with Josh and Helen on 2022 Sacramento grant and Final report for 2020 Minneapolis grant.
3. **Website** – Trained with Candice and Sabrina to update website using WordPress. Have been updating.
4. **Platforms I use:**
  - **MemberSuite** – Built calls for 2021 Fellowships, Board nomination, and Awardee nominations. Used the system to track submittals, ran reports, prepared review docs for the committees, and create live links to proposals in Google Sheets.
  - **CaFE** – CallForEntry – Monitored 2021 exhibition calls; Annual and 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.
5. **2021 Resource Hall** on hold pending virtual platform decision. Will train Allyson on the details of the packet, processes, and how she can be more involved with planning with exhibitors.
6. **2020 Annual** – Process shipping/transport reimbursement. Mailed catalogues to artists.
7. **2021 Annual – Social Recession** to be curated by Shannon Rae Stratton. Invited artists not yet selected. Entries submitted by 158 artists. Provided support to applicants, monitored entries, payments, and verified NCECA Membership status. Prepared review instructions and available to Shannon Rae Stratton for review and selection of juried artists.
8. **2021 NJSE** –To be held at DAAP Galleries, University of Cincinnati January 24 – March 20, 2021. Deadline October 7, 2020. Provided support to applicants, monitored entries, payments, and verified NCECA Membership status. Currently assisting SDALs and jurors, Jessika Edgar and Malcolm Mobutu Smith with the review/selection process and acceptance documents.
9. **2021 Venue Originated Exhibitions** – 2021 Venue Originated Exhibition proposals deadline extended to December 2, 2020.
10. **2021 Emerging Artists** changed from an award to a Fellowship. 42 applications received. Tech support for applicants and review committee. Letters of Recommendation to be sent to [recommendations@nceca.net](mailto:recommendations@nceca.net) (new). Assisting Simon Levin, Louis Cort, and Brendan Tang for adjudication.
11. **2020 Multicultural Fellowships – 2020 fellows** unable to attend due to COVID-19 conference cancellation, have offered for them to attend/participate in 2021. Working on financial reconciliation of \$425 1<sup>st</sup> payment paid in January 2020. Funds to be carried to 2021. COMPARISONS – 2020 – 20 selected from 28 applicants, and a one carried over from 2019. (2019 – 16 selected from 32 applicants; 2018 – 10 selected from 28 applicants; 2017 - 10 selected from 22 applicants; 2016 – 16 applicants).
12. **2021 MC Fellowships** – 13 applications received. Letters of Recommendation sent to [recommendations@nceca.net](mailto:recommendations@nceca.net) (new). Worked with Josh and Board Steward, Merrie Wright on prospectus and adjudication. Provided technical assistance to applicants and review committee.
13. **2020 Multicultural Fellowship Exhibition** – Work from 30 pieces from 16 artists selected, moving to 2021. New call for past MC Fellows for 2021 MCFE.

14. **2020 Regina Brown Undergraduate Student Fellowship** –unable to realize projects due to COVID-19 restriction, have carried over to completion in 2021. COMPARISONS – all 3 applicants selected; (2019 - 2 selected from 3 applicants; 2018 - 3 selected from 4 applicants, 2017 - 3 selected from 8 (2016-6 applicants.)
15. **2021 Regina Brown Undergraduate Student Fellowship** – 7 applications received. Letters of Recommendation to be sent to [recommendations@nceca.net](mailto:recommendations@nceca.net) (new). Work with Josh and Board Steward, Merrie Wright on prospectus and adjudication. Provided technical assistance to applicants and review committee.
16. **2020 NCECA Graduate Student Fellowship** –unable to realize projects due to COVID-19 restriction, have carried over to completion in 2021. COMPARISONS – 2020 – 3 selected from 12 applicants; (2019 - 3 selected from 6 applicants; 2018 – 3 selected from 5 applicants; 2017 – 3 selected from 8; 2016 - 6 applicants).
17. **2021 Graduate fellows** – 8 applications received. Letters of Recommendation to be sent to [recommendations@nceca.net](mailto:recommendations@nceca.net) (new). Worked with Josh and Board Steward, Merrie Wright on prospectus and adjudication. Provided technical assistance to applicants and review committee.
18. **2020 International Residency program – 2020 residencies** CRETA Rome, selected Christy Wittmer and Medalta International Artist in Residence selected Yeonsoo Kim. Travel plans on hold due to COVID-19 restrictions. To carry over to 2021.
19. **2021 INTL Residencies** - Ceramics Workshop, School of Art, Australian National University, Canberra, Australia selected for 2020 choose to push to 2021 due to wildfires. Julia Galloway and Simon Levin to discuss additional residencies for 2021. Will assist Simon and residency hosts in selection and notification process.
20. **2020/2021 Gallery Expo** – 2020 galleries - 7 carried to 2021. Processed refunds, carry overs, and donations due to conference cancellation. No call for new galleries. 2020 Emerging Artists may take the 8<sup>th</sup> booth in 2021. Provide support for Lauren and participants.
21. **2020/2021 Programming calls** – 2020 presenters carried over to 2021. Only opened 2021 calls for Lectures, Co-Lectures, Panels, and Discussion (11 proposals) and Clay Conversations (0 proposals). Updated web pages, built forms in MS, tested forms, support for applicants. Worked with Mary on the reporting, export of data, and spreadsheet prep in Google Sheets for the Board. Call closed May 27, 2020.
22. **2020/2021 Projects Space and Demonstrating Artists** –2020 presenters carried over to 2021. No call for 2021.
23. **2021 Awards/Board Nominations** – Three Awardee nominations received and 10 Board Nominations received; four - Director at Large, four - Student Director at Large, and two - Collaboration and Engagement Director. No applications submitted for Governance, Advocacy, and Policy Director. Awardee Letters of Recommendation uploaded with nominations. Board nominees provided names of two endorsers but no letters. Worked with Josh and Board Steward, Merrie Wright on prospectuses and adjudication. Provided technical assistance to applicants and Nominations Committee.

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

**Eliza Weber, Student Director at Large**  
**NCECA Board Report July - October 2020**

-Attended board meetings July-October  
-Attended annual fall board meetings in October  
-Attended Communications Committee meetings

- Search for new board members and positions- filling Communications Director
- Reviewed guide to the board and bylaws
- Social media content and calendar
- Communicated with NJSE exhibitors about posts
- Finished NJSE Instagram and blog posts with Michelle, Gerald, and Edith

-Made SDAL video for virtual Member's Meeting  
-Attended virtual Member's Meeting  
-Serving on Exhibitions and Satellite Events Committee for 2021 planning  
-Meetings with Michelle on SDAL programming  
-Facilitating NJSE 2021 jurying and exhibition details

- Met with Kate on jurying details

Respectfully submitted by Eliza Weber, Student Director at Large  
*Please contact me at [eliza.nceca@gmail.com](mailto:eliza.nceca@gmail.com)*

**Rhonda Willers,  
Special Advisor to the Board  
NCECA Board Report July - October 2020**

**Members Meeting: Sunday, October 4th, 2020**

I worked with Chanda Zea and Alex Hibbitt to plan and produce the first Virtual Members' Meeting this year. We worked to develop a schedule of events, timeline of tasks, and host the final event. We are grateful for the support from NCECA staff (Jacqueline, Allyson, David, Josh and others!), and for the assistance provided by Jason from the American Craft Council. The event was well received and attended. Additional board members contributed video presentations regarding important updates about the work being done at NCECA.

*Strategic Plan Goals: 2, 6*

**Future Planning Work**

*New Operating Models:* I worked with a committee to develop a structure for the full board to discuss potential new operating models for NCECA moving forward. We used this structure to lead a full board discussion during the Spring/June Board Meeting. The information from this discussion has been used to think about ways NCECA will change and grow in the coming year given the changing circumstance due to the global pandemic.

*Strategic Plan Goals: 2, 6, 7*

*Planning a virtual conference with Purpose:* Inspired by Priya Parker's planning purposeful gatherings research, I led the full board in a discussion about the purpose of the upcoming virtual conference. We divided into breakout rooms via zoom and discussed several topics around purposeful planning. This information will be organized and used to help plan a meaningful virtual conference experience for the 2021 virtual conference.

*Strategic Plan Goals: 2, 3, 4, 7*

**Fall Board Meeting: Virtual via Zoom**

Attended and participated in the fall board meetings held via zoom. We had robust discussions about planning a virtual conference and the work that would need to be done to make this change. We met with the Sacramento Regional Planning committee for a social hour. It was great to have this exchange. Moving forward, I see benefits in being able to hold virtual meetings and gatherings as it will allow for greater collaboration between Regional Planning Committees and the NCECA board of directors.

*Strategic Plan Goal: 7*

**Pricing for Virtual Conference Committee**

Participated in discussions surrounding virtual conference planning. We are keeping accessibility as a guide when making these decisions. There are immense real expenses to the organization to host a virtual conference. Our conversations have focused on both the fiduciary responsibility we have to the organization and the responsibility to our members in providing quality, accessible programming. We have discussed ways to increase value in NCECA membership as they pertain to conference programming and content.

*Strategic Plan Goal: 7*

**Future Collaborations: The Color Network**

Along with board members, Lauren Sandler and Michelle Castro, and Executive director, Josh Green, I met with representatives from The Color Network (Yinka Orafidiya, Natalia Arbelaez, Adam Chao, April Felipe) in September of 2020. From this conversation, I developed a Venn diagram of potential collaboration elements. This information was shared and discussed with

the full board at the fall board meeting. This group will be meeting again to continue discussions and build a plan for these ideas and this collaboration.

*Strategic Plan Goals: 2, 5, 6*

## COMMITTEES

### **Bylaws Task Force**

This committee was tasked with developing new bylaws language to include two new board members: Director of Collaboration and Engagement and Governance, Advocacy, and Policy Director. Additional edits to specific committees were presented based on these changes. The bylaws were adopted by the board and shared with the membership.

*Strategic Plan Goals: 2, 5, 7*

### **Programming Committee**

I have been meeting regularly with members of the programming committee to discuss organization and planning for the virtual conference programming as well as discussing ways to expand year round programming. We will continue to meet to solidify the programming schedule for the 2021 virtual conference. The recommendations will be presented to the full board for approval. Thanks to Dori for assisting in creating the schedule!

*Strategic Plan Goals: 1, 2, 3*

### **Communications Committee**

Participating in regular meetings with the communications committee providing thoughts and recommendations for upcoming organizational communications and timelines.

*Strategic Plan Goal: 7*

### **Finance Committee**

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

*Strategic Plan Goal: 7*

### **Executive Committee & Board General Work**

Participating in executive committee meetings as called upon. Actively engaging in the conversations. I have attended some Sacramento Regional Planning Committee meetings to provide additional information and support to the work of this committee.

*Strategic Plan Goal: 7*

**For the good of the board:** As we near the end of 2020 (finally!), I am optimistic and enthusiastic about the changes we are making for NCECA. The additional board members will fill key positions to address topic of relevance and need. The organization will be stronger and healthier because of these additional leaders. The opportunity to hold a virtual conference presents us a unique opportunity to expand our capacity in ways that are unexpected and exciting. We have the fortunate opportunity to connect with a broader group of people from across the world because we are able to provide greater access via this mode. While it can never replace the warmth of in-person encounters and joy, we are able to provide a place of connection in a time of physical disconnection.

Respectfully submitted by Rhonda Willers, Special Advisor to the Board  
Contact me at [Rhonda@nceca.net](mailto:Rhonda@nceca.net)

**Merrie Wright, Steward of the Board**  
**NCECA Board Report July - October 2020**

**Regularly Scheduled Executive Committee and Board Meetings**

- Participated in all scheduled Presidential Circle, Executive Committee and Full Board Meetings
- Participated in the Fall Board Meeting; provided updates on 2021 fellowship applications, board nominations /self-nominations, and development activities.
- Participated in 2020 Virtual Members Meeting; provided updates about the 2021 fellowships and board positions open for nominations /self-nominations.

**On-going Board Service**

- Fundraising & Development Task Force: Met several times during the report period; continued developing short and long-term fundraising and development goals and strategies, annual appeal, annual appeal outreach team, and virtual cup sale. Added Reena Kashyap and Jill Oberman to the Development Committee.
- Finance & Budget Committee: Participated in a budget overview meeting and 2019 audit review.
- Nominations Committee: Formed 2020 nomination committee; reviewed fellowship and board nomination calls; communicated with several prospective future board members; set out inquiries as to interest in NCECA board service.
- Board Steward: Assisted with on-boarding for new board member Edith Garcia; revised and solicited exit interviews from 2020 past board members; communication with several prospective future board members; provided board with nominations /self-nominations for 2023 president-elect.
- Participated in reviews and discussions about virtual conference platform options.
- Participated in discussions and meetings with UNL regarding archiving NCECA materials.
- Participated in reviewing /editing various NCECA communications.

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

**Chanda Zea, Programs Director mentee**  
**NCECA Board Report July – October 2020**

*It is a pleasure to work with my fellow board members to try and make our organization the best it can possibly be, inclusive and welcoming to all. This has been an interesting time to once again serve on the NCECA Board of Directors.*

**July** – attended three board meetings. The majority of my work for NCECA was focused on the search for a new Communications Director, revising the position description and identifying suitable candidates in conjunction with other members of the search committee. I also worked with Rhonda & Alex to continue to plan the Annual Members Meeting.

**August** – attended board meeting. Continued work to plan Annual Members Meeting.

- Joined the 2021 Conference Programming committee
- Joined the Bylaws ad hoc committee. Worked to draft new language for the position of Communications Director, Governance, Advocacy and Policy Director, Collaboration and Engagement Director and create a standing Communications committee.

**September** – attended board meeting. Continued to plan and develop the Annual Members Meeting. Met with Communications and Bylaws committees.

- Appointed to the Green Task Force – worked with the task force to develop programming to be shared during Clay Week in October and helped revise the GTF survey.
- Appointed to the Harassment Reports Committee.

**October** – attended board meeting, executive committee meeting and two-day fall board meeting. Helped host a successful virtual Annual Members Meeting. Reviewed emailed harassment reports. Met with Programming committee and the Green Task Force.

- Joined the Virtual Platform Review sub-committee

*Respectfully submitted by Chanda Zea, Programs Director mentee*  
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