

Brett Binford, Exhibitions Director
NCECA Board Report
November 2019-April 2020

2020 NCECA Annual:

- Oversaw coordination of invited and juried artist works
- Updated contracts, oversaw communications with venues, galleries, artists, shipping companies, etc.

2020 NSJE

- Oversaw shipping stipends for students
- Oversaw and corresponded with venue regarding damaged work and compensation procedures.

2020 Concurrent Exhibitions:

- Helped answer onsite liaison questions
- Oversaw emails and questions from venues and exhibition organizers

2020 Multicultural Fellowship Exhibition (MCFE)

- Discussions and planning with Lauren Sandler regarding Multicultural Fellowship exhibition possibilities.
- Identified location in Convention Center
- Contacted and Confirmed Yinka Orafidiya and Cannupa Hanska Luger as invited artists and curators/jurors

Post Covid Adjustments...

- Attended weekly Board meetings February 25th- present
- Oversaw 2020 concurrent virtual exhibitions with Jeff Vick and Tony Wise
- Subcommittee with Lauren Sandler to push forward virtual Gallery Expo
- Overseeing Annual “moving parts”; emails calls with venues, artists, curator, board, and ED.

2021 Multicultural Fellowship Exhibition (MCFE)

- Oversaw and answered questions regarding 2020 exhibition being moved to 2021

2021 Concurrent Exhibitions:

- Decision made to honor 2020 exhibition efforts and move forward willing participants. Oversaw process, answered questions. Cancelled 2021 call for concurrent exhibitions.

2021 Annual:

- conversations with ED and prospective Curator
- Organized adjudication of Concurrent exhibitions with Richmond committee.

2023 Planning:

- Participated in venue research for host city.
- Participated in emails/calls for cultural institution host for Annual, NSJE, and MCFE

Misc.

- Monthly EC conference calls
- Morgan Stanley portfolio review conference calls.

For the Good of the board:

- Nominated for PADA (Portland Art Dealers Association) Board President
- Stayed in business

Respectfully submitted by Brett Binford, Exhibitions Director

Please contact me at exhibitions@nceca.net

Michelle Castro, Student Director at Large
NCECA Board Report
March-April 2020

- Kept up with e-mails regarding internal changes, NJSE, and conference business.
- Attended all weekly board meetings via RingCentral.
- Email conversations with SDALs Ashlyn and Ellie about NSJE, Student Critique Room and responsibilities regarding board meeting, projects, and beyond.
- Email correspondence for questions about SDAL nominations and Student Interest Proposals

Respectfully submitted, Michelle Castro, Student Director at Large 2020-2022
Please contact me at michelle.nceca@gmail.com

Mary Cloonan, Programs Director
NCECA Board Report
November 2019-April 2020

My activities since the Fall Board meeting are as follows:

- Planning for RVA NCECA and then have a Global health pandemic cancel it.
- Wiping down all surfaces with disinfectant.

CORVID-19 has disrupted all of our lives and NCECA has been working diligently to assess the situation and move forward with online content, shifting talks to 2021 and other resources to keep us connected to the clay community.

Points of interest:

- Finally got to see the talks I have missed over the past 4 years I've been the program director! I made some Play Lists to share, with suggested talks to watch, as a substitute for the conference, this helped us to feel connected, while providing online content for all the educators thrown into distance learning limbo.
- Reaching out to presenters who were scheduled to present at the 2020 conference, see how they are doing and what their technical capacity is. We used a survey to capture their input on this and other pertinent questions.
- Looking into ways to assist those willing to record and share their talk this year, and how we can make it happen efficiently.
- Set up a task force to curate the postponed 2020 talks for the 2021 conference
- Weekly virtual board meetings to see where we are at and what we need to work towards.
- Gradually learning the nuances of basecamp to assist in Board tasks and goals.
- There was a discussion of moving the June meeting to an online/virtual format and not face-to-face in Cincinnati.

Overview:

We are currently curating what we can upload and host from the 2020 Conference and what will be considered for 2021 in Cincinnati. Shifting such large portions of presenters from one year to the next will impact the amount of new talks we accept, when a Call goes out.

Respectfully submitted, Mary Cloonan, Programs Director
Please contact me at mkcloonan.nceca@gmail.com

Julia Galloway, Director at Large
NCECA Board Report
November 2019-April 2020

Emerging Artist:

2020 Emerging Artist Jurors, Kevin Snipes and Sequoia Miller selected the following emerging artist: Ling Chun, Ruth Easterbrook, Stephanie Hanes, Yeonsoo Kim, Cathy Lu and Nurielle Stern. The process was smooth, though we noticed a distinct lack of applicants that make pottery. There were also more applicants from Canada – most likely on account of the past two years a Canadian has been selected, and Sequoia Miller works in Toronto. The process of arranging everything for the conference was smooth, and we were able to cancel the shipping of their artwork to the conference before it left the loading dock.

In thinking about what the 2020 emerging artist will do next year at the 2021 conference, I spoke with all of the 2019 emerging artist to review their experience from last year, sort of an exit interview. They all said the most important part of their experience was their presentations on Saturday and the exhibition in the expo. They preferred to have the exhibition in the expo, rather than in a gallery on account of being able to speak with the public about their work, and that the work was so visible. One also mentioned that the week-long Instagram takeover was very helpful to their career. Having 12 emerging artist in the expo will require the building of additional stalls for the expo.

Working with Tony Wise, I made multiple Facebook, Instagram and blog post in support of this programing.

International Residency:

This year I was a little late on selecting the international residency applications. Lauren Sandler helped me with jurying the applicants and we selected 2020 International Residencies: Medalta in Medicine Hat, Canada and Australia National University in Sydney, Australia. However, on account of the fires, ANU deferred for a year and CRETA, Rome, Italy was a quick acting replacement. Though the deadline was a little later than usual, the number and quality of applications was significantly more than years past for Canada. There were fewer applicants to CRETA, Rome. However, I think that was on account of they did not include summer dates as options for a residency.

Christy Wittmer was selected for CRETA Rome and Yeonsoo Kim was selected for Medalta. Of course, there is tremendous concern about global travel, so we were able to extend the deadline for completion from March 2021 to May 2021. Time will tell if this is realistic. In addition, last year the board voted to support an additional international artist in residence program, to bring an artist to the united states in addition to sending artist abroad. This is on hold as the DAL is now shifting from myself to Simon Levin, he is now thinking about this proposal.

The idea of planning out two or three years ahead didn't really work. We didn't really have enough partnerships to select from and it with the current global crisis, I just planned for next year.

Working with Tony Wise, I made multiple Facebook, Instagram and blog post in support of this programing

Additional Service:

Honors and Awards: I have continued to work unofficially with Rhonda on nominations for the board, calling / emailing her with ideas of people to approach, and discussing possibilities. Now I am assisting with the making of videos for each of the 2020 honor / award winners. I will send Tony Wise 1-minute presentations by the nominators of each winner along with imagery to support these presentations, by the deadline, May 15.

Green Task Force: I have officially joined the Green Task Force and am helping the group focus on task / plan for the next coming year. I will also be helping them with Facebook, Instagram and blog posting. We have monthly zoom meetings and we are currently preparing a survey for the membership to help us figure out what information would be the most helpful / interesting to the membership.

Publicity / Communications: Working with Tony Wise, I made needed Instagram, Facebook and blog post about, well, whatever was needed, from Student Critique room, DAL and SDAL information, changes in the Board, as well as post about the history of NCECA. For the historical post, I will continue though I am not completing my board service. I am now up to 1979 and am shifting from posting about each year each week, to a year a month as there is much more information available. Also I am posting weekly about the NCECA National exhibition: The Burden of History on Thursdays.

In addition, like everyone, I fielded about ten zillion emails and calls about NCECA being canceled this year, and attended all zoom meets and discussions as planned or needed.

For the good of the board:

I spent six weeks in China through the West Virginia program and it was fantastic. Being so immersed in the culture was eye opening and inspiring. I learned new carving techniques there which has completely reinvigorated the endangered species project. Traveling to China has led me to think about the role of NCECA – in the world. (Woah!).

In September I was the keynote speaker at the Michigan Mud Conference and during part of my presentation I discussed the history and influence of NCECA on contemporary ceramics. I very much enjoyed the research for this presentation, and my better understanding of the field.

Being on sabbatical, my research during the days of COVID 19 has been fantastic for my studio practice, with endless hours in the studio, but also a disappointment as I had 11 workshops and 15 exhibitions canceled. I am experiencing great uneasiness about the world, between endangered species – and COVID 19, OY!! these are uncomfortable times. However, the tremendous community in ceramics, in NCECA, at my university and across our country quells my anxiety, and sends me back to the studio. This is my last Board report as Director at Large, my work on the NCECA board for the past three years has been a pleasure, a challenge and a great deal of fun. Like Russell said last year, I have gotten so much more than I have given and I am so pleased to have worked with all of you.

*Respectfully submitted by Julia Galloway, Director at Large 2017-2020
Please contact me at gallowaynceca@gmail.com*

Holly Hanessian, President 2018-2020, Past-President 2020-2021

NCECA Board Report

November 2019-April 2020

Finance Committee: (Quarterly)

Participated in Online Quarterly meetings with the Finance Committee.

Changing Status of Boards Members (As Needed)

Contributed to the onboarding document.

Had conversations with future Presidential cycle contacts to answer questions and offer advice.

Development of Task Forces (Prior to cancelation of the conference) (And As Needed)

Diversity-They finalized getting the Mission and Action items presented and accepted by the board

Green Task Force- Designation of Zach Tate, DAL to work with this Task Force to implement and Develop the GTF along with others to re-establish the earlier work.

Fall October and Monthly Meetings: (October, 2019)

Lead Meeting and subsequent Monthly meetings.

Worked continuously with the Executive Committee chewing through ideas for the Spring Board Meeting and other timely matters.

Communication: (Ongoing- Weekly)

This past year has been a constant flurry of emails, texts and online meetings as we had to cancel and deal with plus all of the fallout, plus the constant number of updates and smaller items of interest.

Other: (December, 2019)

Met Rhonda and Pete in Pittsburgh to work with Josh in determine future needs of the organization and how to best facilitate and support our NCECA staff.

Helped write a series of donation letters to our membership.

Intermittently emailed and called Josh monthly about updates and smaller items of interest.

NCECA- CAA (Winter- February 15-20, 2020)

Josh and I presented at CAA on a panel that included Salvador Jimenez-Flores, Anna Walker, and Betsy Carpenter myself and with Josh as moderator.

Planning of the Richmond, VA Conference: (December-February)

Created an excel sheet for a 50 Friends meeting.

Helped in developing the schedule for the conference.

Worked towards with organizing of round table, name change for internal curated programing.

Wrote a Welcome for the Journal publication.

Cancelling the Richmond, VA. Conference, 2020 (Daily/Weekly)

Daily meetings with Josh, Rhonda and Pete and to figure out how to move the organization forward responsibly.

Helped create a letter to our collector base for fund raising.

Made a video to share with membership about canceling the conference.

New Task Forces Developed by myself, Rhonda, Josh and Pete to offs-set the cancellation of the conference and help with fundraising. Task Force committees.

*Respectfully submitted by Holly Hanessian, President 2018-2020, Past-President 2020-2021
Please contact me at holly.nceca@gmail.com*

Alex Hibbitt, Secretary
NCECA Board Report
March-April 2020

- Participated in virtual weekly full board meetings from March 10th 2020 to April 21st 2020 and recorded the minutes for April 7, 14 and 21 2020.
- Participated in the April Quarterly Finance Committee meeting on April 24th 2020 and recorded the minutes.
- Worked on a survey monkey form to facilitate voting on recent meeting minutes.
- In the process of reviewing 2020 programming in preparation for a meeting of the Programming task force.
- In the process of working with the Online Content and Technology Review taskforce on YouTube metadata and playlists.

Respectfully Submitted by Alex Hibbitt, Secretary 2020-2023
Please contact me at secretary@nceca.net

Marsha Karagheusian, Cincinnati Onsite Liaison
NCECA Board Report
November 2019-April 2020

- As the OSCL for Cincinnati 2021, all of my efforts reference **CONFERENCE AND EXHIBITIONS, GOAL 1** in our Strategic Plan.
- Submitted Board Report—October 2019
- In October I wrapped up the final planning for the Board of Directors coming to Cincinnati, including restaurant reservations, reception planning at Caza Sikes Gallery, picking up and delivering wine, checking and double checking on details.
- Attended Board Meeting October 24 and 25, 2019 in Cincinnati.
- Continue with face-to-face visits with select galleries and arts institutions regarding hosting exhibitions during Cincinnati 2021, attending a plethora of openings to create a *face for NCECA*.
- Continue to network with Contemporary Arts Center, as they offered to host the June 2020 reception at the CAC after attending our October 2019 reception 😊
- Continual meetings and communication, either in person, by email, text or iMessage with team leaders for Cincinnati 2021.
- Zoom meeting with the Cincinnati Clay Alliance to disseminate conference information, answer questions and recruit volunteers.
- Worked on Cincinnati promo video until its launch in April 2020
- Met with a Cincinnati graphic designer for a more exciting logo for Cincinnati 2021
- Weekly Tuesday video conferencing with the Board of Directors March 10th-April 28th.
- Working and reworking a revised gallery letter and information gathering form for concurrent venues, while trying to be sensitive to the Coronavirus Pandemic and its many ramifications.
- Basecamp training with the Board on April 14th.
- Worked on assembling a team to jury the concurrent exhibitions and/or venue generated exhibitions for NCECA 2021.
- Continued emails/texts/calls with Josh regarding information and advice.

For the Good of the Board:

While this new moment in history has befallen upon the globe, in my personal life I was immersed both in teaching and an 11-month steady art practice in preparation for 3 art exhibitions between January and April of 2020. Although 2 of the 3 shows were canceled, along with the 2020 NCECA conference, the culmination of this rigorous art making cycle was drawing to a close **just** when I was tasked with redesigning exactly half of all of my course at Xavier University. If there was one

bright spot to all of this in my personal practice, it was that my time serendipitously opened up for this unforeseen and most challenging task.

Respectfully Submitted by Marsha Karagheusian, Cincinnati Onsite Liaison
Please contact me at marsha.nceca@gmail.com

Reena Kashyap, Treasurer
NCECA Board Report
November 2019-April 2020

Audit: Auditor Kristin L Flewelling, CPA successfully completed auditing NCECA's financials for fiscal year ending June 30, 2019. At the October board meeting Auditor Flewelling phoned in and presented the report to the full board. A board 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.

Finance Committee Call on November 4 2019 with MS Investment Managers Catherine Coleman, Tanya Merchant, Josh Green & Helen Anderson to discuss reinvestment of \$529,000 from expired Structured Notes into new notes and CD's.

Nominations Committee: Upon request of Board steward Rhonda Willers, I spoke with Richard Rogers if he was willing to serve as a Treasurer for NCECA. I explained the responsibilities of that role and he showed interest to serve starting in March '21. We agreed to meet in Richmond and discuss details. Due to the cancellation of the conference this meeting did not take place.

Finance Committee conference: Call on Wednesday, January 29 2020: Portfolio balance just went over 5 million (includes cash and promotional savings). 44.1% equity, 24.5% structured, remaining fixed income. The investment portfolio earned \$583,027 for calendar year 2019. Helen sent out financials to FC. The financials for the 2nd quarter showed that the budgets vs. actual numbers were in alignment & there were no variances of note. Helen noted **that** pre-registration revenue is higher than YTD last year. We currently are showing a gain of 240k solely due to investment portfolio. Finance committee agreed to let Helen, Reena and Josh make reinvestment decisions on maturing CD's during the month of February and to reinvest monies from expiring Structured Notes into 4 newly issued Structured Notes and to re-invest monies from the expiring 4 CD's. Re-invested CD's with higher interest rates than the prior year averaging 2.3%. Both above actions were accomplished in February.

EC's conference calls: Participated in monthly EC calls. In March, after the cancellation of the conference, reviewed the Showstopper's insurance policy to check if NCECA is covered for loss of revenue due COVID-19 & Government mandated closures of events. Research revealed that the policy had an exception to infectious disease related cancellations and therefore not possible to file a claim.

After Cancellation of 2019 Conference: Full board participated in Zoom calls. Provided weekly updates of financial implications of conference cancellation. With Helen's input gave feedback of refunds, donations and deferment of conference fees for the weeks starting middle of March and ongoing. Weekly reviewed pending bills to be paid and Josh updated all on status on negotiations for release from contractual obligations with several vendors. This will be ongoing till the end of the fiscal year on June 30th.

SBA/PPP Loan: Worked with Josh and Helen to apply for the Govt. stimulus funds. It was calculated that we would qualify for \$ 94,187.50 that can be forgiven as per the loan agreement. The SBA loan is waiting for approval as I write this report.

Cup Sale update: Participated in several calls with Jill, Josh and Helen to help the Cup Sale coordinate an on-line sale to make up for lost cup sale revenue. Talked about different platforms. Shared my knowledge about eBay's Charity online auction platform and pros and cons

Finance Committee conference: Call on April 21 to update full committee on status of Morgan Stanley portfolio by the investment managers. Discussed current market environment and how NCECA's portfolio is positioned for long-term investment return. Even though we need funds to pay refunds, we will utilize funds from our checking accounts and not dip into invested funds as of now. This will be reviewed regularly to keep the committee informed and action taken as needed. Assessing risk and revenue model for future conferences was also discussed

Respectfully submitted by Reena Kashyap, Treasurer
Please contact me at reenak.nceca@gmail.com

**Kelly Kerr, Richmond Onsite Liaison
NCECA Board Report
November 2019-April 2020**

- Continued effort to organize regional exhibition hosts; venue originated and concurrent.
- Worked with co-liaison to coordinate exhibition furniture needs for concurrent exhibitions.
- Facilitated, with Josh Green, Tektonics outsourced fabrication of flat pack pedestals.
- Worked with the NCECA team to coordinate details for the 2020 Collectors Tour.
- Confirmed exhibition and reception details with NCECA staff for print publication.
- Advised on bus routes for exhibitions tours and reception nights.
- Worked to connect Collectors tour with regional artists to serve as “hosts” for tour dates.
- Communicated conference cancelation with regional exhibition hosts.
- Coordinated the storing of 18 flat pack pedestals, (located at Shockoe Bottom Clay) to be moved to Cincinnati for 2021.

*Respectfully submitted, Kelly Kerr, Richmond Onsite Liaison
Please contact me at kellyrvanceca@gmail.com*

Simon Levin, Director at Large
NCECA Board Report
March-April 2020

2019 Annual:

Ran for election as Director at Large.

2020 Annual:

Elected to the NCECA Board, March 2020

Handoff and training from the most excellent and organized Julia Galloway

Attended weekly Board meetings

Joined Fund-Raising Taskforce

Chair Emerging Artist Program (2020)

- Identified 4 possible Jurors for 2021.
- Created a contact list of current Emerging Artists.
- Approved an addendum to the 2020 Emerging Artist's contracts that would allow an advance payment of grant monies.
- Created a primer for Emerging Artists to guide them in successfully hosting the NCECA Instagram page.
- Coordinated Instagram Calendar with Tony Wise

Liaison International Residency Program (2020)

- Created a google searchable map of past international residency partnerships. This map links directly to each program with contact information and highlights areas of the world for future partnerships. The map is embeddable in websites and will be used for social media promotion.

<https://www.google.com/maps/d/u/0/edit?mid=11bDmXvawLJ8afW1qMR5CSeANb-Iz6Km&ll=1.75179627966115%2C0&z=2>

Misc.

Calls and emails with emerging artists

Respectfully Submitted by Simon Levin, Director at Large 2020-2023

Please contact me at Simon.Nceca@gmail.com

Lisa Merida-Paytes, Cincinnati Onsite Liaison
NCECA Board Report
March-April 2020

- Corresponded with Cincinnati Clay Alliance for Conference involvement
- Corresponded with Linda Ganstrom regarding Collector's Tour
- Corresponded with Josh and Artswave regarding Cincinnati funding
- Corresponded with Cincinnati Team regarding logo
- Attended 3/10, 3/17, 3/24, 3/31, 4/7, 4/14, 4/21, 4/28 - Full Board Meetings
- Corresponded with Cincinnati Clay Alliance
- Reviewed & Completed New Board Member Information, Responsibilities, Etc.
- Reviewed Basecamp
- Attended New Board Member Zoom Meeting
- Attended Zoom Meeting with Cincinnati Clay Alliance
- Attended Basecamp Zoom Meeting with Board
- Emailed regarding Advertisement & Sponsorship Packet - Mike Skutt, *follow-up from 1/9, 1/20, 1/21 - Email & Confirmation of Advertisement & Sponsorship Packet, Mike Skutt.* Forwarded Tammy Mike Skutt's commitment for Cincinnati Silver Package
- Reviewed Cincinnati Exhibition Form
- Phone Conversation with Josh regarding sponsorship of students at 2021 Conference
- Attended Zoom Meeting with Columbus Collectors and Sherrie Gallery about inclusion of other cities surrounding the Cincinnati Conference

Respectfully Submitted by Lisa Merida-Paytes, Cincinnati Onsite Liaison
Please contact me at lisanceca2021@gmail.com

Jill Oberman, Secretary
NCECA Board Report
November 2019-April 2020

1. Attended the October 2019 NCECA Board meeting in Cincinnati, OH and recorded the minutes. These minutes have been written up, approved by the full board, and can be found posted on the NCECA website.
2. Participated in the November and December 2019 and February 2020 monthly Executive Committee meetings (virtually) and took notes at these meetings.
3. Participated in the March 10, 17, 25, 31, 2020 weekly Full Board meetings (virtually) and took notes at these meetings.
4. Participated in the April, 2020 weekly Full Board meetings (virtually).
5. Collected Board and Staff reports November 2019-April 2020 for full board review.
6. I worked on editing our Guide to the Board to include recent changes in board roles and to update language on board expectations.
7. Oversaw necessary NCECA Board e-voting (via survey monkey):
 - November 13, 2019
The IRS requires that the draft of the 990 be reviewed by the full board. Please click the box below to indicate that you have received and reviewed the DRAFT 990 for FY July 2018-June 2019 and acknowledge that the draft will be submitted to the IRS.
16 board members reviewed and acknowledged the draft
 - November 25, 2019
Motion: That the two nominees, as recommended by the Nominations Committee, for SDAL position: Brandy Green and Michelle Castro, be brought forward to the membership as board ratified candidates
16 votes in favor, 0 opposed, 0 abstentions
 - November 25, 2019
Motion: That the two nominees, as recommended by the Nominations Committee, for DAL position: Simon Levin and C.A. "Cat" Traen, be brought forward to the membership as board ratified candidates.
16 votes in favor, 0 opposed, 0 abstentions
 - November 25, 2019
Motion: As recommended by the Nominations Committee, to confirm Chanda Zea Glendinning as the Programs Director, 2021-2024
16 votes in favor, 0 opposed, 0 abstentions
 - November 25, 2019
Motion: As recommended by the Nominations Committee, to confirm Alexandra Hibbitt as Board Secretary, 2020-2023.
16 votes in favor, 0 opposed, 0 abstentions

- November 25, 2019
Motion: As recommended by the Nominations Committee, to confirm Rhonda Willers for the Presidential Cycle beginning 2021.
15 votes in favor, 0 opposed, 1 abstention
- November 25, 2019
Motion: That the two nominees, as recommended by the Nominations Committee, for Fellow of the Council: Richard Wehrs and Cindy Bracker, be given the award and privileges associated with that award.
16 votes in favor, 0 opposed, 0 abstentions
- November 25, 2019
Motion: That the two nominees, as recommended by the Nominations Committee, for Honorary Members: Ayumi Horie and Beth Cavener, be given the award and privileges associated with that award.
16 votes in favor, 0 opposed, 0 abstentions
- November 25, 2019
Motion: That the five nominees, as recommended by the Nominations Committee, for Excellence in Teaching: Walter Ostrom, Christopher Staley, Lee Rexrode, Joyce Michaud, and Tony Marsh, be given the award and privileges associated with that award.
15 votes in favor, 0 opposed, 1 abstention
- November 25, 2019
Motion: That the three nominees, as recommended by the Nominations Committee, for Outstanding Achievement: Ben Carter, Louise Rosenfield, and Simone Leigh be given the award and privileges associated with that award.
16 votes in favor, 0 opposed, 0 abstentions
- November 25, 2019
Motion: That the three applicants, as recommended by the Nominations Committee, for the Regina Brown Undergraduate Student Fellowship: Erin Conyers, Jinblossom Plati, and Anthony Romero, be given that fellowship with the requested funding amounts
15 votes in favor, 0 opposed, 0 abstention, 1 board member did not vote
- November 25, 2019
Motion: That the three applicants, as recommended by the Nominations Committee, for the Graduate Student Fellowship: Anna Valenti, Jasmine Baetz, and Layla Mrozowski, be given that fellowship with the requested funding amounts.
15 votes in favor, 0 opposed, 0 abstention, 1 board member did not vote
- November 25, 2019
Motion: That the one applicant, as recommended by the Nominations Committee, for the Helene Zucker Seeman Curatorial/Research Fellowship: Heidi McKenzie be given that fellowship with the requested funding amounts.
15 votes in favor, 0 opposed, 0 abstention, 1 board member did not vote
- November 25, 2019
Motion: That the 20 applicants for Multicultural Fellowships, as recommended by the Nominations Committee, be given this fellowship. The recommended applicants are: Tyshawn Henry, Sydnie Jimenez, Tyler Young, Jacqueline Tse, Jesus Guizar, Azaarika

Chugunkekova, Mandy Kolahi, Angelique Scott, Eliana Rodriguez, Pedro Ramirez, Aarti Manik, Neha Kudchadkar, Cam Waller, Titi Ngwenya, Jeannie Hulen (nominator for: Dr. Samuel Nortey), Japheth Asiedu-Kwarteng, Lilith King-Smithson, Angela Pastor, Elioenai Quinones, and Silvia Ritterling

15 votes in favor, 0 opposed, 0 abstention, 1 board member did not vote

- November 25, 2019

Motion: That the two applicants, as recommended by the Nominations Committee, for the Past Masters Honor and Presentation: Ted Vogel and Don Bendel be given this recognition and honor

15 votes in favor, 0 opposed, 0 abstention, 1 board member did not vote

- December 13, 2019

Motion: That Cindy Bracker be given the Fellow of the Council award, with all the privileges associated with that award, beginning in 2021. **16 votes in favor, 0 opposed, 0 abstention,**

- March 9, 2020

Motion: to approve the submitted minutes from our Oct 2019 Board meeting in Cincinnati. **14 votes in favor, 0 opposed, 0 abstention, 2 board members did not vote**

8. Oversaw NCECA member voting for 2020 Board elections (via SurveyMonkey).
9. Assisted Rhonda Willers with on-boarding new board members by participating in a call to familiarize new board members with the guide to the board, by-laws, strategic plan and conflict of interest policy.
10. Worked with Julia Galloway and Cindy Bracker to help organize our “next steps” for NCECA immediately following our cancellation of the 2020 Conference. This organization was then utilized by the Presidential Cycle to create task forces to undertake the planning and execution of our “reimagined” 2020 Conference.
11. Worked with the NCECA Board Fundraising Task Force, with emphasis on brainstorming, troubleshooting, and ultimately launching our 2020 Cup Sale online as a monthly eBay auction beginning in May 2020. The Cup Sale task force consists of Dick Wehrs, Dan Barnett, Naomi Clement, and Shanna Fliegel.

*Respectfully submitted by Jill Oberman, Secretary 2014-2020
Please contact me at joberman.nceca@gmail.com*

Peter Pinnell, President-Elect 2019-2020, President 2020-2022
NCECA Board Report
November 2019-April 2020

Board activities:

- Attended a meeting of the presidential cycle in Pittsburgh, where the four of us brainstormed short-term and long-term organizational needs.
- After the presidential cycle meeting, gathered information about the NCECA endowment in anticipation of working on this topic later in the year.
- Took part in monthly online meetings with the executive committee
- Took part in periodic online meetings of the finance committee
- In January and February had meetings with the presidential cycle and the executive committee to finalize details for the upcoming conference.
- In February had a meeting with the full board to coordinate final details for the conference in Richmond.
- In late February, began communicating frequently with the presidential cycle to collect information and evaluate the safety of going forward with the conference in Richmond. This frequent communication went on into March.
- On March 10, the presidential cycle recommended to the full board that we cancel the conference. After careful consideration, the board voted unanimously to do so. The following day, On March 12, the announcement was made to the members.
- Through the rest of March and all of April, worked closely with all groups within the board to confront the unprecedented situation and plan for the future of the organization.
- Assumed the role of president in late March.
- Chaired all meetings of the board in April, working with board members to develop agendas and coordinate work activities.
- Worked with others on the board about organizing the NCECA videos on our YouTube channel, including the addition of a more professional metadata system.
- Began planning for the development of a digital archive for all NCECA creative content.

For the good of the board:

- Had a show at the Schaller Gallery in December, "Structurally Sound"

Respectfully submitted by Peter Pinnell, President-Elect 2019-2020, President 2020-2022
Please contact me at pete.nceca@gmail.com

Ashlyn Pope, Student Director at Large
NCECA Board Report
November 2019-April 2020

NCECA Board Report; Prior to conference:

1. Kept up with e-mails and participated in conversations regarding internal changes, nominations and conference business.
2. Organized Jurors to begin looking at NJSE submissions.
3. Met with Jurors multiple times to solidify selections for the NJSE
4. Attended October Board meeting and engaged in conversations regarding conference business.
(Goal: Lead, serve and be responsive to the field's evolving interest and needs)
5. Worked with co- Student Director at larger and had conversations regarding how to organize and set-up the call for the student critique room for mentors and for students.
(Goal: Be an advocate for ceramic art, teaching, learning and creativity)
6. Worked with Communications (Tony Wise) to post on our social media accounts about the NJSE and the Jurors.
7. Kept up with e-mails and responded to inquiries regarding various applications for student interest programming and student critique room information.
8. Worked with committee to select student interest programming for the conference.
9. Worked with Nominations and Awards committee to select individuals to be highlighted at the conference and other individuals to receive various awards.
10. Worked with the Multicultural fellowship committee to select students to receive this fellowship.
11. Met with board to discuss cancelation of annual conference

After Conference cancellation:

1. Participated in board meeting every week to discuss what moving forward looks like with conference content and exhibitions and other crucial adaptations.
2. Worked to reimagine the NJSE and how we proceed with finishing tasks that needed to be completed at the conference.
3. Worked with the jurors to select awards for the NJSE.
4. Worked with Julia and Tony to help promote the new online format to experience the NJSE.
5. Had conversations with co-student director at large regarding how to proceed with the student critique room.
6. Worked on task force with initial playlist ideas for our YouTube channel.

For the Good of the Board:

1. Signed a contract to be the artist in residence at the Lawrence Arts Center from 2020-2021.
2. Gave a talk at the University of Kansas and worked with students for a workshop and lecture series at KCAI.
3. Had various exhibition opportunities. Some occurred before the shutdown of the country some did not have a chance to be realized and some are postponed.

Respectfully submitted by Ashlyn Pope, Student Director at Large 2018-2020
Please contact me at ashlynpopenceca@gmail.com

Lauren Sandler, Director at Large
NCECA Board Report
November 2019-April 2020

Diversity Task Force

- Maintained communication with task force members. Discussed future of the task force and task force agenda
- Wrote pronoun statement. Consulted with Mac McCusker
- Revamped NCECA questionnaire
- Communicated with Clay Siblings Project to support their efforts in bringing siblings and local students to NCECA conference
- Coordinated efforts to live stream parts of the conference
- Scheduled conference meeting for They Clay

Gallery Expo

- Maintained communication with participating gallery expo's
- Organized live Instagram talks with participating galleries when the conference was cancelled.

Multicultural Fellowship Exhibition

- Maintained communication with jurors

Communication

- Exploring ideas of how to keep the expansive and diverse content of the Richmond conference central in the outgoing content and communication with our membership and larger communities. Coordinating efforts for online programming. Working with many artists to schedule social media hosting.

Respectfully submitted by Lauren Sandler, Director at Large 2019-2022
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**Nancy Servis, Sacramento Onsite Liaison
NCECA Board Report
March-April 2020**

- The announcement of Sacramento as the 2022 venue was launched on Friday, April 10 on the NCECA website/blog. This now permits a more active and visible effort by the committee.
- Assembled a Planning Committee of 14 people as anchor committee members. The committee will be activated by April 30, 2020 with initial assignments covering: conference theme development, venue identification in sectors (Sacramento, Davis/Woodland, Napa/Sonoma, Bay Area for example), unique art/historic sites identification, suggest possible videographers for Cincinnati announcement, and find possible funding sources.
- Working on a draft for a press release/fast facts sheet to send to publicity outlets and possible venue participants to get them thinking about the conference.
- Identifying individuals who would be well-suited to be on an Advisory Committee rather than the Planning Committee.
- The Crocker Art Museum agreed in 2018 to serve as the site for the 2022 NCECA Annual. They are planning to host this exhibition and create a “Ceramic blowout” using a good portion of the museum. Scott Shields, who is the main Curator at the museum, is our contact there.
- California State University, Sacramento, commonly known as Sac State agreed in 2018 to be the site for the 2022 NCECA Juried Student Exhibition. They have had some staff turnover but I have maintained communication with them as best as possible. Kelly D. Lindner is their new Gallery Director as of February 2020 and she is onboard with the NCECA show.
- The Sacramento Convention Center is on target with its renovations and plans to have a soft opening in December of 2021.

*Respectfully Submitted by Nancy Servis, Sacramento Onsite Liaison
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Zach Tate, Director at Large
NCECA Board Report
November 2019-April 2020

General:

- Attended 2019 Fall board meeting in Cincinnati, OH
- Worked to prepare programming for the Green Task Force as well as for Clay Conversations
- Present for the March emergency board meeting and voted in support of the Josh Green and the rest of the board to table this year's conference.
- Fielded questions regarding Topical Discussions for perspective applicants.
- Engaged in several e-mail chains regarding topics of interest for the Green Task Force as well as hosted GTF conference calls to discuss progress being made in the field as well as areas of concern-how can GTF help NCECA and the greater clay community address these
- Was a visiting artist at Nicholls State and Southeastern Louisiana University. Took the opportunity to talk with several students about NCECA, promoted scholarships that students would be eligible for and encouraged engagement in our organization and conference.
- Hosted an event at Northwestern Michigan College specifically targeted at working with teens and ceramics. Took the opportunity to talk to all students in attendance about NCECA, promoted scholarships that students would be eligible for and encouraged engagement in our organization and conference.
- Have spoken with AMACO and Skutt about Green initiatives that were brought forth by the GTF.
- Have been working with our membership on the fallout from the conference cancellation.
- Have been present for weekly NCECA Zoom Board meetings to discuss how NCECA will move forward in the coming year.
- A part of the programming Task Force to work on programming choices for the 2021 Conference.
- Speaking with Studio Potter Magazine to look at options on how the lack of a physical conference has affected their membership and programming. What are the impacts or fallouts of a canceled conference? How does this effect mirror other organizations?

Respectfully submitted by Zach Tate, Director at Large, 2018-2021

Please contact me at zach.nceca@gmail.com

Jeff Vick, Richmond Onsite Liaison
NCECA Board Report
November 2019-April 2020

2020 Richmond Conference

- Helped identify 3 lead volunteers for the conference
- Worked with Mark Shapiro to plan for equipment for the Make In program
- Reached out to the community for sponsorship opportunities
- Held weekly planning meetings with Kelly Kerr
- Worked with galleries and regional tourism to promote NCECA

Exhibitions

- Continued discussions with venues and artists/exhibitions to find best fit for both and answer any questions or concerns
- Worked with Kelly Kerr to relocate several exhibitions that needed new venues
- Made site visits to galleries
- Inventoried and measured all pedestals from past conferences
- Built new pedestals for the Annual Exhibition
- Devised plan to distribute pedestals to exhibition and to collect and inventory post conference

Bus Tours

- Helped coordinate two site visits with Lew White (November and January) to plan route for bus tours
- Advised Lew on best routes for the buses

Collector's Tour

- Held weekly meetings to plan Collector's Tour itinerary
- Contacted local artists and sites of interest as possible destinations for Collector's Tour

Respectfully submitted by Jeff Vick, Richmond Onsite Liaison
Please contact me at jeffvicknceca2020@gmail.com

Ellie Weber, Student Director at Large
NCECA Board Report
November 2019-April 2020

- Attended October Board Meeting in Cincinnati.
- Met with Ashlyn about how to set up the Student Critique Room.
- Observed the NJSE jurying process.
- Reviewed and selected Student Interest Proposals with Ashlyn and Mary.
- Created a sign-up for Mentors for the student critique room, sent to list of past mentors.
- Created a new mentor call list by reaching out to individuals in and out of academia.
- Filled all the mentor slots for the conference with walk-ins available too.
- Created a Student signup, sent to past students and mentors. Created social media posts.
- Participated in meeting about considering and voting to cancel the conference.
- Created a new call for Mentors for Virtual Student Critiques, 130 of 150 typical slots filled.
- Launched Virtual Student Critique Signup for students, sent to student list and mentors, made and posted on social medias and blog with Julia and Tony.
- Talked with Ashlyn about suggestions of how the critiques should function, as well as an idea about creating a discussion thread for MFAs throughout the country regarding concerns and more, and another idea about an online gallery featuring MFA shows impacted by the virus.
- Emailed with Holly, Ashlyn and FSU grad about potential online MFA gallery or Instagram.
- Created suggested lists for both students and mentors with potential talking points and tips on student portfolio and critique, sent to each group separately.
- Connected students and mentors. Nearly half slots filled, so made a new signup with remaining places and launched round 2. Sent suggested lists to round 2 student and mentor groups.
- Connected students with mentors. Posted on NCECA group fb page and Instagram story.
- Email correspondence between mentors and students, or those interested.
- Made a document outlining expectations via a calendar for new SDAL's. Correspondence with new SDAL Michelle about board service.
- Participated in weekly board meetings on Tuesday evenings.
- Phone call with Tony about future NJSE Instagram takeover and ideas involving creating a discussion thread for BFA/MFA's to discuss the impact on their education and more due to the virus. Also discussed idea about an online or Instagram gallery featuring MFA shows impacted.
- Reached out to Zach via email about the discussion and gallery potentially being a part of Clay Conversations.
- Shared ideas about YouTube Playlists with Alex and Ashlyn. Created a combined list.
- Narrowed the MFA discussion thread to a list of questions for each MFA to respond to.
- Shared idea with the board about creating a public discussion thread for MFAs throughout the country to communicate and have a dialogue on how they've been impacted by the pandemic.
- Created a rough draft for a potential future blog post with my experience and a public invitation to the discussion.

Respectfully submitted Ellie Weber, Student Director at Large 2019-2021

Please contact me at eliza.nceca@gmail.com

Rhonda Willers, Steward of the Board 2018-2020, Board Advisor 2020-2021
NCECA Board Report
November 2019-April 2020

2020 Conference Cancellation

- Initial meetings with Josh, Pete, and Holly to discuss developing situation with COVID19.
- Attended several virtual meetings with expert advisors and webinars to become more informed about preparedness.
- Worked with Kate, Helen, and Merrie to develop follow up communications and action plan moving for moving the 2020 Multicultural Fellows forward to the 2021 conference.
- Communicated with Awardees, Honorees, and Passed Master Presenters for 2020 to move forward to 2021.
- Participated in a podcast episode on The Potters Cast with Josh, Holly, and Pete to discuss the conference cancelation and the current state of the organization.

Task Forces to Address Conference Cancellation Moving Forward

- Assisted in organizing essential task forces to make plans for the organization moving forward.
- Set up Basecamp project spaces for each of the task forces to use in communication and planning.
- Assisted in weekly full board meeting preparations.

Strategic Plan: Goal 7

Fund-Raising Task Force

- Co-chairing fund-raising task force with Merrie initially.
- Will be shifting to a task force addressing new modes of operation for the NCECA organization given the pandemic situation and potential future impacts.

Strategic Plan: Goal 7

New Board Members On-Boarding

- Created a welcome document for new board members, outlining basic expectations and methods of planning and operation of the board. A “how-to” get started as a board member.
- Worked to on-board Merrie into the Steward of the Board role.

Fall Board Meeting: Cincinnati, Ohio

- Attended and participated in the Fall Board meeting
- Met local enthusiasts at a hosted event

Finance Committee

- Quarterly Reviews
- Met with finance committee and Morgan Stanley investment advisors
- Discussing financial stability and plans moving forward after conference cancelation.

Board General & Executive Committee

- EC met monthly from Fall through February
- Full board meetings weekly beginning in early March
- Assisted in final editing and creating of the Cincinnati promotional video.
- Reviewed and considered proposal for future host cities.

Board Recruitment

- Exchanged emails and held phone calls with people interested in potential board service and/or upcoming board service.
- Reached out to people suggested by others for potential board service.

Organization Planning meeting with Executive Director, President, and President-Elect, November 2019

- Discussed future planning of the organization
- Reviewed opening/closing ceremonies changes implement in the 2019 conference.

Nominations Committee

- Planned & Facilitated Nominations Committee conference call to discuss recommendations for: Regina Brown Undergraduate Student Fellowships, NCECA Graduate Student Fellowships, Multicultural Fellowships, Helene Zucker Seeman Curatorial, Research, and Critical Writing Fellowship for Women, Outstanding Achievement Award, Excellence in Teaching, Honorary Members, Fellow of the Council, Student Director-at-Large, and Director-at-Large.
- With assistance from Kate Vorhaus, we prepared committee members to review the nominations submissions.
- Prepared motions for the full board to consider and approve. Thank you board for supporting the recommendations of the committee.
- Contacted each nominee and provided notification of the results of the process.

Strategic Plan: Goal 4

Awards, Honors, and Fellowships Program

- Prepared articles for the 2020 Journal content.
- We will move the 2020 awardees and honorees to the 2021 conference.
- The communication team is creating online videos to honor the 2020 recipients in the coming months.
- The fellowships: Regina Brown Undergraduate Student Fellowships, NCECA Graduate Student Fellowships, Helene Zucker Seeman Curatorial, Research, and Critical Writing Fellowship for Women are honored for this year and will receive their fellowships funds as planned. *Strategic Plan: Goal 4*

Multicultural Fellows Welcome Gathering

- I worked with Yinka Orafidiya and Ashlyn Pope to plan the 2020 gathering.
- We developed a plan for the gathering and invitation lists.
- The gathering was put on hold due to the cancelation of the 2020 conference.

Strategic Plan: Goal 5

50 Friends Gathering

- Worked with Holly and Natalia to plan the 2020 gathering. The 2020 gathering was canceled due to the conference cancellation.

Passed Masters Program

- Passed masters list created with Pete and Josh.
- Reached out to potential presenters and confirmed presenters.
- Assisted in the gathering of journal articles and presentations for conference use.

Strategic Plan: Goal 4

For the good of the board:

In a recent issue of *Pottery Making Illustrated*, I had two articles published: one focusing on low-stakes creative practices and a second on grant writing tips. Like everyone, the pandemic has impacted professional events throughout 2020, most are rescheduled for 2021. In this time of such an experience, I have been connecting with the thought of this time being “the great pause”. As we look to NCECA’s future, and everyone’s future, I hope I am able to use the wisdom of time and pausing to consider how we all move forward and evolve from this experience.

*Respectfully submitted by Rhonda Willers, Steward of the Board 2018-2020, Board Advisor 2020-2021
Please contact me at rhonda@nceca.net*

Merrie Wright, Steward of the Board
NCECA Board Report
March-April 2020

Regularly Scheduled Executive Committee and Board Meetings

- Participated in several Executive Committee conference meetings and calls.
- Participated in weekly Board meeting conference calls.

On-Going Board Service

- **Multicultural call with Rhonda Willers, Ashlyn Pope and Yinka Orafidiya to discuss awardee and mentor letters, and conference event agenda and goals.**
- Worked with Rhonda Willers to determine the best way to move Multicultural Fellows, Honors & Awards, and Past Masters programming forward post 2020 conference cancellation.
- Call with Rhonda Willers to discuss board position and duties as we move forward.
- New board members meeting. Review of NCECA guide to the board, by-laws, strategic plan and conflict of interest.
- Reviewed Multicultural Agreement Amendments.
- Served as team co-leader for the Fundraising Task Force. Participated in several conference calls with the full task force, small group of task force members, and meeting the Presidential Circles.
- Participated in Basecamp training session offered by Brett Binford.
- Participated in conference call with Higher Logic representative to explore new platforms for future consideration.
- Participated in finance meeting with Morgan Stanley representative for a portfolio review.
- Provided Fundraising Task Force updates at weekly Board Meetings.

Respectfully submitted by Merrie Wright, Steward of the Board 2020-2022
Please contact me at boardsteward@nceca.net

Tony Wise, Communications Director
NCECA Board Report
November 2019-April 2020

General:

- Attended and participated in monthly Executive Committee Meetings
- Attended and participated in Quarterly Finance Committee Meetings
- Communicated and collaborated with board and staff as needed via phone and email
- Responded to general questions inquired through email
- Corresponded with NCECA members about concerns or interests they have for the organization
- Collaborated and coordinated on communications efforts for the conference and information for membership

Board Meeting: Cincinnati, OH

- Discussed details of the 2021 NCECA Conference, Director Reports, Task Forces, Strategic Planning and international programs.
- Details for the Richmond conference and future conference sites
- Minutes of this meeting can be found on the NCECA website under “governance”

Executive Committee:

- Participated in monthly meetings with the Executive Committee
- Continued ongoing conversation about website updates
- Discussed conference programming for Richmond 2020

Finance Committee:

- Met with finance committee and Morgan Stanley advisors to discuss NCECA investments and future planning

Communications:

- Collaborated with Executive Director and NCECA staff on email newsletters.
- Managed and oversaw NCECA Instagram, Facebook and YouTube social media accounts.
 - Instagram Engagement – 35,500 followers (+4000) Reaching 15,900 accounts and 71,300 impressions per week
 - We are using links in app and seeing a strong click rate, I am evaluating an image heavier link application to better meet the needs of our membership.
 - YouTube – 4,200 Subscribers (+600) with 56,000 views and 7,300 hours of watch time
 - Facebook – 13,334 Followers, daily reach averaging 3,500
 - Worked to make information for upcoming conference deadlines and voting as accessible/engaging as possible to increase awareness of this programming and encourage engagement.
 - Utilized IGTV and social video platforms to increase engagement with conference content and make the content more accessible.
 - Currently working on guest user guidelines
 - Coordinated with Julia Galloway and 2019 Emerging Artists to make their conference videos accessible and facilitate Instagram guest hosting.

- Managed and oversaw the NCECA blog.
 - Worked with Executive Director, NCECA staff, Directors and membership to present content via the NCECA blog
 - General troubleshooting for transitional issues with the blog theme
 - Currently working on blog posts for upcoming year
- Edited and promoted Emerging Artist videos from the 2019 conference
- Worked with the team to produce the Cincinnati Promo Video
- Currently serving on multiple task forces evaluating accessibility for conference content, future website needs, and technology use for future conference needs

COVID-19 Response:

Our response to the COVID-19 crisis and the decision to cancel the 2020 conference in Richmond, VA increased our need to support our community in as many ways as possible. In the weeks following the decision to cancel the conference, some of the actions communications were involved in were:

- Collaborating with the NCECA Executive Director, Staff and board to release information about the cancellation of the 2020 conference, registration options, and further actions in a clear, efficient and timely manner.
- The creation of task forces to continue advancing our organization and supporting our membership
- Collaboration with Lauren Sandler - Director at Large, to facilitate sharing information about Gallery EXPO lectures held virtually.
- Coordination with Brett Binford – Exhibitions Director, Julia Galloway – former Director at Large, and the NCECA staff to release content about NCECA Exhibitions virtually.
- Collaboration with Mary Cloonan - Programs Director, to curate and release playlists on conference content for members to access.
- Collaboration, video work, and blog work with Julia Galloway and Rhonda Willers- Special Advisor to the Board to release information about the 2020 Emerging Artists and Awards.
- Coordination in releasing information about future conferences including promotional videos and future conference location.

For the Good of the Board

This is a tough time for many and I hope that everyone is staying safe. I am making time to get up from my computer and work with my hands. I am doing everything I can to keep myself physically and mentally healthy. And I am calling people. I'm checking in and asking people how they're doing, watching out for those around me. I'm fortunate to have a community that is doing the same for me!

*Respectfully submitted by Tony Wise, Communications Director
Please contact me at communications@nceca.net*

Josh Green, Executive Director
Staff Report
November 2019-June 2020

Financial Oversight, Quarterly Finance/ EC Committee, and Development

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
Participated in Webinars with Americans for the Arts to learn about opportunities associated with pandemic response.
Worked with presidential cycle and staff to develop protocol for conference cancellation refunds that integrate opportunities for giving and deferring registration payments into 2021
Worked with Helen and Reena to complete PPP loan application
Worked with office staff to prepare shareable google sheets file for communication with historic donors
Developed and submitted grant proposal in response to NEA CARES Act opportunity
Communicated with NEA Program Officer on impact of CoVID-19 pandemic on 2020 conference and exhibitions
Reformed 2021 NEA Project Proposal and Budget based on award amount and CoVID-19 contingency plans
Contributed to messaging being developed in cooperation with Fundraising Task Force
Managed annual appeal letter development and mailing

Communications with Boards Members

Participated in regular communications with Presidential cycle and executive committee, particularly but not limited to concerns around safety of group gatherings in light of emerging CoVID-19 crisis
Made report to full board on status of our capacity to safely manage a gathering in light of emergent crisis and contributed to discussion that led to motion for conference cancellation.
Participated in development of task forces leading up to and in response to conference cancellation
Task force conference calls related to development of new operating models and fundraising/ development

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

Developed and implemented ongoing messaging about CoVID-19 crisis via NCECA website, social media posts, and direct messaging with concerned members
Developed messaging for cancellation announcement
Communications with individual and organizational members about refund policies on registration, membership fees, and ads
Communications with presenters about content and opportunities for future presentations
Ongoing communications with exhibition venues, organizers, and curators.
Conferences with Greater Richmond Convention Center Management regarding preparedness for CoVID-19 crisis
Conference with medical risk management advisor on possible preparedness for gathering
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.

Other: (December, 2019)

Met with Holly, Rhonda, and Pete in Pittsburgh to determine future needs of the organization and evolution of NCECA staff needs, competencies, and resources.

NCECA- CAA (Winter- February 15-20, 2020)

Developed presentation for CAA panel that included Holly Hanessian, Salvador Jimenez-Flores, Anna Walker, and Betsy Carpenter. Served as panel moderator.

Planning and Cancellation of Richmond, VA Conference: (December-February)

Weekly conferences with Onsite Conference Liaisons, Linda Ganstrom, Brett Binford and Tammy Lynn to develop Collectors Tour Itinerary
Worked with key contacts at venues for NCECA sponsored exhibitions
Made and followed up with contacts related to food and beverage
Numerous communications with staff and presenters regarding publications and presentations.
Daily 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)

Composed e-news communications regarding regular conference and opportunity updates
Worked with staff to develop more user friendly access to donation portal on NCECA Website
Worked with staff and NCECA Contacts to develop a CoVID-19 Resource page for NCECA Website
Worked with David William and Candice Finn to develop a simplified, cleaner look template for NCECA e-news disseminated through Membersuite
Posted updates in social media to promote online sessions co-produced with 92Y
Participated in and contributed to documentation of above session on Teaching Online.
Worked with sub-team of board to reflect on and develop response on critical of Instagram feed and NCECA organizationally
Reached out to several people in NCECA's membership for assistance understanding the issues and needed response considerations
Developed job description and agreement for new staff team member to work on social media strategy development and implementation
Developed advisory team description pertinent to the above concerns.

Future Programming, Planning, and Agreements

Communications with and research related to proposed site for 2023 conference
Conferences with 2021 Onsite Conference Liaisons, Board Advisor Rhonda Willers, and David William on branding concepts
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 Richmond Convention Center and Hotels in regard to rescheduling a future conference
Research on various platforms for virtual programming
Participation in conferences with other arts organization leaders on evolution in response to CoVID-19 and specific to those planning virtual events

*Respectfully submitted by Josh Green, Executive Director
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