

Brett Binford, Exhibitions Director
NCECA Board Report
March-May 2019

- Wrote several teachers to recommend students to run for DAL.
- Wrote some specific students to encourage them to run for DAL.
- 2019 Annual: Oversaw shipping reimbursements to juried artists and oversaw shipping logistics with the invited artists.
- NSJE- oversaw and approved shipping stipends for students
- Oversaw and corresponded with venue regarding damaged work and compensation.
- Monthly EC conference call
- Morgan Stanley portfolio review conference call.
- 2020 Annual: oversaw invites to artists.
- Discussions and planning with Lauren Sandler regarding Multicultural Fellowship exhibition possibilities.
- Reviewed preliminary 2020 budget
- Discussed Multicultural Fellowship exhibition possibilities with Josh Green.
- Organized adjudication of Concurrent exhibitions with Richmond committee.
- Attended 2019 Conference
- Participated in 2019 Collector's Tour

Respectfully submitted by Brett Binford, Exhibitions Director
Please contact me at exhibitions@nceca.net

Mary Cloonan, Program Director
NCECA Board Report
March-May 2019

- Minneapolis Delivered! There was an enthusiastic response to the conference; the weather was accommodating, the exhibitions inspiring and lectures invigorating.
- We had wonderful hands-on adventure with the Make In Space- hosted by Mark Shapiro and friends. All ages and skills had fun with spontaneous demos, collaborations and meeting new friends. NCC really stepped up to help make it run smoothly.
- We brought back the K-12 hand-on session with Arthur Gonzales teaching teachers how to make a literal hand. Most took on the challenge, while others watched the magic happen.

Post-Conference: Fielded questions from members about potential programming threads, lecture ideas or proposal requirements, etc.

This meeting, we are going to tackle 130 proposals! This encapsulates the panels and lectures, and Demonstrating and Maker Space Artists that will need to be whittled down to around 35 talks and 4 Demonstrators. We are up for this task.

Goals:

- Work with the new Board to help them acclimate.
- Get organized!
- Again... will try to watch the talks and demos from the Minneapolis conference that I missed- which is all of it.

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

Julia Galloway, Director at Large
NCECA Board Report
March-May 2019

International Artist in Residency Partnership:

Taylor Robenalt from Sarasota, Florida has gone off to a residency A.I.R Vallauris – Vallauris, France. Ray Chen from Falmouth Maine will be heading out to the Benyamini Contemporary Ceramics Center, Tel Aviv, Israel Residency this summer.

I have been working on a proposal to significantly revise this international residency program, and will present this at our next meeting.

Emerging Artist

Sequoia Miller and Kevin Snipes have agreed to be the jurors for the Emerging Artist for 2020!

This past spring emerging artist program was a great success. The setup at the expo was easy, gallery talks smooth, panels discussion for the most part successful and their larger public lectures on Saturday morning were fantastic. On account of working closely with the emerging artist this past year - they were better prepared and less nervous than in times past. I have developed a close mentorship with this year's group and have continued to be supportive of their careers over the past months.

for the good of the board...

I am starting my first sabbatical since I started teaching in 1999, and am a little stunned by the vast amount of time spreading out in front of me. I am excited to dive deeper into my current studio project and am working towards a large exhibition in 2022.

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

Holly Hanessian, President
NCECA Board Report
March-May 2019

Finance Committee

Participated in Online meetings with the Finance Committee on Quarterly Meetings

Diversity Task Force

Worked with Lauren Sandler getting the Mission and Action items to present to the board

Green Task Force

Worked with Liz Duarte getting Action items to present to the board.

NCECA- CAA

Josh and I worked on a proposal to submit to the CAA call for the beginning of May for a panel that will include Salvador Jimenez-Flores, Anna Walker, and hopefully Betsy Carpenter and myself as moderator, with Josh as Chair.

Richmond, VA 2020:

Worked with Josh on getting Sonya Clark as Keynote Speaker.

Monthly May Meeting:

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

Communication:

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

Respectfully submitted by Holly Hanessian, President
Please contact me at holly.nceca@gmail.com

Reena Kashyap, Treasurer
NCECA Board Report
March-May 2019

- **Prepared a Finance & Fiduciary Orientation for new Board members** as requested by Rhonda Willers.
- **Helen A** prepared and emailed the FC/EC the financials for April/May 2019.
- **Investment portfolio update:** Finance committee conference call/meeting was held on May 21st 2019 with **Tanya Merchant of MS** Morgan Stanley advisors who informed about us about the current state of our portfolio which currently consists of 43% Equity/stock ,27% Fixed income & 30% in Structured Notes with a balance in the portfolio of \$3,858,52.
A discussion followed about the Harding Loevener and Clearbridge funds and Tanya recommended to not make changes as managers have not changed and have a good history of performance.
- **Helen** summarized NCECA financials as of 4/30/2019. Conference revenue is over budget. Pending invoices for the conference are still expected though as of now we are projecting a yearend surplus. A discussion followed regarding the relevancy & cost of videos production since the sales were down considerably.
- Josh, Helen and the staff prepared the 2018-19 budget for the full board to review and vote at the meeting in early June. Held a Conference call on May 30th with Josh & Helen and discussed budget in detail and went over budgetary projections.

Action Item and Follow up:

- Josh and Tony were to follow up and recommend future ways of sharing/selling video/audio conference material

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

Kelly Kerr, Richmond Onsite Liaison
NCECA Board Report
March-May 2019

- A meeting between the VCUarts Craft Department and the Visual Arts Center of Richmond took place to align communication/engagement efforts and discuss next steps for committees moving forward.
- Bio Ritmo (salsa band) has Friday, March 27th on hold for the NCECA dance party. Details regarding sound and payment have yet to be confirmed.
- Connected Tony Wise with the Hodges Partnership, PR firm representing VCUarts and Richmond Regional Tourism. Discussion taking place around June 6 event and media roll out for March of 2020.
- Working with Jeff Vick and the volunteer committee to confirm concurrent exhibition spaces, VOE spaces, and follow-up on multiple spaces wanting to participate but needing further direction.
- Met with Venture Richmond's Executive Director Lisa Sims to discuss providing bicycle stations at the convention center and next steps for working with Bike/Walk RVA to create a bicycle tour of the downtown and surrounding neighborhood exhibitions.
- In conversation with local commercial real estate property owner about using warehouse spaces in Manchester for placing multiple concurrent shows.
- Met with LaDiff furniture/warehouse owner Sarah Paxton, onboard for hosting multiple concurrent exhibitions in the Shockoe Slip area.
- Efforts are being made to secure a venue for a past and present NCECA Multicultural Fellows exhibition. Communications with VCUarts Qatar House and VCU Arts Research Institute are taking place.
- Invitations extended and details are being coordinated for the June 6th Community and Media gathering to take place at the Anderson, 5:30-7pm.
- Continuing to meet with businesses and venues in the Richmond and surrounding areas, spreading the good word about NCECA and the opportunities to host exhibitions or the collectors tour in March of 2020.

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

Marsha Karagheusian , Cincinnati Onsite Liaison
NCECA Board Report
March-May 2019

Accepted the charge of **OSCL** (March 2018)

- Began emailing and meeting with top venue curators for the **Annual** upon my Board approval in June 2018:
 - Cincinnati Art Museum (June 19, 2018)
 - Weston Art Gallery at the Aronoff Center for the Arts (preliminary agreement signed January 24, 2019)
- Began emailing and meeting with top venue curators for the **Juried Student** Exhibition upon my Board approval in June 2018:
 - Contemporary Art Center (August 6, 2018)
 - Cincinnati Museum Center at Union Terminal (tentative agreement in hand)
- Identify the **top 40 venues** for Concurrent Exhibitions, making contact by email, phone calls and meeting face-to-face with over a dozen thus far, with additional appointments in the queue, spreading the conference news and getting on their calendars (waiting for the conference theme approval before sending official letters to the top 40).
- Spoke with a fine arts venue on May 22 that offered to host the October reception.
- Meeting with The Taft Museum on May 29, 2019
- **Multiple** phone calls, texts and emails with Josh Green for advice and guidance. On April 10 asked for an updated 16-page OSCL job description and received a revised 20-page version which I reviewed again for clarification. (Be careful what you ask for ... but thank you Josh!)
- Establish a **Cincinnati team**: Conduct 1st Meeting on January 23, 2019 (13 people in attendance) and a 2nd Meeting on May 14, 2019 (16 people in attendance).
- Identify chairpersons & members for the 4 main committees:
 - 1) Community Relations
 - 2) PR Development
 - 3) Funding Opportunities
 - 4) Concurrent Exhibitions
- Brainstorm conference themes
- Compile a list for Keynote, Randall Session and Closing Lecture

- Speak with a videographer, identify at least 50 landmarks to feature, and procure footage from Cincy USA
- Discuss dance bands. Went to Jag's Steak & Seafood on May 18th to hear "*Gee, Your Band Smells Terrific*"... \$145.00 later a decision was made to keep looking ...
- Calls, texts and emails with various team members on the plethora of tasks
- Procure a yoga instructor
- Weekly meetings with Co•Liaison

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

Jill Oberman, Secretary
NCECA Board Report
March-May 2019

1. Attended the March 2019 NCECA Conference in Pittsburgh, PA, and attended all of the open and closed meetings, as well as the 50 Friends meeting. For each meeting attended, I recorded the minutes. These minutes have been written up and will be approved by the full board after our June meeting. Once approved, minutes can be found posted on the NCECA website.
2. Participated in the April and May 2019 Executive Committee monthly meeting (virtually) and took notes from these meetings.
3. Worked with Rhonda Willers to create updated documents to share with new board members to help foster an informative welcome. This welcome packet is still in process, but should be ready soon, and will serve as a support and introductory document to our “Guide to the Board”.
4. Worked with Rhonda Willers to help edit our exit interview questionnaire for departing board members
5. Worked with Rhonda Willers on defining and outlining our new *Helene Zucker Seeman Curatorial Fellowship for Women*. Rhonda and I spoke with Maggi Cowlan to begin developing a curatorial fellowship for emerging female curators in honor of Maggi’s good friend, Helene Zucker Seeman. We will share the description with the board, as Maggi and her friends begin fundraising to support this fellowship for an initial 3-year commitment.
6. Collected Board and Staff reports to share at our June meeting

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

Peter Pinnell, President-Elect
NCECA Board Report
March-May 2019

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

Ashlyn Pope, Student Director at Large
NCECA Board Report
March-May 2019

NCECA Board Report:

1. Kept up with e-mails and participated in conversations regarding internal changes and conference business.
2. Organized by adding and removing mentors and students for student critique room.
3. Organized the student critique room at the conference which included signing more students and mentors up during the run of the conference.
4. Attended and participated in post conference board meeting.
5. Wrote thank you letters for mentors upon request for personal files.
6. Kept up with e-mails post conference regarding board business.

For the Good of the Board:

1. Completed my thesis exhibition.
2. Graduated with my MFA.
3. Accepted as the ceramic artist in residence for the Lawrence Arts Center in Lawrence, KS.

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

Lauren Sandler, Director at Large
NCECA Board Report
March-May 2019

- Moderated panel, The Art of Radical Mentorship, with Courtney M. Leonard, Paul S. Briggs, Sana Musasama, and Jigna Desai, at the 2019 conference
- Met as part of Diversity Task Force along with Patsy Cox, Yinka Orafidiya, and Shoji Satake. Wrote diversity statement for the NCECA website, added language to the mission statement, assembled action list for diversity advocacy.
- Solicited and gave feedback for proposals for lectures, panels, and exhibitions for 2020.
- Created and edited language for Gallery Expo prospectus to address diversity, equity, accessibility, and inclusion. Contacted potential Gallery Expo jurors. Researched potential Gallery Expo applicants.
- Worked with Brett on a Multicultural Fellowship Exhibition proposal for NCECA 2020
- Compiled suggestions regarding the NCECA survey and how to gather NCECA membership demographics

Respectfully submitted by Lauren Sandler, Director at Large
Please contact me at laurensandler.nceca@gmail.com

Zach Tate, Director at Large
NCECA Board Report
March-May 2019

General:

- Attended 2019 Conference in Minneapolis
- Oversaw the implementation of Topical Discussions during conference
- Attending several other programs during conference (various lectures, exhibitions, demonstrating artist, keynotes, Make-in Studio... etc)
- Talked with several conference attendees during the conference about their experience at this conference. Many of these conversations have been ongoing since the conference. I have been interested in individuals' feelings about NCECA pre, during, and post. Many people expressed how much they enjoy(ed) the conference and that they generally do. Some "younger" (eg folks in the 30's) talked about NCECA's potential role in ceramics year round and a need for NCECA to become "more involved that just during the conference". When asked how this could be achieved, a stronger social media presence seemed to be the general consensus. When pressed on how this could better effect the ceramics community, the answers were a less clear other than exposure to ceramics, ceramic happenings, updates on projects (not just NCECA based)... etc.

Respectfully submitted by Zach Tate, Director at Large
Please contact me at zach.nceca@gmail.com

Jeff Vick, Richmond Onsite Liaison
NCECA Board Report
March-May 2019

Attended Minneapolis Conference

- Researched and gained valuable insight by joining the Collector's Tour
- Met with 2019 Onsite Liaisons who gave guidance for the upcoming conference

Finalized Committees

- Curatorial Committee: Brett Binford, Blair Clemo, Jason Hackett, Abigail Lucien, Caroline Wright, and Jeff Vick
- Communications Committee: Kate Garber, Liana Acevedo, Kim Catley
- Education and Outreach Committee: Jordan Brown, Blair Clemo, Colleen Marino, Mary Holland, Ryan Patton

Proposed Committee

- Development and Collector's Tour Committee: Lizzie Oliver, Linda Ganstrom, VCU representative

Exhibition Venues

- Worked with a core group of 6 volunteers plus Kelly Kerr to locate and secure exhibition venues
- As of this writing we have secured 47 Venue Generated Exhibitions and 27 Concurrent Venues

For the good of the board:

- Helped organize and prepare for the 4th annual RVA Clay Tour, a self guided tour of the regions clay artists and studios

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

Ellie Weber, Student Director at Large
NCECA Board Report
March-May 2019

I attended the conference and am honored and excited to serve on this board.

Respectfully submitted Ellie Weber, Student Director at Large
Please contact me at eliza.nceca@gmail.com

Rhonda Willers, Steward of the Board
NCECA Board Report
March-May 2019

Finance Committee/Budgetary Work

- 2nd Quarter Review participation
- Met with finance committee and Morgan Stanley advisors discussing current status of investments and future planning.
- Started budget initiatives for: 1) repeated participation in Taoxichuan Autumn Art Fair, Jingdezhen, China, 2) Multicultural Fellows Volunteer Coordinator

Executive Committee

- Participated in monthly executive committee meetings.
- We worked to re-organize the opening and closing ceremonies of the conference and the changes seemed to be well received! I look forward to continuing the conversation and planning of these portions of the conference.

2019 Conference Work

Multicultural Fellows Welcome Gathering: The gathering went very well! Everyone introduced themselves and shared an intention for their time at the conference. It was truly wonderful to see the 2019 fellows interacting with past fellows and gathered mentors. I can't thank Yinka Orafidiya enough for how she led and facilitated this gathering.

Strategic Plan: Goal 5

50 Friends Gathering: We had a successful gathering, that took on a different format than years past. This year, people gathered in smaller groups at round tables. Each table developed a theme and then discussed ideas surrounding the theme. About half-way through the time, each table introduced their theme and shared some key ideas. After this, people were invited to shift tables if another topic was of greater interest to them. Each table had a board member at the table to take notes and participate in the discussion. This format, while different than years past, allowed those who don't like to share in a large group setting, share their ideas. Much positive feedback regarding this change in format was received. Special thanks to Erin Furimsky for volunteering her time and energy to assist in the planning and facilitating of this gathering.

Strategic Plan: Goals 4 & 7

Chipstone Panel, Yes. She. Can.: This panel was well-received by those attending and clearly addressed a topic that is relevant to today, the past, and the future. Each panelist brought their personal stories as a way to connect to the larger narrative and issues facing women, and other marginalized communities, within ceramics and beyond. The introduction by Leslie Ferrin was also insightful and provided a strong base of context for the conversation to begin. While on-site at the conference, I provided continued technical support to the panelist. We should consider the timing of this panel as the attendance was lower than expected. The Friday morning time slot does mean it overlaps with the final hours of the cup sale, but it is also true that Friday at 9am might be a bit early for our membership to be motivated after an evening of later-night fun.

Strategic Plan: Goal 1

The Truths We Share Breakout Session with Ann Lawton: Holly and I attended the break out session led by Ann Lawton. Our initial intention was to be a resource for Ann should any

NCECA specific questions develop. It was a calming room, that clearly provided a safe space for people to create work in response to their experiences.

Awards and Honors Presentation & Reception: This year's awards and honors presentation format went very smoothly and finished in a timely fashion. I provided a 5-6 minute introduction to each awardee/honoree and then welcomed them to the stage. Each person was given 2 minutes to say thank you, and then as they were leaving the stage, they stopped to have a photo taken of them alone and one with Josh, NCECA's executive director. This format was very well received and should be repeated for next year.

Strategic Plan: Goal 2

Closing Dinner for Collector's Tour: I attended the closing dinner for the collector's tour as a representative of the executive leadership of the board. It was a fabulous way to interact with this group. There was a very joyful energy about the group and those that I spoke with very much enjoyed their tour experience. Marge Levy issued a challenge for each collector to bring a friend next year - this was a great way to invigorate the group for next year.

Business Meeting and Open & Closed Board Meeting: I attended each of these meetings during the conference. I do wish we could have greater attendance at the business meeting in particular. This is something we should work to improve and we should also consider what else we can do to create a stronger purpose for the meeting. Our by-laws require the meeting, but it's also clear that we may only be holding this meeting because of that and thus not inspiring others to attend.

Taoxichuan Art Center: Autumn Art Fair

- Working to create an annual opportunity for NCECA to bring 4 students, recently graduated students, or emerging members to participate in the Taoxichuan Autumn Art Fair, held in October in Jingdezhen, China.
- Also, includes discussions about other potential opportunities, such as Taoxichuan hosting an NCECA panel during its Autumn Art Fair
- Collecting feedback from last year's attendees and will share with the board once it is received and organized.

Strategic Plan: Goals 1 & 3

New Curatorial Fellowship in Honor of Helene Zucker Seeman

- Jill and I spoke with Maggi Cowlan to begin developing a curatorial fellowship for women in honor of her good friend, Helene Zucker Seeman.
- We are creating a description for the fellowship for the board to consider and Maggi and a group of her peers will begin fundraising to support this fellowship for an initial 3 year period.

Strategic Plan: Goal 3

Gathering of Information for New Board Members

- Jill and I have been working to create updated documents to share with new board members to create an informative welcome. This is still in process, but will be ready soon.
- This document will serve as a support and introductory document to the guide to the board.

Exit Interview questions edited and developed with Jill and Holly

- I re-organized the current board exit interview questions into categories to create a clearer mode of gathering feedback.

- With editing assistance from Jill and Holly, I added additional questions, some that are board-position specific.
- We hope to have this information gathered and organized in time for the June board meeting, but it may be shared after depending on when responses are received.

Board Member Recruitment

- I continue to solicit names of potential board members from current board members and others.
- I have reached out to a grouping of recommended people to inquire of their interest in board service. I am hopeful that I will receive positively interested replies! Until then, keep sharing names of potential people as you think of them :-)

Multicultural Fellows Final Reports

- As continued work, I have the joy of reading the final reports of the 2019 Multicultural Fellows.
- It is clear that these fellowships provide meaningful, inspiring, and life-changing experiences for the fellows. We should be certain that this fellowship not only continues, but also grows.
- It is also clear that conference programming with a focus diversity is not only inspiring, but also necessary.

Strategic Plan: Goal 5

For the Good of the Board

In my professional life, I recently participated in an annual art tour, known as the Art OPENer. I have been a guest artist at Spiritworks Pottery in Afton, MN for the past several years now.

The roundtable discussion at the Weisman Art Museum, *SHE/HER/HERSELF: Four Generations of Women and the Mingei Influence*, was held before a full room of engaged audience members. It was an honor to be a part of this discussion and represent the 4th generation of makers.

I am working on two upcoming projects. The first is an interactive piece involving creating space and time for people to gather and reflect. A physical component of the piece is an installation of 50 white hammocks in my hillside, which guests will be invited to spend time in during our gathering. The second is a group exhibition, *Crowns*, to be held at the Canton Museum of Art, in Canton, Ohio. For this exhibition, I am creating new work based on my experience as a mother. The works will utilize multiple materials and some ceramic objects.

*Respectfully submitted by Rhonda Willers, Steward of the Board
Please contact me at boardsteward@nceca.net*

Tony Wise, Communications Director
NCECA Board Report
March-May 2019

General:

- Attended and participated in monthly Executive Committee Meetings
- Attended and participated in quarterly Finance Committee Meeting
- Communicated 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

Conference

- Met with Richmond Regional Tourism PR representative to discuss best practices for engaging with the Richmond audience for Multivalent 2020.
- Coordinated production of conference video content from the 2019 NCECA conference in Minneapolis.
- Compiling content for future conference articles.

Development

For the past few months I have been engaging in a conversation about how NCECA releases and makes content available. These conversations have led us pursue and develop ways to engage with our community more effectively.

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

Helen Anderson, Accountant
NCECA Staff Report
October-May 2019

2019/2020 Budget

- Preliminary version of the budget will be presented to the Executive Committee by Josh Green and Helen Anderson during the Executive session of spring board meeting on Tuesday, June 4, 2019.
- Objective is to present a semi-final budget to full board during Richmond board meeting and have authorized 2019/2020 budget before board meeting adjourns at end of week.
- All board and staff members will receive a copy of authorized budget.

April 2019 Financials (attached)

Notable Items:

- Conference revenue just below \$1.1 million consistent with last two years revenue.
- NCECA is awaiting \$40,000 from NEA for 2019 and will be awarded \$45,000 for 2020.
- June board meeting expenses still to be posted
- May/June Expenses for rent/payroll/benefits still to be posted
- Several exhibition expenses still to post for artwork commissions and shipping
- NCECA does not budget for Investment Gain/Loss. Currently investments show fiscal year gain of \$129,193. May/June activity still to be posted.

NCECA Investment Portfolio April 2019 (Attached)

- NCECA's April month end investment summary portfolio is attached. The portfolio is up 7.18% for last 12 months. Balance \$3,838,525.
- \$650k from the Operating (Checking) account invested into the promotional savings accounts earned approximately \$1900 in interest since early March.

Year End

- NCECA is approaching fiscal year-end June 30, 2019. All budget managers and/or board members asked to submit outstanding invoices pertaining to this year. NCECA uses Accrual system of accounting. All expenses (or revenue) that pertains to this fiscal year must be accounted for in this fiscal period ending June 30th.
- Send Board meeting reimbursement forms with original receipts to Helen by June 15th.

Annual Audit

- NCECA's annual Audit will begin in August for period July 1, 2018 through June 30, 2019.
- Flewelling & Mitton PC will perform the Independent Audit and file the 990 tax return.

ATTACHMENTS:

1. Financial Statements for period ending April 30, 2019
2. Morgan Stanley Portfolio Review as of April 30, 2019

ACTION ITEMS:

1. Please send all outstanding invoices and revenue to Helen as soon as possible.
2. Please make Helen aware of any outstanding expenses or revenue that pertains to fiscal year end June 30, 2019 that will not be posted by year end.
3. Please send Board meeting reimbursements to Helen by June 15, 2019

Respectfully submitted by Helen Anderson, Accountant
Please contact me at helen@nceca.net

Candice Finn, Website and Communications Manager
Staff Report
October-May 2019

Web Content

- Continued efforts to update and improve content on the website for conference, calls for entry, forms, job opportunities, industry links, archive past conference info, etc – worked with staff and board.
- In WordPress I built the 2019 Volunteer Form, the 2020 Concurrent Exhibition Form, and the 2020 Venue Originated Exhibition Form. Please note Kate has built, managed, and updated the remainder of the forms in MemberSuite.

Communications

- Eblasts & Enews (worked with Kate, Josh, and Board)
- Managed and implemented content for the app along with sponsorship opportunities and graphics- includes maps, speakers, bus tours, upcoming calls for entry, programming, banners, push notifications etc—worked with Josh, Dori, Tammy, and Kate.
- Assisted with new Board Candidate election—assisted with voting, offered support, added info into the app, created playlist for candidates on YouTube, etc
- Created FB graphics
- Disseminated photos and graphics for various publications and press releases.

Print Collateral

- Created ads to promote conference submitted to various publications
- Coordinated conference poster and postcard printing and mailing
- Designed: the print Program Guide (formatted all content, did ad checks for sponsors, mapped all ads and content placements, etc), the Annual Catalog as well as the NSJE catalog
- Designed signs for the Conference Center
- Designed Emerging Artist cards
- Adapted the conference logo design for t-shirts, hoodies, water bottles, hats, conference bags and badges
- Created awards for board, honorees, and fellows
- Designed and printed exhibition flags
- Coordinated printing, shipping and receipt of the above items at conference
- Assisted with graphics/imagery for NEA Grant
- Designed Appeal Letter with data merge and donor envelopes
- Created business cards for those in need

Respectfully submitted by Candice Finn, Website and Communications Manager
Please contact me at candice@nceca.net

Josh Green, Executive Director
Staff Report
March-May 2019

- Continued working on agreements 2020 exhibition venues in cooperation with Brett Binford and contacts at artspace, Visual Arts Center of Richmond, and Glave'-Kocen Gallery
- Correspondence with leadership at 2021 and 2022 exhibition venues.
- Research on potential 2023 exhibition venues and conference with potential Onsite Conference Liaison
- Composed communications for NCECA enews and blog
- Worked with finance manager, treasurer, and other board members on preparation of 2019-20 budget
- Meetings on strategy related to future online programming with 92Y (Virtual Clay lecture series/ #GlobalDayofClay and National Clay week)
- Communication and conferences with attorneys at Morgan-Lewis on future conference branding, trademarking, and hotel agreements. Exploring due diligence and developing legal strategies for dealing with both issues.
- Participation on finance committee calls with Helen Anderson, Reena Kashyap, and Morgan Stanley Investment advisers.
- Periodic communications with President and EC on various issues
- Worked with Rhonda Willers, Pete Pinnell, and Holly Hanessian on recruitment of board members for upcoming conferences.
- Wrote and mailed personalized acknowledgement letters to all 2019 conference presenters
- Worked to refine and test post-conference survey that explores a more global financial impact of the conference.
- Travelled to NYC to chair presentation with Patsy Cox, Sharif Bey, Jennifer Ling Datchuk, and Natalia Arbelaez at 2019 CAA conference
- Conferences with Jon Prown on follow up to 2019 conference and proposal for future support
- Participated in multi-week team debriefing of 2019 conference. Scheduled post-conference performance reviews with team members. Worked to update and refine job descriptions.
- Developed a job positing for communications and development specialists as seasonal contract assistance. Interviewed highly desirable candidate and conducted reference interviews.
- Communications with friends and survivors of recently deceased ceramic art enthusiast about establishment of memorial funds and awards
- Periodic communications with individual and organizational members
- Collaborated with Communications Director on agreements for video editor and review of time table for initial releases
- Communications with Programs Director on program proposal review process
- Extensive communications with members at ACC and Studio Potter interested in developing proposals for new programming concepts.
- Communications with those who submitted program proposals for 2020 conference.
- Supervised and implemented post-conference domestic mailings of exhibition catalogues and journals.
- Collaborated with president on proposal for 2020 CAA conference in Chicago
- Reviewed and edited articles on 2019 conference for liturgical and college alumni publications
- Wrote letters of support for member tenure, advancement, sabbatical, and job search applications
- Worked with finance manager on budget revision for 2020 NEA award

For the good of the board-

Completed catalogue essay for James Watkins retrospective exhibition

Juried open ceramic art exhibitions at Blue Line Arts (California) and Guilford Arts Center (Connecticut)

Accepted invitation to join board of Art Resources Transformations (public art effort in Akron, Ohio)

Respectfully submitted by Josh Green, Executive Director
Please contact me at josh@nceca.net

Jacqueline Hardy, Office Manager/Membership Coordinator
Staff Report
October-May 2019

- Researched and introduced new Badge Printing system, *TRC BadgeRite*.
 - ❖ Successfully integrated the *TRC BadgeRite* system with the MemberSuite database
 - ❖ Collaborated with *TRC* staff and NCECA staff to bring *TRC BadgeRite* to conference
 - i. Teamed up with *TRC* account manager January to March coordinating and implementing the new badge printing system into our conference processes.
 - ❖ The new badge printing system in Minneapolis was a success; will continue to use for 2020
- MemberSuite Registration and Membership Management
 - ❖ Set-up and managed the online store for Early bird, Advanced, and Onsite conference registration pricing for Minneapolis conference.
 - ❖ Sent out monthly membership renewal reminders
 - ❖ Collaborate, supported and trouble-shoot with NCECA members and staff via email and phone regarding membership, website and conference registration issues with MemberSuite AMS.
 - ❖ Processed and entered NCECA memberships and conference registration via snail mail and phone.
 - ❖ Created and implemented the production of the merchandise form and Onsite registration form for 2019 conference.
 - ❖ Generated and lead the production of the Onsite Registration signage
 - ❖ Collaborated with Tammy Lynn the organizing and packing all onsite materials for registration, office, and merchandise sales to be ready in Pittsburgh storage area.
 - ❖ Pre-trained 4 onsite registration staff with the procedures for registration and name badge pick-up pre-conference.
 - ❖ Assisted Linda and Josh with Collectors Tour details and processed payments.
- Served as Onsite Registration Manager for the Minneapolis Conference March 25- 30, 2019
 - ❖ Designed and coordinated the counter layout for onsite registration
 - ❖ Monday unpacked all office supplies and ensured conference merchandise arrived; set up onsite registration counters with all supplies needed for registration and check-in terminals.
 - ❖ Lead a 7 member team at registration
 - ❖ Coordinated with the *TRC BadgeRite* onsite representative the setup of the badge printing system

- ❖ Coordinate and communicated with NCECA staff their required onsite duties and schedule
- ❖ Trained and delegated tasks to onsite volunteers and registration staff to ensure registration performed efficiently
- ❖ Troubleshoot Online and Onsite membership and registration discrepancies
- ❖ Registration total : 5850 (More demographics and statistics upon request)
- Prepared along with Kate and coordinated the operation of mailing out of approximately 600 Minneapolis 2019 Member Journals post-conference.
- Performed daily office administration and operation tasks:
 - ❖ Schedule and coordinate Office Evolution conference space for staff meetings
 - ❖ Overall organization and maintenance of Office Evolution office and storage unit for a healthy work environment
 - ❖ Online Store order fulfillment
 - ❖ Reconciling all accounts receivables
 - ❖ Complete bank deposits
 - ❖ Order supplies for staff and office
 - ❖ Snail Mail retrieval and distribute to staff from Office Mailbox
 - ❖ Create donor reports and acknowledgement letters

*Respectfully submitted by Jacqueline Hardy, Office Manager/Membership Coordinator
Please contact me at jacqueline@nceca.net*

**Tammy Lynn, NCECA Conference Assistant
Staff Report
October-May 2019**

Exhibitions

- Worked with Sarah Millfelt and Keith Williams on the compilation and organization of Pittsburgh exhibitions for Program guide, smartphone app and website.
- Worked with Lew White on organization of tour and shuttle routes.

Smartphone App

- Worked closely with Candice to upload program and exhibition content for the smartphone app.

Program Guide

- worked with Josh, Dori, Candice and Kate to proof content for the Program guide.

Advertising

- Sent and then followed up with correspondence relating advertising opportunities to all institutional and corporate members (and non-members) in the database.
- Organized and tracked advertising/sponsorship sales

Volunteers

- Created all volunteer positions - over 200 this year!
- Worked closely with Leslie Macklin, Lead Volunteer Coordinator, pre-conference so that I could focus on registration during the conference. This year I trained her on the database registration process so that she could register volunteers herself.

Students

- Tracked student letters and helped students register. Spent a lot of time answering questions!
- Registered large student groups for universities.

Registration Pre-Conference

- Provided registration customer service via the telephone, email and text. Some social media as well!
- With Jacqueline, I helped to train our temporary conference staff.

Registration during Conference

- Worked Registration Support desk. I basically handle all registration problems and issues and my goal is to have people walk away happy and excited about the conference.

Post Conference duties

- Working on cleaning up the database
- Worked on any conference refunds including the refunding of volunteer deposits
- Updated volunteer application, confirmation letters and [web page](#) with Candice.

Teamwork

- Attended all staff meetings and conference calls
- Taking calls, sharing the office with Jacqueline. Meet with Candice regularly to work together.
- Worked closely Sarah Millfelt to deal with a variety of conference related issues.

Outside of NCECA

- I have a studio practice and I sell at 3 galleries in addition to doing various shows and commissions.
- I am active with the Boulder County Arts Alliance (BCAA)
- I've started a second term as President of [Boulder Potters Guild](#). We have 80 members, 9 apprentices, and we are celebrating our 50th anniversary as a guild in Boulder this year by inundating Boulder County with a series of events related to ceramics.
- Volunteer with the International Folk Art Market (IFAM) in Santa Fe. I have family in Santa Fe and travel there often.
- Work **very** part-time at the Boulder Arts and Crafts Gallery (pop in when they are short staffed or to help with inventory).

*Respectfully submitted by Tammy Lynn, NCECA Conference Assistant
Please contact me at tammy@nceca.net*

Dori Nielsen, Conference Manager
Staff Report
October-May 2019

- Prepared and managed 198 presenter agreements and 23 coordinator agreements.
- Communication with presenters answering their questions and sending up to four reminders of their responsibilities in meeting deadlines.
- Worked with our Computer Aided Designer in creating the layout of the Resource Hall and Gallery Expo/Projects Space. Obtained Fire Marshall approval.
- Obtained additional rooms at discounted rate at the hotel set aside for students.
- Made 41 hotel reservations for students, obtained confirmation numbers that I passed on to the students' professor to submit a credit card for guarantees.
- Fall 2018 board meeting – made sleeping room reservations, ordered continental breakfast and AM/PM breaks, made two dinner reservations, approved hotel invoice for payment.
- Assigned programming into various meeting rooms by category/day/time and had Josh verify. Made minor adjustments.
- Produced preliminary program and continually updated as agreements were returned.
- Sent rejection and acceptance notices to those who submitted conference program proposals.
- Sent out agreements late (beyond acceptance) to presenters who were selected to present because of a delay in receiving revised agreements back after legal review.
- Collected pre/post conference events, obtained approvals by onsite liaisons, compiled information for web site.
- Communicated with all artists who are demonstrating for their clay and equipment needs.
- Ordered all equipment and supplies for artists in Demonstrating Artists and Maker's Space areas. Obtained by donation through our manufacturers.
- Created all room set ups in convention center.
- Ordered and managed food & beverage for events taking place during conference and staff meals.
- Ordered all audio visual equipment and managed onsite.
- Ordered all electrical and internet.
- Provided room set ups to convention center for Fire Marshall approval.
- Ordered EMTs, and security and provided instructions for various positions.
- Placed order with Fern Expo on registration and Resource Hall set up. Provided orders for laying of visqueen and special set ups of pre-demo areas.
- Reviewed and approved 44 purchased packet inserts.
- Created Gallery Expo drink coupons.
- Established board/staff assignment spreadsheet.
- Created Presentation Tech room assignments and schedule of verifying image presentations.
- Provided wording for all conference signage to Candice for design.
- Managed various coordinators onsite.
- Made 59 sleeping room reservations for board, staff, coordinators, and special category presenters.
- Made dinner reservations for Saturday board/staff dinner.

- Managed conference prior to and on site.
- Followed up on rebates coming from Minneapolis Convention and Visitors Bureau and those coming from hotels.
- Verified, approved and prepared for payment conference related expenses and reimbursements that arrived since the conference.
- Produced Cups of Merit agreements.

Respectfully submitted by Dori Nielsen, Conference Manager
Please contact me at dori@nceca.net

Kate Vorhaus, Projects Manager
Staff Report
October-May 2019

1. **NEA** – To work with Josh and Helen on 2021 Cincinnati grant; Federal Domestic Assistance/ Short Organizational Form due July 11, 2019. Grant materials to NEA July 16-23, 2019. Final report for 2019 Minneapolis grant by Friday, Sept 27, 2019. Need to request 2019 Minneapolis funds. Awarded \$45,000 for 2020 Richmond.
2. **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.
3. **Website** – create, update, and forward content for posting by Candice.
4. **Word Press** – Used for 2020 Concurrent and Venue Originated Proposals. Track submittals and run reports. Prepare review docs for the committees and create live links to proposals in Google Sheets.
5. **MemberSuite** – database, use daily for interaction with users, use for exhibitor payments, and representative registration. Building forms for the 2020 calls for proposals, use system to track submittals, run reports, prepare review docs for the committees, and create live links to proposals in Google Sheets. (links created by Dori)
6. **2019 Smart Phone APP** – managed exhibitor data.
7. **2019-2020 Resource Hall** – 2019 139.5 booths/75 companies and 113 tables/113 orgs (12 unused) (2018 - 133 booths/78 companies and 122 tables/121 orgs, 2017 - 125.5 booths/70 companies and 110 tables/110 orgs; 2016 - 139.5 booths/88 companies and 120 tables/120 orgs.) Joy Eisenhauer helped register reps for 2019 which proved to be very beneficial time wise. 2020 Packet to be created this summer, will train Joy on the details of the packet, processes, and how she can be more involved with planning with exhibitors.
8. **2018 Annual – Visual Voice: Truth Narratives** – Closed August 18, 2018. Accrued estimated shipping/transport money to 2018-2019 budget. Artists have until June 30, 2019 to request reimbursement
9. **2019 Annual Exhibition – THE FORM WILL FIND ITS WAY: CONTEMPORARY CERAMIC SCULPTURAL ABSTRACTION** at Katherine E. Nash Gallery, Department of Art, University of Minnesota, January 22 – March 30, 2019. Curated by Elizabeth Carpenter, five invited artists; Nicole Cherubini, Alexandra Engelfriet, Jessica Jackson Hutchins, Brie Ruais, and Anders Ruhwald. Worked with Brett, Josh, Candice and curator Elizabeth Carpenter on the 2019 Annual catalogue.
10. **2020 Annual – The Burdens of History** curated by Anna Walker, to be hosted by Richmond Visual Arts Center and Glave Kocen Gallery, dates vary by venue. Five invited artists to include Jennifer Ling Datchuk, Woody de Othello (?), Nicki Green, Raven Halfmoon, and Isaac Logsdon. Call open in CaFE, set up prospectus, created entry form, updated NCECA web page, deadline June 26, 2019. Providing support to applicants, monitoring entries, payments, and Membership status, will provide support to Anna Walker for review and selection of additional artists.
11. **2019 NSJE** – Closed April 20, 2019. Processed awards (1 Purchase and 12 Merit), checks/ letters/catalogues to artists and sponsors; processing artwork sold documents/ payments (seven pieces sold - \$498.75 commission), and processing shipping

reimbursements. Worked w/ Brett, SDALs, and jurors; Steven Young Lee and Linda Lopez on the adjudication. Worked with Candice and Josh on the catalogue and other exhibition documentation.

12. **2020 NJSE** – Expanded to include Canada and Mexico, name change to NCECA Juried Student Exhibition in 2019. To be held at **artspace**, March 25-April 19, 2020. Form to be built in CaFE and prospectus to be posted on the NCECA website. Deadline Sept 25, 2019. Will provide support to applicants, monitor entries, payments, and Membership status. Will assist SDALs and jurors, Virginia Scotchie and Salvador Jiménez-Flores with the review/selection process and acceptance documents.
13. **2020-2021 Concurrent and Venue Originated Exhibitions** – Word press forms, CE call closed April 15, received 109 proposals. Support for Kelly, Jeff, and Brett for adjudications; Tammy to create the Master Exhibitions file in Google Docs and email notifications. VOE deadline June 12, 2019.
For 2021, will build new forms in MemberSuite, will work with Marsha Karagheusian and Brett to update the prospectus, post on website, and open the call in summer/fall 2019, deadline before or after conference to be determined. Tech support for applicants and review committee.
14. **2019/2020 Emerging Artists** – 2019 MemberSuite form. Assisted Julia with the 2019 EA exhibition convention center. Processed artwork sold documents/payments (2 pieces - \$80 commission), letters to artists and purchasers, and reimbursing shipping. Worked with Josh and Julia on 2020 call for proposals, form to be built in MS, Letters of Recommendation to be sent to emergingartists@nceca.net as MS LOR form will not work due to recommender having to login to MS. Deadline October 2, 2019.
15. **2019/2020 Multicultural Fellowships** – MS form, provide support for applicants and review committee; 2019 – 16 selected from 32 applicants; (2018 – 10 selected from 28 applicants; 2017 - 10 selected from 22 applicants; 2016 – 16 applicants). Processing final reports/payments for 2019 recipients. 2020 form to be built in MS, Letters of Recommendation to be sent to fellowships@nceca.net as MS LOR form will not work due to recommender having to login to MS, deadline October 9, 2019.
16. **2019/2020 Regina Brown Undergraduate Student Fellowship** – 2019 MS form, provide support for applicants and review committee. 2019 - 2 selected from 3 applicants; (2018 - 3 selected from 4 applicants, 2017 - 3 selected from 8 (2016-6 applicants.) Will process final reports/payments for 2019 recipients. 2020 form to be built in MS, Letters of Recommendation to be sent to fellowships@nceca.net as MS LOR form will not work due to recommender having to login to MS, deadline October 9 2019.
17. **2019/2020 NCECA Graduate Student Fellowship** – 2019 MS form, provide support for applicants and review committee; 2019 - 3 selected from 6 applicants (2018 – 3 selected from 5 applicants; 2017 – 3 selected from 8 (2016 - 6 applicants). Will process final reports/payments for 2019 recipients. 2020 form to be built in MS, Letters of Recommendation to be sent to fellowships@nceca.net as MS LOR form will not work due to recommender having to login to MS, deadline October 9, 2019.
18. **2018/2019/2020 International Residency program** – support for Julia and 2019 residency hosts in selection and notification process. 2019 two residencies (2019); A.I.R. Vallauris, France - Taylor Robenalt selected and Benyamini, Israel - Ray Chen selected. Will process 2018 and 2019 final host payments and resident reimbursements. 2020 residency hosts need to be solicited with/by Julia, application deadline January 22, 2020.

19. **2020 Gallery Expo** – 2020 form in MS. Provide support for Lauren and participants. 2020 Call is open, deadline June 26, 2019.
20. **2020 Programming calls** – Updated web pages, built forms in MS, tested forms, support for applicants. Worked with Josh and Dori on the reporting, export of data, and spreadsheet prep in Google Sheets for the Board. Call closed May 15, 2019.
21. **2020 Projects Space and Demonstrating Artists** –Updated web pages , built forms in MA. Tech support for applicants and committee. Call close May 15, 2019.
22. **2020 Awards/Board Nominations** – Word press forms. Support for Nominations Committee and applicants. Excel of data to be used for timely follow-up letters to nominators, nominees, and LOR writers. 2020 form to be built in MS, Letters of Recommendation to be sent to nominations@nceca.net as MS LOR form will not work due to recommender having to login to MS, deadline October 9, 2019.

*Respectfully submitted by Kate Vorhaus, Projects Manager
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