

## NCECA Board Meeting – May 26-28, 2010

May 26	ACTIONS TAKEN	ACTION ITEM ASSIGNMENTS
<p>Attendees: Keith Williams, Patsy Cox, Lee Burningham, Glenda Taylor, Steve Hilton, Linda Ganstrom, Lydia Thompson, Rhonda Willers, Cindy Bracker Sturm, Chanda Glendinning, Brian Kohl, Brian Ransom, Anna Callouri Holcomb, Marge Levy, Jim Romberg, Dori Nielsen</p>		
<b>Keith</b>	Agenda presented	Agenda approved
<b>Keith</b>	<p>Introduction/welcome; history of NCECA; Board member expectations as summarized under “Action Items.” Also stressed the importance of transparency with members, positive relationships, and communications among board members. Outlined appropriate staff communication during period with no Executive Director. Goal of Board is collegial teamwork.</p>	<ol style="list-style-type: none"> <li>1. Do the work – see job descriptions (Guide to the Board). Communicate and respond to e-mail appropriately. Fiduciary responsibility means both fiscal and governance – prep for meetings. Keep Ex. Com informed of activity.</li> <li>2. Development work: Be prepared w/dress and info to be ambassadors for NCECA. 100% board support as donors to NCECA is important. The possibility of in-kind donations (artwork, time) as well as payroll or auto account deductions should be investigated. The new data base system should provide for on-line secure donations to NCECA. Each Board meeting should have some sort of Development event/opportunity.</li> <li>3. Support Board decisions. Once a vote is passed, all board members support through actions and words.</li> <li>4. Board Relationships – Handle disagreements directly. Use President or EC member as mediator to facilitate communication.</li> </ol>

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	<p>Anna reminded all that we should sign confidentiality and conflict of interest agreements.</p>	<p>5. Staff Relationships – Professionalism is important. Until E.D. is in place, contact staff through Keith or other EC member so that EC knows what is happening and to avoid duplication or “siloing.” Use staff liaison (Glenda) to handle inter-office disagreements.</p> <p>6. <b>Staff</b> should distribute such agreements to all board members.</p>
<p><b>Brian Kohl and Jonathan Hopper via speakerphone 10:20 am</b></p>	<p>Database presentation: Outlined top 3 choices for Data Base. They are Avectra, Sage, and Blackbaud. Members asked questions concerning service, features, compatibility with current practices, fundraising, transition from old to new database, security, voting, surveys, message boards blogs, secure \$ transactions. Jonathan and Brian outlined the strengths of each provider, answered member questions.</p>	<p><b>Brian K:</b> Moved that NCECA select Avectra at the Team level as database provider and to agree to pay Amguard \$250 for copy of current data. Steve suggested a friendly amendment to include “adding the social networking module prior to 2011 conference.” Brian accepted the friendly amendment. <b>Motion as amended passed unanimously.</b></p>
<p><b>Lee and Helen Anderson via speakerphone</b></p>	<p>Budgetary matters: NCECA uses a project-based budget. Budget committee includes Keith, Helen, Patsy, Lee and project managers. Helen stated that April should be reconciled w/ bank statement by first week of June. She will provide project managers with data to predict 2011 budget ASAP.</p> <p><b>Lee</b> moved that Project managers return budget proposals to Lee and Helen within 1 week of receiving April reconciled account data from Helen. Motion passed.</p> <p>EXPO – need details of Expo management and to develop a budget for 2011</p> <p>Balanced budget NOT required to pass as non-profit. Can use portfolio funds to makeup deficit.</p>	<p><b>Project managers</b> – Provide Lee with projected budgetary needs for 2010/11 within 1 week of receiving data from Helen. Goal is to have 2011 budget ready by June 30. If you’re not a project manager but have budgetary needs, e-mail Lee.</p> <p><b>Linda</b> – will lead task force dealing with Expo</p> <p><b>Board</b> must approve budget. Programs reflect goals and values of NCECA, the process takes hours.</p>
<p><b>Jim Romberg</b></p>	<p>Critical Santa Fe presentation: Need to publicize to additional target audience beyond NCECA members. Discussion of appropriate publicity approaches including Art in America, Art News, C.A.A., local suppliers, Art Calendar, connections through speakers.</p>	<p><b>Critical Santa Fe</b> discussion/action to be continued later. Assign task force to assist with C.S.F. See below.</p>

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	Questions about deadlines, deposits required further information. Cindy moved to postpone discussion until later in the agenda. Motion passed.	LUNCH – on your own
<p><b>1:00 p.m.</b> <b>Patsy and John McCann</b> <b>via speaker phone</b></p> <p><b>Patsy</b></p>	<p>NCECA Strategic Plan</p> <p>John discussed ideas for implementation, strategies for linking leadership with members through implementation. John will work with new E.D. and staff to begin implementation process. Recommends doing the initial meeting in August. If E.D. is not in place by Sept, he recommends doing the same process with staff and members of E.C.</p> <p>Steve – Moved to accept the Mission statement as written in the document with the substitution of National Council on Education for the Ceramic Arts in place of NCECA. Seconded.</p> <p>Discussion of how to strengthen concepts relating to Exhibitions and membership engagement in document.</p> <p>Patsy moved to approve the draft strategic plan document to be used in search process for Executive Director. Seconded.</p>	<p>After responding to questions, phone call ended.</p> <p>Motion Passed</p> <p><b>Patsy, Glenda, Keith</b> will edit Strategic Plan document to include Exhibitions and membership engagement more prominently while maintaining identified goals.</p> <p>Motion Passed.</p>
<b>Keith/Dori</b>	Discussion of future conference sites	<b>Site for 2015 was approved.</b>
<b>Lee</b>	Moved to change the agenda to cover Critical Santa Fe while Jim is still in attendance today. Seconded	<b>Motion Passed</b>
<b>Jim Romberg</b>	<p>Continued with information about deadlines for deposits/refunds. Because there is already a substantial penalty for cancellation, the Critical Santa Fe symposium will go forward as planned.</p> <p>Chanda – requested a budget line item of \$500 to support 2 more student scholarships for CSF.</p> <p>Jim requested budget line item for Critical Santa Fe publicity/support.</p>	<p>Critical Santa Fe task force was assigned: <b>Lee, Linda, Cindy Bracker Sturm, Chanda, Brian Kohl, Rhonda, to work with Jim.</b></p> <p><b>Jim and Chanda</b> will need to submit budget requests as part of regular budget process.</p> <p><b>Staff (Jonathan)</b> will need to create a fillable form for Critical Santa Fe registration link on website. Also, move Critical Santa Fe to more predominate space on website.</p> <p><b>Action item for November Board meeting:</b> analysis of Critical Santa Fe.</p>

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<b>Keith</b>	Discussion of cities/sites for 2016.  Discussion of 2016 and connection to 50 <sup>th</sup> anniversary. Ideas to celebrate 50 <sup>th</sup> NCECA anniversary include book or video of NCECA history or favorite “NCECA memories.” Harriett Brisson is willing to contribute. Need to provide for NCECA archives. Need to recognize honors and fellows of past, determine appropriate physical “award” for presentation. Develop a logo for 50 <sup>th</sup> . T-shirts w/ listing of sites.	No decision for 2016 was made.  Discussion of 50 <sup>th</sup> anniversary to continue at next board meeting.
<b>Steve</b>	Requested members do their homework for program discussion tomorrow.	Meeting adjourned 5:00 p.m.

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DAY 2 – May 27

<b>Call to order 8:10 am</b>	Quorum declared – Attendance as yesterday except for Jim Romberg was not present. Rhonda Willers left mid morning	
<b>Steve</b>	<p>Honoraria for presenters was \$200 last year, budget for \$300 in 2011. He proposed several changes to program:</p> <p>Steve – Move to invite ClayArt into NCECA’s traditional exhibitions and/or programming – seconded. Discussion included using international image room for ClayArt programming, using a demonstration area in exhibitor’s hall, use ClayArt Topical Discussion group as critique forum.</p> <p>Rhonda offered a friendly amendment to invite ClayArt to apply to become an affiliate organization. Steve accepted the amendment.</p> <p>Steve – Move to schedule the Randall session in the 10:30 slot before 1<sup>st</sup> business meeting as the sole programming event. Seconded. Discussion</p> <p>Cindy - Move as above but leave off “sole programming event”. Motion died for lack of second.</p> <p>Steve – Move to close the student image forum room and use the space as a student programming thread. Seconded.</p> <p>Steve – Move to use informal surveys during the conference to collect information to be used to improve the conference. Seconded.</p>	<p>Motion to invite ClayArt to become an NCECA affiliate organization passed. <b>Steve</b> will contact ClayArt about this.</p> <p>Motion Defeated</p> <p>Motion Passed. <b>Steve and Chanda</b> will work on student programming thread.</p> <p>Motion Passed</p> <p><b>Steve</b> – will select and lead a task force to collect information desired.</p>
<b>Steve</b>	Led process of program selection to include panels, 60 min lectures, 30 min lectures in the areas of education, aesthetics, Art history, technical information and professionalism	<p>Panels and lectures were prioritized for all areas.</p> <p>Break for Lunch</p>
<b>Resumed Program discussion at 1:20 – Steve</b>	<p>Demonstrator determination of prioritized list to include balance of gender, potter/sculptor, age, etc.</p> <p>Further discussion timing of Randall Session, also how to keep presenters on time with submission of text for journal and powerpoint presentations.</p> <p>Discussion of Expo buy-in versus non-profit exhibition space.</p> <p>Anna moved that for 2011 non-profit organizations would be eligible for NCECA room at rate of \$250 if they buy a booth in the Exhibitors hall. Commercial exhibitors will be</p>	<p>Motion Passed. <b>Dori</b> will inform non-profits and commercial exhibitors of this policy.</p>

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<b>Marge</b>	required to buy into the Expo. Seconded. Discussion of 2012 conference. How to be inclusive of all communities around Seattle?  Marge shared information about RFP's for open gallery spaces, "weather or not." Conference Theme of "Exchange."	<b>Marge</b> will consult her committee and bring solutions to Nov. Board meeting.
<b>Meeting adjourned 5:00</b>		

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Board Meeting Day 3, May 28

<b>Meeting called to order at 8:06 am</b>	All Board present, except Lee Burningham and Rhonda Willers.	
<b>Steve</b>	<p>Continuation of programming            Consensus was to continue start time for conference programming at 8:00 am.            Steve identified eleven 60 minute lectures, ten 30 minute lectures and 7 panels from prioritized lists stated yesterday. Board gave approval for Steve to fill in other programming as needed from invitations, discussion with proposers for change in format, or inclusion of those on "maybe" list.            Discussion of Distinguished and Closing Lecturers ensued and a prioritized list was developed for Steve to pursue.            Cindy moved to re-schedule the Randall Session on Wed eve following the Opening Session. Seconded.            Discussion of Randall session presenters ensued. List was prioritized. Steve will work with Brian Ransom to contact entertainers.            Regional Award of Excellence was recommended by Anna Callouri Holcomb and Brian Ransom.            Dance Band –            Further details of programming included using the demo space in exhibit hall for international programming, and discussion of Project space for some who proposed as demonstrators/lectures.</p>	<p>Motion Passed. Randall Session will follow Opening.</p> <p>Board Concurred with Anna/Brian.</p> <p><b>Brian R.</b> will do more research and make recommendation in July via skype or conference call.</p>
<b>10:10 – Programming complete</b>		
<b>ELTF Steve, Patsy, and Dick Wehrs via speaker phone</b>	<p>Discussion of process and timeline. June 5 was application date. Last week in June committee will meet with top candidates. Committee will determine a single best candidate and invite that lead applicant to meet with staff and board (via skype?) in Erie. Vote to confirm to occur after that date.            Question about level of Board involvement: Dick replied it is usual process for committee to make recommendation for</p>	<p>Board and staff are supportive of process. Will participate as needed.</p>

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	hire that will be accompanied by summary rationale.	
<b>Further Budget discussion</b>	<p>N/Expo – outsourced responsibility. Budgetary responsibility lies with Exhibitions, but next step lies with D.A.L.</p> <p>Lydia moved that N/Expo Task Force be assigned of 3 persons to include Ex. Director, D.A.L., and one other. Budgetary authority and responsibility assigned to D.A.L. and submitted to exhibitions Director as part of that budgetary line.</p> <p>Project Space –Linda moved that the project space come under the responsibility of on-site liaisons including budgetary development. Seconded</p>	<p>Linda</p> <p>Motion passed. <b>Lydia, Cindy, Linda</b> are N/Expo task force</p> <p><b>Passed – Brian and Anna will have responsibility for budget development for Project space in Tampa.</b></p>
<b>Michel Conroy</b>	<p>Discussion of Electronic Voting Task Force recommendations re: e-voting. Important points include:</p> <ol style="list-style-type: none"> <li>1. The e-voting process is long overdue. Currently less than 5% of membership vote</li> <li>2. Timeline is key question in order to prepare membership and provide for accurate process</li> <li>3. Initial proposal allows of option of paper ballot</li> <li>4. It is currently difficult to determine preference for e- or paper ballots since current members weren't asked.</li> <li>5. Board may not have the ability to change by-laws for elections – we need a legal opinion about that.</li> <li>6. Recommendation is to use this year to educate, and hold a mock election at the conference to show process. Include necessary e-vote/paper ballot information as members join for 2012.</li> </ol> <p>Brian – moved to accept the recommendations of the E-Voting Task Force as a step towards implementation of e-voting. Seconded</p>	<p>Motion Passed.</p>
<b>Keith</b>	<p>Glenda moved that each board member be responsible to review 1-2 year(s) of minutes to determine Policy decisions</p>	



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	made from 1998 – present. Send info to the Policy T F.	Send the info to <b>Lydia</b> . <b>Glenda</b> will initiate process of getting minutes to Board by asking <b>Staff</b> to scan/distribute minutes.
<b>Keith</b>	Called for Executive Session to discuss personnel matters. Patsy moved to end executive session. Seconded.	Motion passed. Motion passed.
<b>Adjourned at 11:45</b>		