

NCECA Executive Committee
October 27, 2020
Zoom Virtual meeting

In attendance: NCECA Board members Pete Pinnell (President), Holly Hanessian, Merrie Wright, Chanda Zea, Brett Binford, Alex Hibbitt, Edith Garcia, Mary Cloonan, Nancy Servis, Reena Kashyap, ex-officio board member Rhonda Willers and NCECA Staff Helen Anderson and Executive Director Josh Green.

12.04pm EST meeting called to order by NCECA President Pete Pinnell.
A quorum is present.

i. Diversity and Access awareness: (Pete Pinnell)

Pete reiterated NCECA's commitment to Diversity, Inclusivity and Accessibility and recommended that the board keep these concerns at the forefront of any and all board decisions or actions, rather than giving this charge to a dedicated committee.

ii. Conference Pricing Committee Report: (Reena Kashyap & Helen Anderson)

Helen Anderson led the Executive Committee through the worksheet detailing the preliminary pricing for the 2021 virtual conference. Using data from the 2019 conference and the deferred revenue from 2020, they calculated prices for individual registrants and are working on pricing for exhibitors. Exhibitor pricing is complex and will depend on the platform chosen for the conference. The board also discussed how to make the Vendor experience more robust and engaging.

The board is aware that many of our members are hurting due to Covid 19. The Conference Pricing Committee presented reduced Covid 19 pricing for individuals and students that can be selected by those with greater need as one of the selections for registration. Equity, accessibility and inclusivity are also concerns related to the conference pricing. Virtual registration includes year-long access to all of the conference content, and as such offers more content and value to members that could be experienced at an in-person conference.

The board needs to balance all of these concerns with the need for fiscal responsibility if NCECA is to continue to be able to operate and serve the membership into the future.

FOLLOW- UP: The committee will continue to work on conference pricing to bring to the Board in November

iii. **DISCUSSION: Informal Aspects of the Conference** (Rhonda Willers)

Rhonda introduced an overview of brainstorming ideas from the new organizational models committee. Discussion also focused on which of our members are hurting the most during Covid 19 – what do they need and how can NCECA meet some of those needs? The Executive Committee discussed the following:

- a. Professional Networking, Role Modeling/ Mentoring, Affinity Groups, Personal Agency
- b. How can the board frame relevant and important experiences?
- c. What forms can they take online? (NCECA's role to help centralize info and experiences, opportunities and networking.)
- d. What will it take to facilitate them? (Staffing, programming, exhibitions, cost.)
- e. How can we empower conference participants to frame issues and facilitate groups and experiences of their own? (Clay café, breakout rooms, interactivity, engagement between vendors and attendees, Platform functionality.)
- f. How quickly can live sessions be archived and made accessible for those who want to access it but were unable to at the time it was presented?

iv. **Conference platforms** (Josh Green)

Josh introduced the virtual conference platforms that the subcommittee has been looking at. There is one platform that seems to offer the best options across the needs of NCECA at the moment, is highly functional, well established and visually very professional, but it is in the higher cost bracket in relation to others that are being considered. It could possibly host all of the conference content including exhibitions. CMI has not supplied a demo and talks will continue with them to see what they can offer. The committee will bring their research back to the board in November. The Executive committee also discussed the issue of year-round access to content and briefly the timeline and registration deadlines.

v. **Virtual Exhibition Formats:** (Brett Binford)

The Exhibitions Committee has been talking about community and how we can feel connected in the virtual. Balancing pre-recorded vs live content with the intent to make the programming exciting and entertaining, the committee is building a schedule that keeps the audience engaged.

Meeting adjourned at 5.20pm by NCECA President Pete Pinnell

**Full NCECA Board Meeting
Wednesday October 28, 2020
Ring Central**

In attendance: NCECA Board members Pete Pinnell (President), Holly Hanessian, Zach Tate, Merrie Wright, Mary Cloonan, Alex Hibbitt, Michelle Castro, Lisa Merida-Paytes, Nancy Servis, Simon Levin, Eliza Weber, Lauren Sandler, Marsha Karagheusian, Brett Binford, Reena Kashyap, Edith Garcia. Ex-officio NCECA board members Chanda Zea, Helen Anderson, Dori Nielson, Gerald Brown, guest Kristin Fleweling, Rhonda Willers and NCECA Executive Director Josh Green.

12.00pm EDT meeting called to order by NCECA President Pete Pinnell.
A quorum is present.

i. Diversity and Access awareness: Pete

The Board has worked very hard this year to make NCECA a more inclusive and equitable organization - Pete reminds the board that every decision and debate should have these concerns at the forefront of discussion.

ii. Approve minutes for September 2, October 4 and October 6

The board unanimously approved the **Motion to Approve the Sept 2 minutes as presented by the board secretary.** (moved by Simon, seconded by Reena)

The Board unanimously approved the **Motion to Approve the Oct 4 minutes as presented by the board secretary.** (Moved by Marsha, seconded by Brett)

The board unanimously approved the **Motion to Approve the Oct 6 minutes as presented by the board secretary** Moved by Marsha, seconded by Holly

iii. Audit overview and 990 (Kris Flewelling of Flewelling and Mitton) and Helen Anderson

The auditor Kris Flewelling gave an overview of the audit for tax year 2019/2020. Kris pointed out one major change, which was the emphasis of matter note to discuss the cancellation of the conference and the impact this had on the audit. The auditors repost includes a note that focuses on the impact of Covid 19 on the organization and the measures taken by NCECA to defer or return registration monies. It also addresses the PPP loan and the Cares act funding that have helped to insulate the organization from huge losses. The books are in good shape and the auditor sees no weaknesses or control deficiencies this year. There were some

recommendations for the board to help with financial stability and security, including adding a whistleblower policy.

iv. **Financial update: portfolio update: Reena & Helen**

Helen briefly discussed the portfolio and reassured the board that it was stable, that NCECA's stock market investments are well protected, and there is good liquidity to cover potential financial needs.

v. **Nominations updates: Merrie**

Merrie gave an overview of the current open directors' positions and the challenges that potential board members are dealing with which makes board service untenable at the present. She recommended extending the nomination window and encouraged the board to reach out to members that may be interested in joining the board, particularly for the 2 newly added board positions.

vi. **2021 keynote/headliners for virtual conference: Marsha and Lisa**

Marsha and Lisa presented a shortlist and rationale for potential keynote speakers for the 2021 conference. The board discussed and ranked the shortlist and will follow up.

vii. **2022 keynote/headliners for annual conference. Nancy.**

Nancy presented a shortlist and rationale for potential keynote speakers for the 2022 conference. The board discussed and ranked the shortlist and will follow up.

viii. **The purpose of the virtual conference** (Rhonda, Josh)

The board split into small groups to brainstorm around the following questions:

- *Why does NCECA exist and what makes someone want to be part of it?*
- *What is the desired outcome of a virtual conference?*
- *Who is this gathering for (primarily)?*
- *If all goes well, how might the guests be different because of this gathering?*
- *How do we want people to feel when they walk away?*
- *Because our virtual gathering is replacing an in-person one, has the purpose changed? Is it the same as we originally intended, or has the need changed?*
- *What is the role of the host, and what is the role of guests?*

The board reconvened to discuss the results of their group sessions and will follow up.

The meeting was adjourned by Pete Pinnell at 5.20pm EDT

**Full NCECA Board Meeting
Thursday October 29, 2020
Ring Central**

In attendance: NCECA Board members Pete Pinnell (President), Holly Hanessian, Zach Tate, Merrie Wright, Mary Cloonan, Alex Hibbitt, Michelle Castro, Lisa Merida-Paytes, Nancy Servis, Simon Levin, Eliza Weber, Lauren Sandler, Marsha Karagheusian, Brett Binford, Reena Kashyap, Edith Garcia. Ex-officio NCECA board members Chanda Zea and Rhonda Willers, NCECA Staff Helen Anderson, Dori Nielson, Gerald Brown, NCECA Executive Director Josh Green and guest Shoji Satake.

12.00pm EDT meeting called to order by NCECA President Pete Pinnell.
A quorum is present.

i. Approval of the 990

The Board unanimously approved the **Motion: To Approve the 990 for the fiscal year 2019 as prepared by Flewelling and Mitton. Moved by Reena, seconded by Lauren, (11 votes in favor, 0 opposed, 0 abstentions).**

ii. Keynote discussions: (Gerald & Simon)

The board discussed the relevancy that our conference keynote presentations can bring in respect to current social conditions, and the potential to shift the current single keynote presentation into a series of keynotes which resonate as a whole. There was also discussion around different programming models for the virtual conference, which could frame daily programming within a more focused thematic context.

iii. Daily programming Themes

The board used Jamboard to brainstorm and organize some potential daily themes for the virtual conference. At present these are internal themes to help with organizing programming. The programming committee will move forward with their charge and look at how these potential themes connect with current NCECA programming themes.

FOLLOWUP: Rhonda will synthesize and represent findings from the session to the board at the next board meeting

v. **Committee Report conference pricing.** (Reena)

Reena led the Board through the worksheet detailing the preliminary pricing for the 2021 virtual conference and let them know that work is still underway to balance the issues of accessibility and financial hardship for members that Covid has brought with the need for NCECA to remain financially stable. The committee will bring a pricing model to the board by the end of November.

vi. **Update on nominations committee:** Merrie

a. **Fellowships**

Merrie reported on the application data for the Regina Brown fellowships, The Multicultural Fellowships, The Helene Z Curatorial Fellowships and the Graduate Fellowship. The committee will forward recommendations to the board after meeting the week of November 1st.

b. **Board Nominations**

Merrie reported on the nominations for open board positions; the Director at Large and student Director at Large, as well as for the two new board positions in Community Engagement and Governance, Advocacy and Policy. The nominations deadline has been extended to Nov 11 to allow for more nominations. The committee will meet and make recommendations to the board once the nomination process is done.

vii. **Development and Fundraising:** (Merrie and Pete)

Pete reminded the board that everyone on the board gives a financial donation to NCECA, according to their resources. The annual letter campaign will ask board members to send out personalized letters later this month.

Merrie presented the fundraising and development committee's work, including; the next installment of the Virtual Cup Sale, organized by Jill Oberman and the putting in place of a review committee for submissions and directed the board to new language on the website highlighting guidelines for entry, The Annual Appeal, the new Annual giving Circle, and updates to the website donation pages and process.

viii. **Higher Logic License:** (Josh)

Josh asked the board to approve the purchase of two software modules from the Higher Logic platform. These acts as plug-ins to the Membersuite platform, where NCECA's website is hosted and provide the ability to have discussion boards that can be initiated and moderated by members as well as send more individualized email blasts to members based on their preferences and interests. Although this will be costly, Higher Logic has offered an introductory package that is attractive, and this functionality is a priority for NCECA connectivity with

members. The 2020/2021 budget already includes a line for this kind of web-based improvement so no budget variance is needed.

The board unanimously approved the **Motion – To approve the purchase of two software modules “community” and ‘emarketing/communication” at \$14000 from Higher logic.** (Moved by Reena, Seconded by Brett. 12 Votes in favor, 0 opposed, 0 abstentions).

viii. **Future Conference Locations:** (Josh)

Josh updated the board on negotiations with the Cincinnati visitors’ and tourist bureau regarding the 2021 conference cancellation fees and penalties and the potential rescheduling of the conference in Cincinnati in the near future. Discussions will continue with both Cincinnati and the city originally scheduled for that date.

Josh continues to work with NCECA’s lawyers to identify all options in regards to penalties incurred by the 2021 cancellation.

ix. **Pricing for opportunities** (Edith)

The board discussed that pricing for opportunities such as the Emerging Artist Fellowship: (\$60 membership requirement) is an accessibility issue during economic uncertainties.

Follow up: The board will discuss this further.

x. **Partnership/Collaboration with The Color Network** (Rhonda, Lauren, Michelle, Edith, Josh)

The board discussed what a collaboration with the Color Network might look like, building off questions and concerns raised during recent conversations. Existing places for Overlap between NCECA and the Color Network are mentorship, resources, programming, addressing educational losses in historical work and how to provide accessible technology for people of color. The board discussed a wide range of points raised in the discussion with the color network and see many possibilities for a collaboration that would be long standing and productive. The Color network would like NCECA to bring a proposal of actionable items to the next discussion.

FOLLOW UP: Lauren, Michelle, Edith, and Rhonda will continue to work on collaboration with the Color Network.

Meeting adjourned at 5.35pm EST by NCECA president Pete Pinnell