

October 18, 2021
NCECA Fall Board Meeting - Executive Committee
In person and ZOOM Virtual Meeting

In attendance: NCECA Board members Pete Pinnell (President), MaPó Kinnord, Chanda Zea, Edith Garcia, Merrie Wright, Rhonda Willers, Ex Officio board member Shoji Satake Executive Director Josh Green, NCECA Staff Helen Anderson

Attending virtually: Reena Kashyap, Heidi McKenzie,

Absent: Brett Binford, Alex Hibbitt

4.00pm Pacific. Session called to order by NCECA President Pete Pinnell.
A quorum is present.

i. **Welcome**

The meeting entered executive session, moved by Rhonda, seconded by Chanda

ii. **Staffing, Transitions and Growth.** (Josh)

The executive committee used Jamboard to address staffing needs, timelines of new positions and staff and board capacity.

The committee left the executive session.

iii. **Review board meeting agenda** (Rhonda)

Rhonda walked the executive committee through the agenda for the fall board meeting, and the committee discussed meeting priorities.

Meeting Adjourned at 7.00pm Pacific by NCECA President Pete Pinnell.

October 19, 2021
NCECA Fall Board Meeting - Full Board
In person and ZOOM Virtual Meeting

In attendance: NCECA Board members Pete Pinnell (President), MaPó Kinnord, Chanda Zea, Dina Perlasca, Jeff Vick, Edith Garcia, Michelle Castro, Merrie Wright, Rhonda Willers, Nancy Servis, Simon Levin, Pam Kravetz, Dina Perlasaca, Ray Gonzales, Ex Officio board member Shoji Satake Executive Director Josh Green, NCECA Staff Dori Nielsen, Tammy Lynn, and Helen Anderson.

Attending virtually: Lauren Sandler, Alex Hibbitt, Reena Kashyap, PJ Anderson, Heidi McKenzie, Gerald Brown

Absent: Brett Binford,

8.30 am Pacific. Session called to order by NCECA President Pete Pinnell.
A quorum is present.

- i. **Welcome & Introductions**
- ii. **Finance and Audit Review** (Helen Anderson, Kristin Flewelling, Josh Green, Reena Kayshap)

Kris Flewelling presented the audit and the tax return to the board and encouraged the board to read the detailed notes. NCECA has had significant operating losses in the past 2 years due to the pandemic, but there are adequate holdings to draw on to sustain NCECA in the near term. Investment values increased significantly in 2021. She drew the board's attention to the deferred revenue, predominantly from registration fees held over from the cancelled 2020 conference. A portion of these were refunded or used as registration and sponsorship fees associated with the 2021 virtual conference. She also pointed to the NEA Cares Act funding and forgiven PPP loans NCECA received. Net assets were slightly higher than last year, as NCECA did have some income (mainly investment return). The 990 reflects a net loss of around half a million dollars, as investments and unrealized gain are broken out on this form.

There were three letters prepared by the auditor. In the letter to governance, the auditors pointed out some changes to accounting standards that were adopted in revenue recognition. In the controlled deficiency letter, there were no deficiencies or issues identified. The auditor stated that the organization has a good separation of duties, as well as checks and balances within an established remote internal control system. In the Management letter, the auditor suggests increasing our asset capitalization threshold to \$2500. In addition, she recommended management consider a virtual accounts payable methodology similar to Bill.com.

The auditor addressed the question of Chapters, which had come up in board meeting minutes. Kris briefed the board on structural organizational concerns related to chapters and affiliates, offered some examples and advice and there was discussion.

Action item: further discussion on the topic of chapters/affiliates to clarify goals. (Followed by consultation with non-profit law attorney) Mapó, Heidi,

iii. **The board Approved the September 21, 2021 minutes** (by unanimous consent)

iv. **Onsite liaison 2023 conference**

The board entered Executive Session (Moved by Rhonda, seconded by Merrie) to approve an Onsite liaison for the 2023 conference

The board came out of Executive Session (Moved by Rhonda, seconded by Merrie)

v. **The board unanimously approved the Motion: that the board members acknowledge that they received the Audit & 990 as presented for the YF ending 2021.** (Moved by Reena, seconded by Alex, 16 votes in favor.)

Josh reminded the board that it has a duty of care to the organization and members, and that it is important that the board should identify areas that deserve extra scrutiny such as those related to the organization's mission and significant activities, financial health, executive compensation, insider transactions, types of expenses (e.g., administrative, fundraising, programmatic), unrelated business activity etc. The audit is mandated due to the size of the organization.

vi. **Debrief members meeting & fall symposium** (Chanda, Alex)

Chanda reflected on the incredible work done by staff and board, as well as the extremely high quality of the presentations through the week. There are several possible reasons why there was not a higher attendance for any of the events other than the members' meeting. Discussion highlighted the quality of the content, how we could make that available in the future and the lessons that can be learned going forward.

vii. **Membership Value** (Josh, Reena, Rhonda)

- a. pricing
- b. revenue streams
- c. platform for content distribution

Josh and Rhonda led a discussion around membership value, utilizing Jamboard to collect board comments, questions and ideas. Josh reminded the board that NCECA had a membership committee in the past. As this is a critical issue for the organization, the board should consider reinstating this committee. There are many strands that converge within this discussion - how do these align to the mission, vision and goals of NCECA, and what needs to be put in place to support any new initiatives?

AFTERNOON SESSION (1:00pm Pacific)

i. **Strategic Plan** (Rhonda, Josh)

The board used Jamboard to explore and identify key points that NCECA needs from a strategic plan and planner. Consulting with a strategic planner would help the organization work through business questions as well as the wider scope questions related to visioning. Josh reminded the board that this process focuses on the needs and aspirations of NCECA members, and discussion focused on the need for inclusivity within this imperative.

ii. **Meet with Diane Niggli, pandemic compliance advisor** (Josh, Diane)

Josh introduced Diane Niggli, who has been engaged by NCECA to help the organization navigate the challenges of providing a conference experience to our members that is as low risk as possible in terms of covid 19. Diane has been working in conference preparation for 16 years and is experienced in risk mitigation and troubleshooting. She has been working in the Sacramento area and recently transitioned into full time covid compliance work.

NCECA has a duty of care to put the interests of conference attendees first. Diane's role is to advise the board of best practices and assist NCECA in setting reasonable guidelines. California State and Federal guidelines continue to change, and NCECA must anticipate changes and have contingencies in place. Diane laid out a large number of time sensitive specifics that NCECA must address in terms of conference logistics, health supplies and staffing needs. There was discussion and questions for Diane from the board. Clear and timely communication of protocols to all attendees will be crucial.

3:30 pm Walk-through of convention center with Diane Niggli. Board members are welcome to attend

October 20th 2021
NCECA Fall Board Meeting - Full Board
In person and ZOOM Virtual Meeting

In attendance: NCECA Board members Pete Pinnell (President), MaPó Kinnord, Chanda Zea, Dina Perlasca, Jeff Vick, Edith Garcia, Michelle Castro, Merrie Wright, Rhonda Willers, Nancy Servis, Simon Levin, Pam Kravetz, Ray Gonzales, Ex Officio board member Shoji Satake Executive Director Josh Green, NCECA Staff Dori Nielsen, Tammy Lynn, and Helen Anderson.

Attending virtually - Alex Hibbitt, Reena Kashyap, PJ Anderson, Heidi McKenzie, Gerald Brown

Absent: Brett Binford.

8.45 am Pacific, session called to order by NCECA President Pete Pinnell.
A quorum is present.

i. Year-round programming (10,000 ft view) (Josh)

Josh introduced the jamboard focusing on year-round programming and directed the board to a spreadsheet that includes workflow tracking for projects through the year. The number of things that NCECA has been working on have grown exponentially. The board worked on the jamboard to collect comments, questions and ideas on this issue. Staffing capacity, communications and development were highlighted through this brainstorming process as the board discussed how to serve the needs of NCECA members. While there was a suggestion that a committee might be formed to further explore ideas raised in the document, it was agreed that this work feeds into the strategic planning process, and that the strategic planning group should address this input.

ii. 2022 Conference Programming updates and needs (Chanda)

Chanda briefed the board on some programming holes that remain and possible presenters and demonstrating artists that she is working on. There was discussion and questions about procedures around the demonstrating artist call as well as the programming of the maker space. Josh reiterated the need for a concerted commitment to foreground artists working out of the history of traditional cultures in the Sacramento area, particularly when identifying a demonstrating artist.

Action Item: Chanda will continue to work on programming gaps.

Action Item: Review of the Maker Space and Demonstrating Artist call and procedure for 2023.
(Rhonda)

- iii. **Executive committee report on staffing and meeting schedule** (Josh, Rhonda, Merrie)

The board went into executive session (Moved by Chanda, seconded by Rhonda) and asked the staff except Helen Anderson to excuse themselves.

Josh briefed the board on changes in staffing needs and progress in crafting new staff positions that were approved in this year's budget.

The board came out of executive session, (Moved by Ray, seconded by Rhonda)

- iv. **Conference Kickoff Wine Reception at Gerry and Deborah Walburg** (Nancy)

Nancy introduced the evening's event.

- v. **Meeting Schedule**

Meetings have been spaced out to allow committees to do their work

Future Board Meeting Schedule

November 18, 2021 at 7 pm EST

January 11, 2022 at 7 pm EST focus on board nominations

March 2, 2021 at 7 pm EST – what our roles are in the upcoming conference

AFTERNOON SESSION (1:23 pm Pacific)

- i. **Rethinking Fellowships** (Merrie, Alex, Josh)

Merrie introduced the jamboard where the board was guided through a brainstorming exercise reflecting on current fellowships, fellowships in development and possible future fellowships. Discussion focused on application timelines, distribution of fellowship awards across categories, who fellowships do and should serve, obstacles to application and radical approaches. Rhonda brought up the role of membership in relationship to fellowship application. The board discussed this issue, the benefits of membership and whether membership at current cost levels was a barrier to accessibility. Staff field questions from Fellowship applicants on this point and need to have guidance to respond.

Action Item: creation of a detailed document outline for the Board/Staff to use cohesive terminology for conversations around membership and fellowships. (Josh/Tammy)

4:30- 6:00pm: Reception: Conference Kickoff Wine Reception at Gerry and Deborah Walburg reception in their outdoor artist compound/garden: <https://www.sacmag.com/magazine/avant-garden/>

October 21, 2021
NCECA Fall Board Meeting - Full Board
In person and ZOOM Virtual Meeting

In attendance: NCECA Board members Pete Pinnell (President), MaPó Kinnord, Chanda Zea, Dina Perlasca, Jeff Vick, Michelle Castro, Merrie Wright, Rhonda Willers, Nancy Servis, Simon Levin, Pam Kravetz, Ray Gonzales, Ex Officio board member Shoji Satake, Executive Director Josh Green, NCECA Staff Dori Nielsen, Tammy Lynn, and Helen Anderson.

Attending virtually - Lauren Sandler, Alex Hibbitt, Reena Kashyap, PJ Anderson, Gerald Brown

Absent: Brett Binford, Edith Garcia, Heidi McKenzie

8.00 am Pacific. Session called to order by NCECA President Pete Pinnell.
A quorum is present.

i. Debrief from last night's event

The board thanked Nancy and Ray and the Walberg's for hosting the conference kick-off event. It was a great opportunity to be able to meet many of the regional team working on the 2022 conference as well as arts professionals and supporters in the area.

Mapó raised a concern about lack of Black representation at the event and encouraged the board to work harder to seek out and identify ways to support the attendance of BIPOC individuals in the field. This is a task for the board as a whole and reaches through all the work that NCECA is engaged in. Initiatives such as those being proposed by the Collaborations and Engagement committee are important elements to further these goals. Shoji stated that NCECA has been making very real progress and the board must continue this commitment within NCECA as well as in their own individual communities.

The discussion also turned to the need to clarify roles and expectations of onsite committee members. The timeline of the annual conference brings a huge workload and many challenges to the Onsite liaisons and committee. NCECA is asking individuals with very full schedules to volunteer their time and energy to the conference, and must clearly communicate the vision, mission and goals for the organization and conference alike.

Action item: schedule board members on regional committee zooms to maintain connection.
Action item: Craft guidelines/best practices for onsite liaisons and committee (Nancy, Ray, Jeff, Pam, Shoji, Merrie have experience in these roles)
Action item: Research sources for DEI training to integrate with upcoming strategic planning, board and staff development.

i. **Conference Questions: health and safety, food etc.** (Pete, Josh, Rhonda)

There is still much uncertainty as to mandated guidelines for the 2022 conference. Decisions must be made very soon with the best possible information we have. Health supplies, staffing, food vendors must be arranged with an overview of all present in the conference center's needs. The board discussed the mandatory provisions set out by the California Department of Health as well as the Board's preference to set in place additional health measures that are not mandated but would maximize attendee protection and peace of mind. Consideration for how these measures might impact attendance and member experience was also discussed alongside logistics and budget implications. A small committee will look into these needs as soon as possible and bring recommendations to the board.

Action Item: Covid Compliance Committee: Chair- Helen, Diane Niggli, Dori, Kate, Allyson and Jacqueline. Rhonda and Jeff volunteer.

ii. **Affiliates/Ambassadors/Chapters**

Action item: Work on this issue was sent back to the Governance, Advocacy and Policy committee

iii. **Membership Value Discussion**

The board returned to the discussion of membership value and discussed how NCECA views itself as a membership organization and how the organization can better communicate the value of membership and the community that NCECA builds and supports. NCECA members have been transforming the organization from the inside, which in turn impacts the wider field of ceramics. Members have been at the center of the organization's mission from its inception. Further discussion is needed.

Rhonda thanked everyone for their commitment.

Meeting adjourned at 11.30 am Pacific by NCECA President Pete Pinnell.
Respectfully submitted by Alex Hibbitt, Secretary