



New Mexico Potters and Clay Artists (NMPCA)

Organization Operations

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Organization Operations

This documentation outlines the operations of NMPCA. Current copy of the bylaws is attached as Appendix D and also available on the website, nmpca.com. NMPCA is a 501c3 organization.

Mission Statement

The goals of the New Mexico Potters and Clay Artists are to promote excellence and creativity in the clay arts, and to further their understanding and appreciation throughout New Mexico.

To support these goals, we foster educational programs, arrange exhibition opportunities, and provide a communication forum for the exchange of ideas, information and inspiration.

History of NMPCA

NMPCA was founded in the deep dark past so long ago that no living member remembers, possibly in the 1960's. Initially called the New Mexico Potters Association. We do know that the organization received a 501c3 designation from the IRS in 1977. The goal was to gather and share information about pottery methods and order materials in bulk.

From the beginning, NMPCA had a close relationship with Ghost Ranch, holding meetings and workshops at the Ranch. The relationship has continued to the present time. Up until 2015, the ceramic art studio at the Ranch was in the large arroyo behind the dining hall in an area shared with the metal workers, stone sculptors, glass artists and fabric painters. The ceramic area was called Pot Hollow. Working with Jim Kempes, the Ranch's studio manager up until 2004, the NMPCA held many workshops and contributed to the maintenance of the space. After Jim left, the NMPCA began holding annual "Volunteer Camps" which were attended by 12-22 members who worked on the studio facilities in return for free accommodations at the Ranch. An Armstrong Grant was awarded to the Ranch by NMPCA in 2008 to provide a cement floor in the outdoor working area. The ranch built a covered roof over the Raku area, and NMPCA members had 22 participants in an inaugural "Volunteer Camp" that initiated the tradition of care and enhancements for the ceramic studios. When Pot Hollow was lost to a catastrophic flood in 2015, NMPCA worked in concert with the ranch to build an alternate studio in the Pinon building. Equipment donations, awning purchase, equipment covers, tool purchases, clean-up, kiln building, equipment maintenance, workshop furniture and wall building and sink setup are some of the actions and activities completed in the last 3 years at the Pinon ceramic facility.

Bill Armstrong grant is an initiative started in the 1990's to provide money to schools and non-profit organizations for programs in ceramic arts education and youth activities. The annual grant now provides up to \$1000 for programs. nmpca.com contains more information about the history of the grant and recipients.

Other activities of the NMPCA included workshops in other venues, exhibitions, and the annual meeting as defined in the bylaws. A newsletter, The Slip Trail, was published on paper and distributed to members.

The number of members in the NMPCA has long been around 175-200. Membership on 3/27/18 was 182. In the 2000's, the organization gradually became more involved in internet and email communications and publishing. The Slip Trail newsletter was distributed via email for a time and then, in 2010 was converted to an on-line blog format. www.claystudiotour.com, an internet site showcasing member work was started in 2009. More than one third of the membership subscribe. eNews is the email network started in the late 1990's and this has become a primary method of communication among members. Weekly emails, called eNews, are sent out with news and information, including activities of the NMPCA, postings submitted by members and community clay people about events, items for sale, trade and give-away, upcoming shows, exhibition opportunities, and other items of interest to the membership about ceramic arts. The Slip Trail blog is a communications venue for longer articles and information of

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a long-term interest. In the 2000's, the organization converted manual accounting and membership records to using an internet-based membership system (WildApricot.org) and internet-based QuickBooks accounting.

An annual all-member exhibition called Celebration of Clay has been held since about 2005. This has been held in different locations around the state, including Albuquerque, Taos, Santa Fe, Abiquiu, and Alamogordo. The website celebrationofclay.com was started in 2010 to showcase the exhibitions and to collect votes for the "People's Choice" award. In 2018, the NMPCA is sponsoring a juried show at the Open Space Visitors Center in Albuquerque open to artists living and working in New Mexico.

The organization began in the 2000's conducting an annual weekend workshop at Ghost Ranch. On alternate years the format is to have a guest presenter, someone of national renown, for a hands-on presentation. The alternate years feature the "New Mexico Connections" format with several members presenting shorter presentations on the chosen theme. In 2015, the organization began sponsoring "Shoulder Programs" at Ghost Ranch, which are workshops held before or after the regular Ranch summer programming.

Other activities of NMPCA have included clay Olympics events, held at New Mexico Clay in Albuquerque, and the Sunport Showcase exhibition at Albuquerque airport, 2016, which acquaints the public with the wide variety of ceramic art produced around the state.

Who is the Board of Directors?

The member-elected board is the decision-making, fund-raising AND administrative group of New Mexico Potters and Clay Artists. The board has the responsibility for setting the organization's direction, done in a way to serve the mission of the NMPCA and in communication with members. The board is responsible and for effective and efficient governance of the organization's activities and assets.

Defined in bylaws: Minimum of 6 members and no more than 14. Elected by members present at annual meeting for three-year term. Member can be elected to serve an additional consecutive term. After two terms, member must step off the board for at least one year.

By custom: NMPCA Board is a working group, who make decisions, determine financial policies and fund raising, but also perform the tasks necessary to keep organization functioning, and in many cases organize and manage organization activities.

Positions on board: President, Vice President, Secretary, Treasurer. Nominating Committee, Celebration of Clay Committee, Membership Coordinator, eNews Editor, The Slip Trail Editor, Ghost Ranch Liaison, Workshop Coordinator, Armstrong Grant. Other committee chair-persons as needed.

Committees in bylaws: Committees can be established and abolished by board. Committee members do not have vote on board decisions.

Fiduciary Duty of Board Members

Serving as a board member of the NMPCA is a position of trust to the membership. Board members agree to abide by the fiduciary duties of care, loyalty, and honesty.

Duty of Care: Board members take personal responsibility to come to meeting prepared to act, or they agree to abstain from voting. Board members agree to support the decisions of the majority and not lobby outside the board with personal opinions after a vote is taken.

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Duty of Loyalty: Board members are positive and steadfast in allegiance to the traditions, ideals and programs of the NMPCA.

Duty of Honesty: Board members will act in accordance with NMPCA bylaws, follow policies and procedures and ensure timely reporting and compliance with all local, state, and federal regulations.

Board Meetings

Defined in bylaws: Four meetings minimum per year. President presides using Roberts Rules of Order. VP presides in absence of president. Secretary takes minutes, and posts minutes after approval on membership website. Quorum must be present for binding vote. Quorum is half of board membership. President only votes to break a tie.

Face to face meetings are held in varying locations (e.g. Albuquerque, Santa Fe, and Ghost Ranch) depending on board member locations. Alternate with telephone conference meetings. Usually meeting either face-to-face or conference every two months, depending on work to be done. Committee meetings in-between with committees reporting to board at next meeting. If board member misses more than four consecutive board meetings without giving an acceptable reason to the president, then the president will contact them to determine whether they should resign or be removed from the board.

Communications outside of meetings: A google email group allows status reports, information updates, questions/issues raised, and votes conducted: nmpca-board@googlegroups.com. Group composition is maintained by webmaster, President monitors voting, and decisions are recorded in next board meeting minutes.

Honorarium Positions

Custom for last 20 years or more was to give certain positions requiring extra expenditure of time, effort, and expertise an honorarium consisting of a small cash outlay or free workshop registration. This was formalized in 2010 according to this document which is posted as Appendix 5 of this document.

Administration and Communications

Nmpotters.org/nmpca.com is the main website for membership administration (enrollment, dues collection, and member turnover), event registration (including processing registration fees through PayPal), and basic information to the public about the organization. This site is hosted on Wildapricot.org at an annual cost of around \$1,000 (2018).

Claystudiotour.com, thesliptrail.com, and celebrationofclay.com are three WordPress sites with separate WordPress databases and logins to allow for different focus and formatting. They are hosted by Site5 (as of 2018) hosting service.

- Claystudiotour.com is a virtual studio tour with one page per participating member at a cost of \$15/year.
- Thesliptrail.com is a blog format for the online newsletter. Members are invited to make comments and exchange feedback on the articles.
- Celebrationofclay.com is a site to showcase our annual exhibition and collect the People's Choice votes.

Mailchimp is used for the eNews, with data transferred from the Wild Apricot system. We use their services as part of their "free forever" plan.

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Quickbooks online is used for accounting by the treasurer. An accountant is hired to submit tax reports.

NMPCA has a PayPal account to accept payments from nmpotters.org.

Annual Commitment

Board members sign an annual Board Member Commitment and Conflict of Interest Statement. They reveal any known conflicts of interest in which they personally gain monetarily as a result of serving on the board of the NMPCA. Also, the commitment letter confirms the board member is willing and able to fulfill the obligations of time, care, loyalty, and honesty.

Position Description of Board Members

ROLE: To serve as a voting member of the Board of Directors for NMPCA conducting activities of NMPCA to ensure NMPCA resources serve its mission and purpose.

TERM: Three years with opportunity to be elected for second three-year term.

DUTIES:

- Attend board meetings scheduled by the President, and Annual Meeting. Number of meetings determined by the board with minimum of 4 face-to-face meetings and two to six teleconference meetings per year.
- Work with other Board members, and in consult with members, to define direction of organization, decide on activities, and make decisions about how and where to spend money.
- Be engaged in mission and activities, discuss, and vote
- Serve as an officer position and/or take on a role, job, or committee coordination: at least one per year and possibly more.
- Serve in one position and chair or serve on one or more committees of the Board.
- Attend, support, and participate in events.
- Train replacement board members in duties performed.

OBLIGATIONS:

- Fully understand and support the mission of the NMPCA.
- Perform tasks necessary to conduct activities of NMPCA, serve on committees, and volunteer to contribute time and expertise.
- Help establish policies and procedures that reflect the role and nature of NMPCA.
- Monitor NMPCA's financial performance.
- Develop and monitor short and long-range planning and goals.
- Represent NMPCA to the membership and public and serve as an advocate for NMPCA.
- Bring personal/professional expertise and that of others to support the mission of NMPCA.
- Abide by the Duties of Care, Loyalty, and Honesty.

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Specific Position/Committee Duties

The following are outlines of duties of specific positions on the Board and committees. Those noted with * are officers or defined in bylaws.

*President	<ol style="list-style-type: none"> 1. Oversee Board meetings, annual meetings and elections. 2. Monitor progress on activities and initiatives. 3. Create Agendas. 4. Sign documents for NMPCA. 5. Holder of NMPCA historical documents & legal papers (see secretary).
*Vice President	<ol style="list-style-type: none"> 1. Fill in for functions when President is unavailable. 2. Help create agendas. 3. Be an expert on the by-laws 4. Fill in if secretary or treasurer unavailable.
*Treasurer	<ol style="list-style-type: none"> 1. Keep the accounts (checking and savings) with Quick Books Online. 2. Monitor and transfer funds from Paypal payments to NMPCA accounts. 3. Write and send checks approved by Board. 4. Work with the accountant to do annual taxes. 5. Written report for Board and annual meetings. 6. Prepare budget for review with board and monitor expenses/income to budget.
*Secretary	<ol style="list-style-type: none"> 1. Take minutes at Board meetings & complete within 10 days to give to President for email approval. 2. Track motions, seconded, voting results including abstain or nay votes and record in the minutes. 3. Post minutes with attached agenda, treasurer report, and any written committee reports on nmpca.com website, member section. 4. Keep track of officer terms 5. Keep track of organization documents. 6. Annual Corporate reports (Attorney General and Secretary of State).
Membership Coordinator	<ol style="list-style-type: none"> 1. Monitor and track collection of membership dues on Wild Apricot. 2. Manage Wild Apricot member records. 3. Respond to membership inquiries regarding new or lapsed membership or other membership inquiries. 4. Prepare individual or general communications to new members, lapsed members, pending members, and general communications to recruiting new members.
eNews Editor	<ol style="list-style-type: none"> 1. Solicit emails or write emails for board notifications. 2. Using NMPCA MailChimp account, format and send out weekly or as-needed emails with board, member-submitted, or other news items. 3. Communicate eNews requirements and specifications to members. 4. Manage email mailing list.
The Slip Trail Editor	<ol style="list-style-type: none"> 1. Solicit input from membership for online newsletter. 2. Communicate online requirements and specifications to authors. 3. Edit or write articles for newsletter. 4. Publicize articles to members via eNews.

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WebMaster	<ol style="list-style-type: none"> 1. Determine method and tools for website deployment (WildApricot, blog, facebook, dropbox, MailChimp, etc). 2. Manage Wild Apricot features (security, features used, and storage space). 3. Write, prepare, format and post images and content on static pages. 4. Set up event registrations and coordinate registrations with event committee. 5. Monitor membership records. 6. Train and coordinate additional authors as required.
Studio Tour Manager	<ol style="list-style-type: none"> 1. Determine method and tools for website deployment of membership online studio tour. 2. Solicit and accept submissions from members who pay for tour page. 3. Define format of website. 4. Apply member submissions to website. 5. Publicize website to members and community at large.
*Ghost Ranch Liaison	<ol style="list-style-type: none"> 1. Coordinate maintenance of Ghost Ranch ceramic studio, supplies and equipment with NMPCA members and with Ghost Ranch. 2. Conduct annual volunteer camp. 3. Coordinate donation campaigns for maintenance of ceramic studio facilities. 4. Define how NMPCA uses ceramic studio with Ghost Ranch.
Workshop Committee	<ol style="list-style-type: none"> 1. Determine venues for workshops, Ghost Ranch or others. 2. Work with members to find artists as workshop presenters. 3. Solicit presenters and engage for the workshops. 4. Define schedule of the workshops. 5. Coordinate workshop dates, schedule, reservations and payments with venue. 6. Attend workshop and manage activities. 7. Coordinate hospitality during workshop.
Celebration of Clay Committee	<ol style="list-style-type: none"> 1. Identify location for the show. Coordinate agreement with venue. 2. Define schedule and details of the show. 3. Set up registration with WebMaster. 4. Solicit member participation. 5. Coordinate volunteer actions to do publicity, collect work, put up show, reception, take down, clean-up and other tasks needed. 6. Identify jurors, coordinate jurying of awards, presentation of awards, and publicity about awards.
Armstrong Grant Committee	<ol style="list-style-type: none"> 1. Work with Board to define grant requirements, timing, and means of making application. 2. Coordinate publicity for grant applications. 3. Review applications received. Make initial determination of applications eligible for full consideration. Contact applicants for additional information. May interview applicants and review facilities for the project. 4. Summarize recommendations and applications for the board. Answer questions from the board. 5. Communicate decisions to the applicants, ask for follow-up images and information for posting on the website or article in newsletter.

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Publicity Committee	<ol style="list-style-type: none">5. Identify and maintain a contact list of publicity sources, venues and contacts in the New Mexico community as well as relevant sources nationally.6. Prepare press releases, emails, posters, flyers, The Slip Trail articles, magazine articles regarding NMPCA shows, workshops and other events.7. Make submissions to publicity sources, either on-line, email, telephone or in-person as appropriate for the source.8. Set-up and conduct or coordinate interviews for magazines, radio or TV.
Nominating Committee	<ol style="list-style-type: none">1. Solicit members to serve on the board.2. Explain board participation benefits, duties and obligations.3. Define slate to be presented to membership for voting at annual meeting.4. Solicit board members to serve on positions on board.5. Perform board member orientation.
Annual Meeting Coordination	<ol style="list-style-type: none">1. Determine location of annual meeting, date and details.2. Determine program for annual meeting.3. Publicize annual meeting.

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Appendix

Appendix sections follow this page:

- A. Current Board Members and Terms
- B. Application to Join the Board of the NMPCA
- C. Board Member Commitment and Conflict of Interest Statement
- D. Bylaws of NMPCA
- E. Honorarium Procedure
Copy of policy adopted by NMPCA Board still in effect.