

UNOFFICIAL DRAFT SUBJECT TO APPROVAL BY THE COMMITTEE AT ITS NEXT MEETING

MINUTES OF THE MEETING

**MASS CULTURAL COUNCIL
EXECUTIVE COMMITTEE**

FRIDAY, AUGUST 5, 2022

ONLINE MEETING

Committee Members Present were

Nina Fialkow, Chair
Marc Carroll, Vice Chair
Che Anderson
Jo-Ann Davis
Sherry Dong
Troy Siebels

Staff Members Present were

Michael J. Bobbitt, Executive Director
David Slatery, Deputy Director
Jen Lawless, Operations Director
Catherine Cheng-Anderson, People & Culture Director
Bethann Steiner, Public Affairs Director
Deborah Kenyon, Grant Systems Manager
Kate McDougall, Budget & Fiscal Operations Manager
Ann Petruccelli Moon, Public Relations & Events Manager
Carmen Plazas, Communications & Community Engagement Manager

Chair Nina Fialkow called the meeting to order at 1:01pm and asked Deputy Director David Slatery to read the Open Meeting Law statement:

Please note that this meeting is an open meeting of a public body subject to the Massachusetts Open Meeting Law. A notice of this meeting together with the agenda was posted on Mass Cultural Council's website 48 or more hours ago (excluding weekends and

holidays).

This meeting shall be open and accessible to all members of the public except at such times when this body has voted to go into closed executive session under the Open Meeting Law.

This meeting is a virtual meeting held under the Open Meeting Law as modified under current law to permit online open meetings. This meeting is being broadcast to the public on a publicly available YouTube or other channel as described in the publicly posted meeting notice. Only Council members, staff and invited participants and guests will be provided access to the Zoom or other videoconferencing platform hosting the meeting. As a safety measure, in order to prevent disruption of the meeting or non-public communications among the participants, the Chair, Vice Chair and Executive Committee of Mass Cultural Council has asked staff to implement the following protocols for participants in on-line meetings of Mass Cultural Council or its committees:

- Any “chat” or similar function on the Zoom platform hosting the meeting shall be disabled.
- Other than Council members or participants specifically recognized by the Chair of the meeting, all Zoom platform participants will be muted and have no ability to share media or documents or project or type images or text.
- All participants in the Zoom platform must enter a waiting room and digitally sign-in before being admitted.
- Any attendee in the Zoom platform who nonetheless causes a disruption will be summarily removed from the meeting at the discretion of the Chair.

This meeting is not a public hearing and public testimony will not be taken. Individuals may not address the meeting without permission of the Chair.

Any member of the public may record this meeting provided that they do not interfere with the meeting. The Chair will then inform the members of the meeting that they are being recorded.

Draft minutes of the open session of this meeting shall be kept and shall be posted on Mass Cultural Council's website no later than 30 days after the meeting provided that such minutes shall not be considered official until they have been approved by this body in open session. Individuals asserting a violation of the Open Meeting Law may file a complaint with

this body within 30 days or with the Attorney General's office thereafter

Nina then asked if Committee Members had reviewed the minutes of their last meeting on May 3rd and called for a motion to approve them. Jo-Ann Davis moved to approve the minutes; Che Anderson seconded the motion. By roll call vote all were in favor, and it was unanimously

RESOLVED: that the Executive Committee approves the minutes of the May 3, 2022 Executive Committee Meeting in the form presented to the Executive Committee.

Nina welcomed her fellow Committee Members and Agency staff and explained that the focus for the meeting would be the budget and program allocations for FY23.

Michael Bobbitt took a moment to introduce two new members of the staff: Kate McDougall, Budget and Fiscal Operations Manager and Deborah Kenyon, Grant Systems Manager. He then gave a brief update: staff is still finalizing the racial equity audit of all grant programs. Interviews are underway for a strategic planning consultant. The recovery grant program for organizations will open next week, the program for individuals will open the following week. Staff is also working to operationalize recruitment efforts and continuing to onboard staff.

Michael then delivered a presentation on the Agency's budget and program allocations for FY23. A copy of the presentation Michael gave is available upon request.

After Michael read the presentation, there were a few questions from the Committee.

Jo-Ann Davis asked for a clarification on what the cultural data project Michael spoke about entailed. Michael explained that the Cultural Data Project provided by SMU/Data Arts is a service contract and not a grant. David explained that the service had begun with a grant from the agency several years ago and had evolved into a pure service and staff was reclassifying it as a contract. This is something the Agency has used to analyze and evaluate organizations that apply for funding through the Cultural Investment Portfolio (CIP).

The next question was from Troy Siebels who asked for more information about the pandemic recovery program for organizations, specifically had staff been able to expand access and determine how many new organizations might be funded by the program. Michael explained that the staff would use "lead sheets" to identify organizations that are in the Agency's system, but who have not been funded by Mass Cultural Council previously. The Outreach Coordinators are also generating leads. In the program's scoring rubric, there

are points for new organizations and organizations that have not received funding in a few years. David added that the Council had approved the guidelines for this program in May and today the Committee would vote on allocations for it along with the pandemic recovery program for individuals.

Vice-Chair Marc Carroll noted that the number staff included for gaming was lower and asked if there was a reason for that. Dave clarified that the number may be higher, he conservatively estimated \$3.5M, but would not be surprised if it ended up being \$4M-it was a function of much revenue and taxes the casinos generated and at what point in the cycle, the Council elected to fund provide a round of funding.

Michael expressed that is he very excited for the scaling up of programs in FY23 and is pleased the Agency reached its goal of having all grants be at least \$2500.

Troy said the plan looks like a very good representation of the priorities as they were laid out.

There were no further questions or comments from the Committee, and David explained that the vote would be on the spending plan. The Grants Committee which would meet later that day would look at the program allocations.

Nina called for a vote to approve the FY23 spending plan. Troy moved to approve the plan, Che seconded the motion. By roll call vote all were in favor and it was unanimously

RESOLVED: that the Executive Committee recommends that the Council approve for recommendation to the Grants Committee and full Council the FY 23 Budget and Program Allocation Plan presented to the Executive Committee.

Nina moved to the next item on the agenda: travel requests.

David reminded the Committee that the Agency adopted a policy a few years ago that stated all out-of-state travel would be approved by the Council or the Executive Committee. Today there are six requests for the Committee to consider. One is no cost to the Agency: Käthe Swaback will attend the Creating Healthy Communities conference in Orlando in October. Four staff will attend the National Assembly of State Arts Agencies Conference in Kansas City in September: Michael Bobbitt, David Slatery, Catherine Cheng-Anderson, and Maggie Holtzberg – who will have part of her attendance fee covered by the National Endowment for the Arts. David noted that Mass Cultural Council would receive an award for its DEI work at the conference. The final travel request is for Catherine Cheng -Anderson to attend the Society for Human Resource

Managers' Inclusion 2022 Conference in San Diego in October.

There were no questions and Nina called for a vote. Marc moved to approve the travel requests and Troy seconded the motion. By roll call vote all were in favor and it was unanimously

RESOLVED: To approve the staff-recommended out-of-state travel requests presented to the August 5, 2022 Meeting.

Nina moved to the final item: the agenda for the full Council Meeting on August 25th.

Dave stated that this is a very typical agenda for an August Council Meeting.

Jo-Ann asked if there would be an update on the strategic planning process at the meeting. Nina explained that the task force charged with hiring a consultant to lead the strategic planning process had narrowed the field to three candidates and would decide soon. Jo-Ann asked when the team expected the plan to be finished and Michael explained that it would be finalized at the March Council Meeting, the kickoff will be at the October Council retreat.

David will add a strategic plan update to the Agenda for the Council Meeting on August 25th.

There were no further questions. Nina called for a vote to approve the Council meeting agenda. Jo-Ann moved to approve the agenda, Che seconded the motion. By roll call vote all were in favor and it was unanimously

RESOLVED: that the Executive Committee approve the draft August 25, 2022 Mass Cultural Council Agenda presented to the Executive Committee.

That concluded the agenda for the Committee meeting and Nina, as Chair, adjourned the meeting at 1:32pm.