

To: Mass Cultural Council Executive Committee  
From: Michael Bobbitt, David Slatery, Jen Lawless, Bethann Steiner, Cathy Cheng-Anderson  
Date: May 3, 2022  
Re: Travel

Under Mass Cultural Council's Financial Policies, all out of state travel must be pre-approved by the Executive Committee.

Senior Staff of the Mass Cultural Council have reviewed the following two travel requests submitted by staff and approved by their supervisors and finds the them to be constitute a direct benefit to the Council and its constituents, aligns with the strategic plan and finds the cost in line with the value the travel would provide. Set forth below is a brief summary of each request and key information regarding the value of such travel is contained on the attached materials. Senior staff requests the Committee approve the following two travel requests.

- 1. National Assembly of State Arts Agencies 4/28-29/2022.** Michael was elected to NASAA Board of Directors in 2021 and was invited to attend a Directors meeting in Washington DC. NASAA is paying all the expenses (air, hotel) and all disclosure forms have been submitted. Note that this approval is retroactive as details for such travel arose since the last Executive Committee meeting, and additionally the executive director's service on the NASAA board has been previously discussed with the Council and there was no actual cost to the Council. Cost to NASAA was approximately \$950.
- 2. Kennedy Center LEAD (Leadership Exchange in Art and Disability) Annual Conference – 8/1-5/2022, Raleigh, NC**

Proposed is that Charles Baldwin, Program Officer of Accessibility and Inclusion and primarily responsible for the UP Program and Cheyenne Cohn-Postell, Program Officer, Equity and Inclusion attend the annual LEAD Conference. LEAD is the premier annual conference addressing arts and accessibility. It is a very valuable for this team to attend this conference and be kept informed and up to date on the latest thinking and innovations in the accessibility field. The agency and

Charles in particular is well-known in the field and prior to the pandemic, we typically had 2-4 staff attend each year. LEAD is a national platform for branding the Council as a leader in access practices for cultural organizations. At the last LEAD Conference actually held in 2019, the UP program received an Organizational Award. Charles and Cheyenne have each been asked to present at this year's conference. Some of the UP FY22 cohort organizations will also be attending with Council-provided grant funds. The team plans to use all knowledge gained at LEAD to inform Council accessibility practices as well as those of the field. Agenda is attached. Please note travel to this conference has been approved previously (the last time was in March 2020 although such conference ultimately did not occur due to the pandemic). Costs to Agency (net of reduction in registration fee available to presenters) for 3 people will be approximately \$3800. (NOTE- this cost would be incurred in FY 2023 but we are bringing the approval now to meet certain registration and refund deadlines).

#### **RESOLUTION**

RESOLVED: To approve the staff-recommended out-of-state travel requests presented to the May 3, 2022 Executive Committee Meeting.