



Power of culture

**MASS CULTURAL COUNCIL
EXECUTIVE COMMITTEE**

TUESDAY, JANUARY 25, 2022: 11:30 AM

BROADCAST MEETING

MEETING WILL BE LIVESTREAMED ON MASS CULTURAL'S YOUTUBE CHANNEL

**MEETING MATERIALS WILL BE POSTED ONLINE
UNDER "JANUARY __, 2022 SPECIAL EXECUTIVE COMMITTEE MEETING"**

AGENDA

	<u>VOTE</u>
1. Call to Order, Welcomes and Open Meeting Law Notice	
2. Vacation Accrual Clarification	X
3. Adjourn	

Vacation Accrual Clarification

When Michael J. Bobbitt was hired as Mass Cultural Council's Executive Director at a Council Meeting on December 18, 2020, the Council discussed that his benefits package was intended to be offered at the same level as the prior executive director, Anita Walker, but with no further specificity.

When determining a vacation leave benefit for an Executive Director, the Council should take into consideration the requirements of the Massachusetts Equal Pay Act and assign Michael a vacation leave package comparable to other agency heads within state government.

Therefore, since Anita Walker earned 5 weeks of vacation leave annually prior to her retirement, based on the above considerations, it would be reasonable for the Council to clarify its intention that Michael was to receive the same level of vacation benefits retroactive to his start date.

RESOLUTION

RESOLVED: that the Executive Committee agrees that the Council intended that Executive Director Michael Bobbitt receive 5 weeks of annual vacation leave as of his start date.

OPEN MEETING LAW STATEMENT
UPDATED JANUARY 2022

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 actually 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.

**TIPS FOR PARTICIPATING IN A VIRTUAL OPEN MEETING USING ZOOM OR OTHER
VIDEOCONFERENCING PLATFORMS WHEN THERE ARE SEVERAL PARTICIPANTS**

(adapted from several sources)

- In order to minimize background noise, please mute microphone when not speaking.
- Please raise hand in order to be recognized by the chair.
- In order for all members to have an opportunity to speak and be heard, please wait to speak until specifically recognized by the chair.
- If there are questions, please direct them to the chair and the chair will then recognize the appropriate person to respond.
- Please limit statements to three minutes.
- The chair will reserve the right to limit discussion in order to allow sufficient time for every member to be heard who wishes to speak.
- Modify Video Settings to “Hide all non-video participants”- this will make it easier to follow who is speaking and participating
- In the event of a service interruption during a Zoom call due to hackers, so-called “zoom bombing” or other technical difficulties, staff will indicate the call is to be terminated. Please exit the call and staff will circulate instructions by email for a new Zoom call to continue the meeting.