



Power of culture

COUNCIL MEETING BOOK

ONE HUNDRED AND FORTY-THIRD MEETING OF MASS CULTURAL COUNCIL

TUESDAY, MAY 21, 2019

**JACOB'S PILLOW
PERLES FAMILY STUDIO
358 GEORGE CARTER RD
BECKET, MASSACHUSETTS**

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**ONE HUNDRED FORTY-THIRD MEETING OF
MASS CULTURAL COUNCIL
TUESDAY, MAY 21, 2019**

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**ONE HUNDRED AND FORTY-THIRD MEETING
OF MASS CULTURAL COUNCIL**

TUESDAY, MAY 21, 2019: NOON TO 3:00 PM

**JACOB'S PILLOW
PERLES FAMILY STUDIO
358 GEORGE CARTER RD
BECKET, MASSACHUSETTS**

**TOUR: 11:00 A.M.
LUNCH: NOON
BOARD MEETING: NOON TO 3:00 P.M.
RECEPTION: 3:00 P.M.**

AGENDA

VOTE

- | | |
|---|---------------------------------|
| <ol style="list-style-type: none"> 1. Call to Order, Welcomes and Reports <ul style="list-style-type: none"> • Minutes of 142nd Council Meeting • Chair Report • Executive Director's Report <ul style="list-style-type: none"> ○ Agency Updates ○ DEI statement • FY19 Financial Report <ul style="list-style-type: none"> ○ Financial Policies Update • Advocacy Committee Report <ul style="list-style-type: none"> ○ FY20 State Budget • Grants Committee Report 2. Artist Fellowships: FY19 Grant Recommendations, Round Two
(Film & Video, Music Composition, and Photography) | <p>X</p> <p>X</p> |
|---|---------------------------------|

- 3. Media Partnerships Update
- 4. Cultural Investment Portfolio: New Approach in FY20
- 5. Lenox Cultural District Designation **X**

**ONE HUNDRED FORTY-THIRD MEETING OF THE
MASS CULTURAL COUNCIL
TUESDAY, MAY 21, 2019**

**JACOB'S PILLOW
BECKET, MA**

VOTES

SECTION 1

MINUTES APPROVAL

VOTE: To approve the minutes of the One Hundred Forty-Second Meeting of Mass Cultural Council.

SECTION 2

FY 19 ARTISTS FELLOWSHIPS- ROUND 2

VOTE: To approve the FY19 Artist Fellowship grant awards in the disciplines of Film & Video, Music Composition and Photography as recommended by the Grants Committee at its May 7, 2019 meeting.

SECTION 5

APPROVAL OF CULTURAL DISTRICT DESIGNATION

VOTE: To approve the designation of a cultural district in Lenox, Massachusetts in accordance with the memorandum presented to the Council Meeting.

**MINUTES OF THE ONE HUNDRED FORTY-SECOND MEETING
OF
MASS CULTURAL COUNCIL**

TUESDAY, MARCH 19, 2019

**ROSE ART MUSEUM
BRANDEIS UNIVERSITY
WALTHAM, MA**

Chair Nina Fialkow called the meeting to order at NOON.

Council Members Present

Nina Fialkow, Chair
Barbara Schaffer Bacon
Victoria Marsh
Sandy Dunn
Troy Siebels
Karen Barry
Susan Leff
Matthew Keator
Marc Carroll
Ann Murphy
Allyce Najimy
Karen Hurvitz

Staff members and guests present were Anita Walker, David Slatery, Greg Liakos, Jen Lawless, Carmen Plazas, Ann Petruccelli, Dawn Heinen, Diane Daily, Angelina Lupini and Cyndy Gaviglio. Guests included emeritus Council Member Mal Sherman and his wife Barbara and emeritus Vice Chair Barbara Wallace Grossman (who arrived later), Luis Croquer, Executive Director of the Rose Art Museum, Audrey Seraphin of Network

Prepared on 5/14/19

of Arts Administrators of Color, Meg O'Brien of the Huntington Theater, Catherine Peterson of ArtsBoston, Jose Nieto of Argus Communications and Matt Wilson of MASSCreative. Also present were support staff from the Rose and representatives of a local paper.

Nina Fialkow opened the meeting and welcomed everyone and introduced Luis Croquer, Executive Director of our host, the Rose Art Museum.

Luis welcomed everyone to the Rose and gave a brief history of the institution. Anita thanked Luis conducting a tour of the museum's Howardena Pindell exhibit before the meeting.

Minutes and Reports

The Chair then called for a vote on the 141st Council Meeting minutes. Upon motion duly made and seconded, it was

VOTED: To approve the minutes from the one hundred and forty-first Council Meeting of the Massachusetts Cultural Council, in the form submitted to this meeting.

Nina then introduced two additional newly-appointed Council members, Karen Hurvitz and Marc Carroll and asked the Council members and guests to introduce themselves. Nina then asked Anita for her report.

Anita began by noting that today was the last day of winter so brighter sunnier days were ahead. In welcoming Karen and Marc, two new Council Members, Anita also noted that today was also a day for goodbyes as two longtime Council members' terms had come to an end- Mal Sherman, who has served on the Council for 14 years and has been chair of the Advocacy Committee (and who was joining our meeting today along with his wife Barbara) and Dr. Barbara Wallace Grossman, who had served for 12 years and been the Vice Chair (and would be joining the meeting later). The Council acknowledged and applauded Mal and Barbara for their work and service.

Agency Updates

Anita began her update by providing a frame-up of the day and noted that in the past few years, the agency has undergone a strategic planning process and also started a diversity, equity and inclusion (DEI) review of our policies, practices and field. These efforts tie in well with

the Rose's Howardena Pindell exhibit that the Council just toured before the meeting. She also noted that a recent study had shown that only about 3% of museum directors in this country were Latinx and that our host, Luis, was one of them. She related his story of coming to the Rose and noting the great quantity of Latinx and other internationally-focused works that the museum had stored in its collection and his plans to display them.

Today, we would be presenting the following to the Council

- A presentation from the Network of Arts Administrators of Color;
- A review of a video entitled "Look At Art-Get Paid" which describes a museum outreach initiative;
- An exercise to work with Council members on fashioning a DEI statement for the Agency;
- A focus on our strategic plan-influenced communications plan, including a look at our new website (scheduled for a soft launch in April,) and a discussion of an "elevator speech" and our new *Power of Culture* brochure. This brochure was inspired by Mal Sherman who advised us to have a simple easy to understand piece setting forth with facts and figures the value and impact of our work.

Additionally, we will hear a recitation from Xiadi Zhai, the 2018 Massachusetts Poetry Out Loud champion.

Anita then referred the 2010 Massachusetts Gaming Law, specifically those provisions which, due to the impact casinos have on nonprofit performing arts centers in terms of driving up the costs of booking performances, provided for a funding source (2% of the taxes collected by the Commonwealth on casino facilities) to establish a mitigation program. Troy Siebels at this point mentioned that with the new casino in Springfield having opened last August, non-profits arts venues were already feeling the impact.

Anita mentioned that staff had spent the past year designing and developing a program to disburse the collected mitigation funds to impacted performing arts presenters (75% of the funds per the law) and to cultural organizations more generally (the other 25% of the funds). One glitch which has arisen is that the Executive Office for Administration and Finance (ANF) has stated that the current language of the statute is not clear on how these funds will be transferred to the Council to make payments under the program. Three Council members along with Anita

and Dave have met with ANF recently and agreed upon mutually acceptable amendatory language to the statute which would permit the funds to be transferred and we will work to get this amendment included in an upcoming supplemental budget.

Anita next mentioned our EBT Card to Culture program, pursuant to which over 160 cultural organizations in the Commonwealth are providing free or discounted admissions to EBT card holders. This initiative is a collaboration with the Commonwealth's Department of Transitional Assistance and has resulted in more than 250,000 admissions since the beginning of the program. There was a large event for the program at the Children's Museum on February 27 at which Lauren Baker, the First Lady of the Commonwealth spoke.

We are also working with the First Lady on programs with the Commonwealth's Department of Children and Families (DCF) and with an organization called The Wonderfund on some different proposals. One involves a pilot project this spring in the Berkshires where DCF family meetings/reunions could occur at cultural organizations rather than at DCF offices.

Anita then spoke of a current grantee, The Care Center in Holyoke, which is an organization that supports, through an arts and culture focus, women who have had to drop out of school due to pregnancy. The Care Center is now working on an affordable housing project where 10 units will be available for its clients in a new facility with an arts and culture venue. Young women living in the units will be tasked with providing programming for the venue. This project is a great combination of affordable housing, social service and arts and culture policy.

Anita announced that Mass Cultural Council had been awarded the Berklee Urban Service Award together with our partners for the EBT Card to Culture program.

The Cultural Investment Portfolio (CIP) – our organizational support program- is implementing a new approach and looking at the concept of fragility in grantee organizations. Over the past 12 years, we have been building trust with these organizations and collecting financial information through the Data Arts Cultural Data Platform. Using this information, we have contracted with Nonprofit Finance Fund to develop a "stress test" for organizations to see which organizations could

benefit from some more individualized attention. Our test identified 41 potential candidates. We then spoke with the executive directors and chairs of each organization with the idea of building a learning network around fiscal issues. We will have a fuller report on the new CIP at the May meeting.

In addition, the agency has been doing a lot of podcasts- in fact seven new ones this week. These are available on the Council website and Council members are encouraged to check them out.

Anita informed the Council that chairs of the legislature's Joint Tourism, Arts and Cultural development have been appointed and will be Senator Edward Kennedy of Lowell and Representative Paul McMurtry of Dedham.

The biannual Commonwealth Awards will be occurring on Monday, April 8 at WBUR's new CitySpace location. This year will be a little different as nominees were announced and the winners will not be known until the ceremony. Greg Liakos, External Relations director, mentioned that the keynote speaker is Gustavo Dudamel, maestro of the LA Philharmonic and product of El Sistema and also that the CitySpace is a new facility which was built with Cultural Facilities Fund assistance. All Council Members are invited.

Anita mentioned our work with the Council Financial Task Force and how we are putting together financial policies and personnel policies in one place. We have shared an initial draft of the financial policies with the Task Force and are reviewing their comments and are working with an internal HR working group on broader personnel policies. We hope to have a full report in May.

Advocacy Report.

Nina asked Greg to give the Advocacy Report. Greg acknowledged that due to Mal's term ending, we were transitioning from his leadership as long-time Advocacy Committee chair and asked the Council to recognize Mal's service. At this point, there was a sustained round of applause for Mal.

Greg reported that Troy had been appointed the new chair of the Committee. Greg reminded the Council that in H1, the Governor had included just over \$16 million for Mass Cultural Council- a small increase

from our appropriation in FY19. The Council will be seeking an \$18 million appropriation in FY20.

We are sending out midyear reports to the legislature to show how the FY19 increase was spent in each legislator's district. We have held a series of legislative roundtables all over the Commonwealth with legislators and local officials and cultural leaders. Greg noted MASSCreative's Arts Advocacy Day was upcoming on March 26th and introduced Matt Wilson.

Matt discussed their plans for the day and noted that Mass Cultural Council's budget increase in a key plank in MASSCreative's platform. Anita mentioned that she will be testifying to the Joint Ways & Means Committee Budget Hearing on March 29 at Roxbury Community College.

Financial Report

Nina then asked Deputy Director, Dave Slatery to give the Financial Report. Dave referred to the memo contained in the meeting materials, noting that as is typical, the agency was at or near target in most accounts. He referred to a senior staff retreat at which leadership had looked at some expenses that had been originally budgeted for this year but would not be occurring this year thus freeing up some additional funds. He further mentioned that while the Council's FY19 budget looks to be in good shape, this year's spending plan is contingent upon receiving approximately \$325,000 in expenses for administering the CFF program which will not be available until MassDevelopment's board approves new awards and approves our reimbursement request. The current CFF round is underway and staff are in the process of preparing recommendations to the CFF Advisory Committee, who must approve them before sending them on to the MassDevelopment board. Dave indicated that this reimbursement happens every year and sees no problem this year, but as it is a contingent piece of funding that does not come in until the end of the fiscal year, he feels the need to note it as a contingency. There were no questions.

Poetry Out Loud

Nina then asked staff to present on the Poetry Out Loud (POL) program. Education Program Manager Diane Daily began by thanking Mal for his years of service to the Council and especially his advocacy for science education. Diane described POL – it is federally funded through the National Endowment for the Arts at \$17,500 per year and is basically a poetry recitation program for school students across the Commonwealth

and we have selected Huntington Theater to run the program. Diane introduced Meg O'Brien who directed the program at the Huntington. Meg remarked on this great 14 year partnership with the Council and how the program had provided a great opportunity to connect with schools and provide a platform for a "Your voice is powerful" message. Meg then introduced Xiadi Zhai- the 2018 winner of the Massachusetts Poetry Out Loud competition,

Xiadi told the Council what the program had meant to her and said how she wished more students were aware of it. Xiadi then recited "the Golden Shovel" by Terence Hayes.

At the conclusion of her recitation, the Council applauded in appreciation, and Anita thanked Xiadi for her beautiful delivery.

Diversity/Equity/Inclusion Update

Anita explained that next we are going to present on certain aspects of our work with respect to DEI. The first part will deal with our efforts to help increase the numbers of people of color working and in leadership in the cultural field. To that end, the Council had voted as part of the FY19 budget to support the Network of Arts Administrators of Color (NAAC), an organization housed at ArtsBoston. She then introduced Audrey Seraphin from the NAAC Steering Committee to give a presentation on NAAC's operations. Audrey gave a powerpoint presentation (copies of which are available upon request). Barbara Schaffer Bacon asked about mentors and sponsors. Victoria Marsh asked about efforts to attract persons of color to Boston. Catherine Peterson thanked the Council for its support of the program and especially the participation of Council staff members Justina Crawford, Lisa Simmons and Carmen Plazas.

Anita then introduced the next part of the program- how does DEI apply to cultural nonprofits? These organizations have been asking in terms of DEI goals- "How can we diversify our staff? Our board? Our audience?" National Arts Strategies invited Anita earlier this year to take a look at one effort at answering this question. The program "Look At Art, Get Paid" was further described in a 10 minute video shown to the Council (copies of which are freely available online by googling the title) This initiative focuses on strategies for art museums to make themselves more accessible to persons who may not have been interested in museums or felt they were not welcome and on ways to get these persons into a museum. The program advertised on buses and other urban locations, to pay people to sign up and get paid to "review" a museum.

At the conclusion of the 10-minute video, the Council engaged in a lively conversation about the effort. The feeling was the program was effective and Marc Carroll noted that it made an excellent use of focus groups which helped to challenge the museum's view of reality. Barbara noted it was similar to program in Pittsburgh. Ann Murphy mentioned that it was helpful to see DEI goals actually made actionable. Allyce Najimy noted that sometimes things like alarms on the art (as highlighted in the video) can be unfamiliar and can make the museum space seem unwelcoming. Susan Leff observed that it was important for museums to listen to people- i.e. other outreach efforts such as free admission hours may not meet the needs of the target audience.

Anita noted that a lot of museums in Massachusetts are interested in DEI efforts and that we are planning on developing a pilot program next year with 3 museums and the designers of the Look At Art, Get Paid program.

Next Greg Liakos presented a copy of a draft "DEI Statement" for the Council that staff had worked on (a copy of it is included in the meeting materials) and asked for the Council members' input in order to create a definitive statement for Mass Cultural Council. The council engaged in broad discussion of the draft statement with the general observation that it should be shorter and more direct and avoid "grant language jargon" and maybe focus group it.

Anita thanked the Council and said this was very helpful and we would have a new iteration of the statement at the next meeting.

After a short break, the Council reconvened and were treated to a demonstration of the new website- Dawn Heinen, the Council's Digital Communications Manager explained that the existing site, though fine and serviceable is now 20 years old and out of date. Dawn walked the Council through the new site and showed its many new functionalities.

After the website demonstration, Anita introduced Jose Nieto of Argus Communications, the firm that had helped us develop the new site and also the *Power of Culture* booklet discussed earlier. Jose then ran the Council through an exercise for how to develop an "elevator speech" to help members describe their work with the Council and framed the messaging platform. A copy of Jose's powerpoint presentation is available on request.

At this point, former vice chair Barbara Wallace Grossman joined the meeting. As her and Mal Sherman's 12- and 14-year terms of service had just expired, they were treated to a musical tribute, written by Anita and sung by Cyndy Gaviglio.

There being no more business to come before the Council, Nina as Chair then reminded the Council members that there would be a reception across the street in the Brandeis faculty club and then adjourned the meeting.

To: Mass Cultural Council
Fr: Staff
Dt: May 21, 2019
Re: Agency Updates

EXECUTIVE AND COMMUNICATIONS

The Executive Committee met on March 7 at Mass Cultural Council's office to review and approve the agenda for today's Council meeting. The Grants Committee also met on that date to review and approve the recommendations for Round 2 of the FY 19 Artists Fellowship Program grants.

FY 20 Budget Advocacy. We are in the midst of state budget season and the good news is that Council appears that it will have a funding increase for FY 2020- The final House Budget would provide for a \$533,000 increase in our line item to \$16,568,079 (after earmarks) and the Senate Ways & Means Budget provides for an approximately \$1 million increase to \$17,000,000 (and an amendment (#686) has been filed to increase that amount to \$18,000,000). However there are language issues currently in each version of our line item.

The House budget would direct that the increase be spent only on grants to certain types of entities- excluding individual artists and cultural districts and further, it would prohibit reimbursements for staff travel. If enacted this language would not permit the staff to monitor our grants in the field, go on site visits or basically leave their desks in Boston. In addition to these problematic provisions, the House language would also require us to review our spending policies with a number of other state agencies and report back to the legislature. We attempted to amend this language as part of the House debate, but we were unsuccessful despite a large number of co-sponsors.

The Senate Ways & Means Budget line item dictates that 80% of the state funds be spent on grants. Unfortunately this restriction does not accurately reflect the fact that Mass Cultural has transitioned from being just a grant maker to being a grants and service provider and the restriction would not allow for the continued provision of essential services. Lack of funding for services would prevent staff from providing direct services in communities throughout the entire Commonwealth and assure the highest and best use of grants by its grantees. Furthermore, based on the council's current budget, the imposition of such a restriction would, as drafted, have dire consequences including elimination of programs, curtailment of services and a reduction in workforce and would eliminate our ability to be responsive to the needs of the field. We have worked with the Senate Chair of the Joint Committee on Tourism, Arts and Cultural Development, Senator Kennedy of Lowell to file an amendment (#832) to accurately reflect the new service model of Mass Cultural Council and the state and federal sources of funding that the Council receives and to provide for a level of due diligence by adding new reporting mechanisms on spending by the council.

Staff will be in touch with Council members around advocacy around both of Senator Kennedy's amendments (#686 concerning the funding level and #832 concerning the language). The Senate will be considering amendments during the week of our Council meeting.

Cultural Facilities Fund. On May 9, the MassDevelopment Board approved 93 grants aggregating \$9.27 million to projects throughout the Commonwealth. A press announcement was made on May 15. As detailed later in these updates, the new round includes 64 capital grants totaling more than \$8.7 million and another 29 planning grants totaling more than \$500,000. Grants range from \$7,000 to \$200,000 and must be matched one-to-one from private and/or other public sources. They include:

- \$200,000 to Community Access to the Arts in Great Barrington to create a universally accessible community arts center for artists with disabilities.
- \$150,000 for the Town of Marblehead to renovate and restore the Fort Sewall, to draw new visitors to one of the oldest coastal fortifications in the U.S.

- \$200,000 for Creative Hub Worcester, the adaptive reuse of a former Boys Club into a multi-use arts center with classroom, studio, exhibition, and performance space.
- \$190,000 to the Footlight Club Community Theatre to support accessibility improvements to its home at the historic Eliot Hall in Boston's Jamaica Plain neighborhood.

With this new round of grants, the CFF has awarded over \$119 million to more than 960 projects across the Commonwealth, employing more than 27,000 architects, engineers, contractors, and construction workers. The nonprofit organizations engaged in this work plan to add 2,300 new permanent jobs after completing their projects.

Commonwealth Awards. Cultural and political leaders from across the Commonwealth joined Council members Nina Fialkow, Marc Carroll and Susan Leff and Mass Cultural Council staff on April 8 for the [2019 Commonwealth Awards](#), honoring exceptional achievement in the arts, humanities, and sciences at WBUR's new City Stage facility (partially funded with Cultural Facilities Fund grants). Attendees at the event heard an inspiring speech by famed conductor Gustavo Dudamel and also saw and heard several inspiring performances by Massachusetts artists. The 2019 Commonwealth Award recipients were the Boston String Academy, The Care Center in Holyoke, Mass Audubon, and Provincetown Art Association and Museum (PAAM). The Berkshire Eagle newspaper received the second JFK Commonwealth Award.

Gaming Mitigation Fund Update. The Gaming Mitigation Program, established by MGL Section 59 chapter 23K, aims to mitigate a direct threat to the sustainability of non-profit performing arts centers in Massachusetts by providing capital to preserve their ability to compete in a new, unbalanced marketplace.

This is important because performing arts centers:

- Are economic engines for communities
- Ensure access to the arts across the Commonwealth
- Are centers of community gathering and place making
- Provide young people creative learning opportunities

Mass Cultural Council is ready to launch the program; however the agency is waiting for the release of the funds to us for the program (approximately \$850,000 has accumulated through March). (The Administration believes the language in the gaming statute is not clear

on this point and we have jointly developed language addressing the issue and we are awaiting legislative action). Once it is clear when and how the funds will be released, we will open the application and set the deadline. We have posted the guidelines and review process online at <https://massculturalcouncil.org/organizations/gaming-mitigation/application-process/> .

Once an organization has reviewed the guidelines, they can take an eligibility quiz and sign up for email notifications about the program. To date, 37 organizations have taken the eligibility quiz. After the Senate budget advocacy, we plan to do additional direct outreach to other possibly eligible organizations.

Council Membership. We are sad to report that, due to the press of his work obligations, Dr. Yaremchuk informed us that he could not devote sufficient time to his membership on Mass Cultural Council and proffered his resignation to the Governor in March. His seat currently remains empty.

CULTURAL INVESTMENT PORTFOLIO (CIP)

At the May meeting of Mass Cultural Council, the CIP team will provide a full interactive presentation to the Council Members on a new approach to services and priorities starting in the next fiscal year (the so-called “CIP 3.0”). The summary below concerns the activities undertaken since the last update for the March meeting.

CIP activities. Over the past several years, CIP organizations have been required to host a once-every-four-years “Site Visit.” As we continue to consider how to best provide services and resources to the field, the Site Visit requirement for FY19 has been paused while the CIP team works on a redesigned site visit requirement. Some organizations have chosen to fulfill their requirement this year. Approximately 25 organizations have chosen to schedule capacity or strategy sessions this spring, and we are in the process of planning site visits in May and June to the 12 organizations that were moved into the Portfolio this year. These new Portfolio visits are an opportunity for the organizations to showcase their work, and to share their success with stakeholders including legislators and Council members.

Update on Financial Health Analysis: The CIP team has been working with The Non-Profit Finance Fund to develop a pilot program to explore

capacity building activities. We worked with the Non-Profit Finance Fund to develop a series of financial stress indicators, using financial data from the DataArts Cultural Data Profile which all Portfolio grantees submit annually. CIP staff held video meetings with executive and board leadership of stressed organizations, outlining the proposed process of a personalized, deeper review and analysis of their finances, and possible outcomes. NFF completed the analysis of all organizations, and CIP staff held video meetings with executive leadership and board finance or executive committees to review the reports and discuss next steps. This follows the communication protocol that was established during a focus group with executive and board leaders last fall. Four core areas of concern were identified for learning cohorts, to come together over the next several months. The first two sessions are planned for May and June of 2019. First, in May, a full day workshop with NFF to analyze business models and capitalization structure, and then in June a second day of workshops with Third Sector New England, to work on strategies around leadership transition, which was identified as a major concern for many of our organizations. Enrollment in these sessions will be opened to all Portfolio organizations as space permits.

Project Grant applications were launched on February 1, and Sara Glidden conducted information sessions at 6 locations around the Commonwealth and a webinar for potential applicants. Close to 200 eligible applications were received, indicating the great demand that exists for relatively small project grants. Review panels, comprised mostly of representatives of cultural organizations currently receiving Portfolio grants, will meet in June to score the applications. People who serve on panels provide a great service to the grant process, but they also gain valuable insight into the review experience.

Workshops and other convenings: Two ‘Small Shop’ convenings took place in Boston and Lenox, and the final Small Shop session for this fiscal year is planned for Lowell. These sessions are open to grantees and non-grantees from organizations with few or no compensated staff members. They are an opportunity for leaders of small organizations to network, and to learn best practices for strong organizations. CIP partnered with the New England Document Conservation Center, which has received a grant to promote emergency preparedness planning for cultural organizations, to host two workshops, in Amherst and Somerville, for organizations to learn how to be prepared for emergencies. Both sessions were well attended, as organizations learned about best practices for all kinds of organization preparedness – addressing concerns about cyber

security, weather emergencies, physical plant concerns, and public safety.

EBT CARD TO CULTURE

Our EBT Card to Culture program, guided by CIP Program Officer Kalyn King, continues with great success. One Hundred Seventy-Eight (178) organizations are currently participating in the program which includes 17 new organizations who have signed-up in the last quarter. Staff continues to promote the program through work with the Massachusetts Department of Transitional Assistance and conversations with community organizations.

- A webinar took place on May 2nd, which gave guidance to participating organizations about using the EBT Card to Culture program in their fundraising strategies.
- Mass Cultural Council, Department of Transitional Assistance, and Boston Children's Museum were recipients of the 2019 [Berklee Urban Service Award](#) for the EBT Card to Culture Partnership, awarded in April.
- The program continues to be replicated and recognized nationally. The "EBT Culture Card" in St. Louis [won the 2019 StARTup Creative Competition](#) for their version of the program.
- Ways to grow the program are being discussed for implementation in FY20.

COMMUNITY INITIATIVE

Community Team Staffing. The Community Initiative is now fully staffed with 6 members of the team. We are delighted that Sam Montañó and Timothea Pham joined the team in April as new program officers.

Local Cultural Councils. The Community team has embarked on a new endeavor to visit all the 329 Local Cultural Councils in Massachusetts in an effort to understand the capacity of each cultural council and respond to their needs accordingly. These "site visits" with local cultural councils will involve conversations with the council around their knowledge of Mass Cultural Council, the Local Cultural Council program, knowledge of community stakeholders and knowledge and interactions with their municipalities. We are hoping to develop greater insights around community engagement and cultural development. Since March, the

team has held 20 site visits and the plan is to visit all 329 LCCs in the next 3 years. In addition to the site visit, the Community is piloting an “asset mapping” program with 4 Local Cultural Councils that takes a deeper look at what assets are part of an LCC community. The exercise helps councils identify who they currently see as assets in their community that help to further their cultural engagement and development work, as well as helping them understand who is missing and how they can connect with new partners and /or grantees. Two pilots of this program have taken place in Fitchburg and Lawrence.

Regional Meetings. As part of our work with Local Cultural Councils, we continue to look for opportunities to host regional meetings as a way of connecting councils within a region so that they can network and share ideas and best practices and learn from each other. On May 23, there will be a regional meeting in the Berkshires which will bring together council members, grantees, municipalities and other cultural workers to talk about using arts and culture to further support their communities and raise the visibility of the Cultural Councils and the cultural activity in the region. Other regional meetings will take place as the Community Team assess the need in their regions.

Cultural Compacts. The Cultural Compact pilot program is heading into its second year. We have received the final reports for the first round of funding, and it shows that the program, as we envisioned it, is successful. The current 6 Compact communities are in the process of completing the second grant application that is available for up to \$5,000 to continue the work they have been doing to strengthen cultural programming and community engagement. One of the tenets of the compact is that the cultural community and the municipality work more closely together to strengthen arts and culture in their communities. Below are some excerpts from their final reports.

*“The collaboration of the future Cultural Districts partners, the town and the chamber of commerce has become an even stronger partnership.”
(Harwich)*

“The Pittsfield Cultural Council, Cultural District and city's office of cultural development have worked together more closely than ever due to the Cultural Compact. The collaboration includes comarketing, brainstorming about projects and collaboratively sharing projects accomplished by all entities.” (Pittsfield)

“Community Engagement and collaboration between the SCCD, Springfield Cultural Council and City of Springfield has increased due to the creation of the Springfield Cultural Compact. The Springfield Cultural Compact partners/ reps communicate at least bi-weekly. We have collectively had several personal meetings with Senator Lesser, Senator Welch and Mayor Sarno specifically related to the creative economy. All three mentioned elected officials have dedicated both written and city/legislated funding to the Springfield Creative Economy through the SCCD.” (Springfield)

“The Cultural Compact, we've combined several stakeholder meetings to get maximum impact of collaboration: partners of NB Seaport Cultural District, the Whaling National Historical Park, and AHA! (Art, History, Architecture) all now meet on a quarterly basis.” (New Bedford)

“The establishment of regular meetings between all involved parties to continue to define the Compact and arts strategy for Lynn, in addition to check-ins with the MCC program administrators, has helped tremendously in increasing collaboration between the Mayor's Office, the DTLCD and the LCC. Prior to the Cultural Compact, no such meetings existed. With many balls in the air in Lynn (both in and out of our Compact work), these meetings have helped better align the goals at both the Downtown Lynn level, as well as city wide.” (Lynn)

In the second round, the Cultural Compact communities are eligible for a grant award of up to \$5,000.

Festivals. The Festival program has awarded close to 150 festivals grants for the 2019 Spring/Summer grant cycle. Eligible festivals receive a \$500 grant to provide funding to help festival programmers meet the needs of producing, promoting, and developing audiences. For the Fall/Winter Festival Grant which opens on June 5th we will be changing the eligibility guidelines to include first time festivals. This is because we receive a fair number of festival applications that are for first year festivals and we want to be able to support the work they are doing to bring new cultural programming to their communities.

Cultural Districts.

Re-designation Process. Per Mass Cultural Council's guidelines, a cultural district designation is valid for five years following council approval. An Annual Progress Report is required each year. A designation may be

renewed for an additional five years if the district partnership has maintained compliance with annual reporting requirements in prior years, and the city or town recommits to its cultural district's work.

The eight municipalities with cultural districts in the fifth year of designation ending in FY2019 are:

Barnstable Village Cultural District	Newburyport Cultural District
Northampton's Paradise City Cultural District	Haverhill's Riverfront Cultural District
New Bedford's Seaport Cultural District	Springfield Central Cultural District
Vineyard Haven Cultural District	Williamstown Cultural District

Note that one of the municipalities -- Williamstown, -- had initially expressed hesitancy towards re-designation. After further conversation, Williamstown has decided to continue with process and work with staff to fully leverage their designation. Meanwhile, some of the same concerns of expectations and onerous application process were raised by Newburyport last year and staff is shifting to that focus.

In response to these concerns, Program Manager Luis Cotto has worked with our Grants Manager to make the renewal application less onerous while also putting a focus on person to person communication between the field and staff.

We are still on track to bring the Council recommendations to the August meeting.

Cultural District Designation. While the Cultural District Initiative is still officially "on pause" to allow for adequate on boarding of new staff, staff is still meeting with stakeholders from throughout the Commonwealth who are interested in the designation. Today, we will be submitting the Town of Lenox for Council consideration (and a full write-up of that recommendation is contained in Section 5 of Council Meeting Book) and we have currently visited the following communities who are in various stages of their application:

Bedford
 Cummington
 Fall River
 Fields Corner (Boston)
 Fitchburg
 Framingham
 Harwich
 Winchester

ARTISTS

FY19 Artist Fellowships. In April 2019, Mass Cultural Council hosted grant review panels for FY19 Artist Fellowships in Film & Video, Music Composition, and Photography. The results of those panels – panel recommendations for 18 Fellowship awards (\$15,000) and 17 Finalist awards (\$1,000) – are detailed in Section 2 of the Council Meeting Book. Pending approval by the Council, applicants will be notified of their award status in late May. The fellows/finalists work will be posted on [Mass Cultural Council Gallery](#) shortly thereafter.

This is the second set of Artist Fellowships awarded in FY19. In January, awards were announced in Crafts, Dramatic Writing, and Sculpture/Installation/New Genres.

Categories for the Artist Fellowships recur every other year. In the FY20 cycle, we'll accept applications in Drawing & Printmaking, Poetry, Traditional Arts, Choreography, Fiction/Creative Nonfiction and Painting.

Artist Breakfast at State House. The “Artists Breakfast,” celebrating the FY19 Artist Fellows and Finalists, is scheduled for Tuesday, June 11th, beginning at 10 AM, in Room 428 of the Massachusetts State House. Council Members should have received an email invitation to the event in mid-May. All council members are warmly encouraged to attend and meet artists from throughout the Commonwealth, awarded for excellence.

ArtSake and Gallery: ArtSake is our online resource for Massachusetts individual artists, and it's one of the most highly visited among Mass Cultural Council's websites. Thus far in calendar year 2019 (Jan 1, 2019-May 6, 2019), ArtSake had 41,574 total page views, with an average of 332 visits per day.

The most highly viewed content pages are the weekly “Artist Opportunities” round-ups for artists in all disciplines, the “Creative Space Classifieds” listings of creative spaces either available or needed, the monthly “Fellows Notes” feature of current news of past Artist Fellows and Finalists, and the periodic questions put to a variety of artists about topics of interest in their work and lives.

This fiscal year, the Artists Department worked extensively with Digital Communications Manager Dawn Heinen and Argus Communications to update and improve [the Mass Cultural Council Gallery](#), an online gallery of recent awardees. The new website premiered in April. It is accessible and fully responsive to different browsing technologies. Furthermore, it vastly improves from the older version in its presentation of Massachusetts artists’ work.

In the Field: Dan Blask continues to serve as Mass Cultural Council’s representative in the New England Foundation for the Arts’ New England States Touring (NEST) program. He attended a panel meeting to decide Spring 2019 NEST awards on May 14, 2019, at the New England Foundation for the Arts office in Boston.

FOLK ARTS & HERITAGE

Traditional Arts Apprenticeships: Ten current Traditional Arts Apprenticeship grantees are in the last two months of their apprenticeships, many of them culminating in public programs that demonstrate the learning that has taken place over the past 10 months. Since the program’s inception in 2001, Mass Cultural Council has funded a total of 65 apprenticeships in a variety of craft and performing traditions. Program Manager Maggie Holtzberg recently made site visits to four apprenticeships (involving Greek music, guitar building, sarangi playing, and Cambodian folk dance). Additional site visits are planned in May and June.

Fieldwork: The focus of recent fieldwork has been research and documentation of individual craft artists as part of the process of curating the folklife area of Lowell Folk Festival. (see below)

Lowell Folk Festival: Since 2008, Mass Cultural Council has partnered with the renowned Lowell Folk Festival to present traditional artists we have identified and documented through field research. Having selected “Fish & Fowl” as the theme for the Folklife area of the 2019 [Lowell Folk Festival](#),

Maggie has nearly completed curating the line-up of craft artists who will demonstrate in the folklife area. Next steps are creating exhibit signage and photographic materials for print, social media, and website. Craft traditions on display will include ship models, needle felted birds, pysanky (Ukrainian decorated eggs), the building of a Wampanoag fish weir, the carving of waterfowl decoys, the making of bamboo fly rods and flies for fly fishing, fish creels, and more.

ARTS EDUCATION & CREATIVE YOUTH DEVELOPMENT (CYD)

STARS Residencies. We're coming down to the end of the school year and STARS grantee schools and cultural partners across the state are holding their culminating events (for residencies of 5 days or more.) We require culminating events for longer residencies to showcase student work and give families, the school, and the community the opportunity to experience the power of culture in their students' lives.



Mass Cultural Council attends these events when possible to recognize the remarkable work that students and cultural partners do with STARS funding support and to support the schools' commitment to creative learning.

We encourage schools to invite their local legislators to publicly thank them for the funding that makes these residencies possible. This also gives legislators a first-hand look at what students learn and create with the funding. STARS culminating events will continue to the end of the school year. (Pictured: Lawrence High School performance of "Evita.")

This year, we were able to award the largest number of grants to date under the program. Schools statewide are eager for funds to provide creative learning in the arts, sciences and humanities for their students. The demand is there – and we have been growing the program budget to meet that demand.

Big Yellow School Bus. At the beginning of this fiscal year, we increased the size of Big Yellow School Bus grants from \$200 to \$250 in recognition of the ever-increasing cost of transportation. This was the first grant increase since the program began. Not surprisingly, we ran out of funds in February, earlier than previous years. We've made grants to 599 schools sending 48,951 students on field trips to 190 Massachusetts cultural destinations. Trips range from the Museum of Science, to Tsongas Industrial History Center, to Sterling Youth Ballet, to the Colonial Theater. Teachers tell us they are extremely grateful; these grants help them give their students cultural experiences outside the school walls. And in many cases, teachers tell us that these trips would not happen without the Big Yellow School Bus grant.

Poetry Out Loud. Once again, Massachusetts had a very exciting Poetry Out Loud National Finals in Washington, D.C. Our State Champion, Rose Hanson of Norwell High School, was selected in the regional Semi-Finals as one of only 9 competitors to go on to the Finals. Huntington Theatre POL Program Manager Meg O'Brien reported from the Finals that Rose "was SUBLIME, best I've ever seen her." She wasn't selected for the ultimate round; nevertheless, she says she was thrilled to advance as far as she did.



Pictured (L to R) are our three State Finalists: 1st Runner-Up Grace Hwang from International School of Boston, 2019 State Champion, Rose Hansen of Norwell High School, and 2nd Runner-Up Phaedra Plank from Nantucket High School; photo: David Marshall.

More than 360,000 students participate in POL nationally, so making it to the top 9 is quite a distinction. The national finalists receive cash awards and money for their school libraries. Rose will receive \$1000 and Norwell High School receives \$500 to purchase poetry books and materials. Poetry Out Loud is a national recitation contest sponsored by the Poetry Foundation and the National Endowment for the Arts. The Huntington

Theatre Education Department implements the program statewide for Mass Cultural Council.

Massachusetts History Day. In the second year of our partnership with Massachusetts Historical Society, Mass History Day has been growing. This national competition, sponsored by the National History Day organization with support from the National Endowment for the Humanities, engages middle and high school students in original research on a national theme. The Massachusetts Historical Society is the sponsor of [Massachusetts](#)



[History Day](#), an affiliate of [National History Day](#). Almost 6,000 students in grades 6-12 participate in contests across the Commonwealth each year. Eighteen extraordinary projects are then selected to represent Massachusetts at the National Contest held at the University of Maryland. This year, students explored “Triumph and Tragedy in History,” and presented their remarkable work through papers, exhibitions, performances, websites and documentaries. Funding from Mass Cultural Council and an earmark

from the Legislature helped boost program participation this year by lowering entrance fees for students, supporting workshops for teachers, and providing stipends to the teachers who coordinate the program in different regions of the state.



The State Finals took place April 6 to select the individual students and teams who will go to the National Finals in June in Maryland. This year, we introduced the Mass Cultural Council “Youth Voice Award” for “excellence in research, understanding, and presentation of the role of young people in shaping history.” The inaugural

winner was Jacqueline Altman, a Junior at Bedford High School

(pictured). As part of the award, Mass Cultural Council is awarding \$1000 to Bedford High School to support civics education.

Early Education Pilot. Our work with the Department of Early Education and Childcare (EEC) to help cultural organizations serve families with children ages 0-5 years is now in the pilot phase on Cape Cod. Our cultural partners are Cape Cod Museum of Natural History, Cape Cod Conservatory, and Heritage Gardens and Museums. Our other partners are EEC's community organizations who serve needy families. They are helping us reach out to high need families with young children.

Currently, 18 children and their caregivers are participating in multi-week classes offered by the Museum of Natural History (science and art) and the Conservatory (music and dance.) Free visitor passes are available for families of 4 to go to the Museum of Natural History and to Heritage. Mass Cultural Council is paying the tuition for classes as well as the cost of the visitor passes (at reduced rates thanks to CCMNH and Heritage) to address barriers that these families typically face.

At the end of May, we will be collecting feedback from the participating families and the EEC grantee organizations to find out what worked and what lessons we can learn from the pilot.

Creative Minds Out of School. We'd like to share a [wonderful article](#) by the Springfield Housing Authority (SHA) telling the story of Creative Minds Out of School (CMOST) at SHA programs. CMOST provides free training and curriculum in visual art to staff of community and afterschool programs who work with children grades K-5. The training and curriculum are designed for staff who may or may not have any experience with art themselves. Our program goal is to serve "systems," like SHA, that have programs at multiple sites



to maximize our impact in a community. This spring, in addition to SHA, we trained the staff at the 21st Century Afterschool Programs in Lowell. CMOST is implemented for us by Innovation Learning Center, Inc.

CYD Programs. On Monday, April 29th, Mass Cultural Council launched a one-year pilot program in western Massachusetts intended to connect local area offices of the Department of Children and Families (DCF) with

cultural organizations throughout the region. After several months of conversations and two convenings we recognized a clear opportunity for DCF involved youth and families to connect with cultural offerings. Specifically, there are opportunities around supervised parental visits and visits between siblings who may be living in separate foster homes. These types of visits typically take place in DCF offices which, in addition to being drab, are often a trigger for young people who were taken out of their homes. The idea behind this program is for such visits to occur at a more welcoming venue such as cultural organization. This program will connect social workers with a contact person at each participating organization and we will track, over the course of one year, the number of visits and the perceived value of the experience from both the family side and the organizational side.

The pilot project was launched after discussions with Massachusetts Secretary of Health and Human Services (HHS), Mary Lou Sudders. Anita Walker and Program Manager Erik Holmgren met with Secretary Sudders on April 17th to discuss the ways in which our work in Creative Youth Development and the EBT Card to Culture initiative might support health and wellness throughout the Commonwealth. Secretary Sudders, being a supporter of the arts, she provided several new avenues for us to explore in the coming months. This exploration of collaboration opportunities with HHS grew from the Council retreat last October and is showing promising opportunities in communities throughout Massachusetts.

On April 6, 2019 we hosted the final session of the first year of the Klarman Family Foundation-funded Music Educator/Teaching Artist (META) Fellowship. Bringing together more than 50 music educators and teaching artists from 31 different schools and organizations throughout Massachusetts, the session set the stage for the next year of work which will focus on creating tools and resources that will support work in classrooms and communities. Utilizing a small pool of funds, Fellows were asked to identify a resource that was missing in their teaching. Over the course of the next year we will be providing project management and financial support to them to create these resources, which will be showcased during the final session of the Fellowship in the Spring of 2020.

On April 30, 2019 the City of Boston and Edvestors convened a conversation about a recent survey of Teaching Artists throughout the Boston and Massachusetts area. The survey data supported much of the data we have surfaced during our three years implementing the META

Fellowship, in partnership with the Klarman Family Foundation. Aside from META, "Teaching Artistry" has not been a focus of philanthropy throughout the country over the last 30 years. At this moment, however, there is a great deal of momentum amongst a cross section of partners to deploy resources to this community across disciplines and across Massachusetts in the coming years. Stay tuned....

Cultural Facilities Fund (CFF)

The Massachusetts Cultural Facilities Fund review panel recommendations from Round 11 were presented to the Cultural Facilities Fund Advisory Committee on April 24. The recommendations included 93 grants representing all regions of the Commonwealth. These recommendations were the result of the panel process held in March. The recommendations were approved by the Advisory Committee and forwarded these recommendations to the MassDevelopment Board which subsequently approved them on May 9.

Following the MassDevelopment board meeting, MassDevelopment and Mass Cultural Council issued grant notifications, press releases, and legislative notifications. A series of grant announcement ceremonies will also be scheduled in various geographic regions across the state.

As part of the review process for the current round of CFF recommendations, Mass Cultural Council staff convened four panels to review the new round of applications. Staff enlisted fifteen expert panelists drawn from a variety of fields to assess and score the applications. In order to give the panelists sufficient time to review the materials, applications are sent to the panelists four weeks in advance of the meetings. Each panelist was carefully instructed to assess the materials in accordance with the published CFF guidelines and review criteria.

The panelists numerically score and rank each application in the meetings. Cultural Facilities Fund Program Director, Jay Paget, facilitated each panel discussion to ensure that all applications received a thorough review based on the criteria in the published guidelines. CFF Program Officer Miranda Cook and Program Assistant Billy Dean Thomas facilitated the visual presentations and note taking in each panel.

The grant recommendations for this round include Capital Grants; Feasibility and Technical Assistance Grants; and Systems Replacement Plan Grants. The recommendations in these categories were as follows:

- 64 Capital Grants: \$8,765,000
- 17 Feasibility and Technical Assistance Grants: \$421,000
- 12 Systems Replacement Plan Grants: \$84,000
- 93 Grants; Total: \$9,270,000

The total request to the Fund was \$30 million. The combined total development costs of all the projects was \$224 million.

UP-UNIVERSAL PARTICIPATION INITIATIVE.

Innovation and Learning Network (ILN). The five workshops of the ILN, the website audits, and the user/expert site visits are ongoing. The Cambridge Arts Council user/expert site visit is scheduled for the evening of May 23. The final ILN workshop is scheduled for Thursday June 6 at Gore Place in Waltham and will include the participant's presentation on their chosen "project" as well as a keynote to start and finish the day: Ellice Patterson (Abilities Dance, UP Designee 2019) & Elbert Joseph (Deaf Theatre Artist).

Organizations taking part in the ILN:

- Boston Lyric Opera, Boston
- Berkshire Pulse, Housatonic
- Cambridge Arts Council, Cambridge
- Cape Cod Theatre Company, Harwich
- Eric Carle Museum of Picture Book Art, Amherst
- Gore Place, Waltham
- Mahaiwe Performing Arts Center, Great Barrington
- Mosesian Center for the Arts, Watertown
- Peabody Essex Museum, Salem
- Springfield Museums, Springfield

LEAD Stipends. To activate the sector and enhance professional development opportunities, a stipend to attend the annual [LEAD Conference](#) was granted to 10 UP Designated organizations. This \$1000 grant is provided to attend the Leadership Exchange on Art and Disability sponsored by the Kennedy Center for the Performing Arts. Ten grants were awarded to:

- Abilities Dance, Boston
- American Repertory Theater, Cambridge

- Berkshire Theater Group, Pittsfield
- Discovery Museum, Acton
- Huntington Theatre, Boston
- Mass MoCA, North Adams
- Open Door Theater, Acton
- South Shore Conservatory, Duxbury
- Wheelock Family Theatre, Boston
- Zeiterion Theatre, New Bedford

Education/Consultation

- **Zeiterion Theatre:** Program Officer Charles Baldwin provided welcome remarks for new Inclusion Committee, May 14
- **Boston Symphony Orchestra:** Charles provided consultation with BSO staff and musicians on upcoming relaxed performance designed for people with sensory sensitivities, June 2019.
- **Whitin Mill, Open Sky and Valley Cast:** Arts for Community Change workshop. Integration of people with cognitive or developmental disabilities into community based settings through cultural spaces; assessment and implementation of sustainable programs, May 21 & 22, Whitinsville.
- **Grub Street:** Charles provided consultation on Grub Street's new headquarters design in Boston's Seaport district.
- **Montague Cultural District:** ADA 101 scheduled for the Montague Cultural District/Montague Cultural Council, Tuesday June 11.
- **Cultural Access New England (CANE):** Developing and leading a workshop for Accessibility at Historic Sites, Friday June 21 at Gore Place, Waltham.

Leadership/Branding

- **Disability Task Force/Combined Jewish Philanthropies:** Addressed transportation barriers.

Diversity, Equity, and Inclusion:

We believe it is not enough to envision a better world. We must build it.

Culture is intrinsically valuable and unique in its ability to lift the human spirit. Cultural diversity is as necessary for humankind as biodiversity is for nature.

Mass Cultural Council must be a leader in making Massachusetts a place of diversity, equity, and inclusion.

In order to build a place of equity and inclusion we will:

- Honor the breadth and diversity of cultural expression across Massachusetts,
- Fairly and equitably invest our financial, programmatic, and informational resources, and
- Recognize that listening to all voices is not enough. We must activate what we hear.

This is not a goal with a perfect end. It is an imperfect process demanding constant attention. We know that this work is hard. But we are committed.

To: Mass Cultural Council
Fr: Anita Walker and David Slatery
Dt: May 21, 2019
Re: FY19 Year-to-Date Financial Report

Following this memo is a one-page excel spreadsheet of the FY19 Mass Cultural Council Spending Plan and Budget through May 14.

We are now mid-way through the fourth quarter of the year, less than a month and a half from the close of the fiscal year on June 30, 2019 (actually Friday, June 28 in effect).

While overall spending is on target across almost all major administrative and program lines, as mentioned in the previous update in March, we were not able to achieve all of the projects and initiatives that were originally included in the FY19 spending plan. Therefore, some lines have been readjusted to reflect actual expenditures and have resulted in some expected savings. Following the approval of the FY19 Round Two Artist Fellowships at the council meeting, all of our grant programs will be fully committed.

All grant commitments will be fully disbursed, all accounts will be reconciled, and all financial obligations will be fulfilled before the end of the fiscal year so as to minimize any required reversions to the state. Any aggregate savings that we are able to realize over the course of the year will be applied to prepaid expenses for FY20. As language in the various budget proposals in the legislature might include new restrictions in FY 20, we will pay particular attention to our spending priorities in the final months of FY19.

Financial Policies. We undertook a full review of our personnel policies in FY19 and retained a human relations consultant to assist us in that endeavor. As part of that review, we began our review on with the financial and spending policies and worked with the Council's financial task force, consisting of chair Nina Fialkow and Council Members Troy

Siebels and Sandy Dunn. While Mass Cultural Council has always had financial policies, those policies were scattered in different places and sometimes were just references to Commonwealth's general policies. Therefore, the effort this year has been to focus and collect these policies into one comprehensive document. Attached please find a copy of the policies we have developed with the assistance of the task force.

Please note that we are also finalizing the rest of our personnel policies into a single personnel manual by the end of the fiscal year, but we wanted to prioritize the adoption of the financial policies and present them to the Council today.

Also with the assistance of the task force, we have discussed new methods of producing financial reports for the Council and we are investigating opportunities with different platforms to help us code our expenditures on a geographic and programmatic basis. Currently our data is reported on a functional basis (in accordance with the state's MMARS system) which makes it hard to break out spending for different purposes.

CFF Expenses. This year we budgeted for \$325,000 in reimbursements from the Cultural Facilities Fund for the expenses of administering the program. We receive our expense reimbursements based upon a percentage of approved grant awards which means we have to wait to request our reimbursements each year until the latest CFF recommendations have been finally approved by the MassDevelopment Board. As the MassDevelopment Board approved the current round of CFF recommended awards on May 9, we will soon submit our FY19 expense reimbursement request to MassDevelopment which will include reimbursement for salaries and travel for CFF staff (plus the required Commonwealth "overhead" rate which is required to be paid when state employees are paid from a source other state appropriation) which have been or will be incurred this year. These expenses also include, in addition to CFF staff salary costs, costs of panelist stipends, other panel-related expenses, courier, postage, printing costs etc.

In order to be reimbursed our costs, MassDevelopment must request and receive the applicable capital funds from the Commonwealth's Executive Office for Administration and Finance and then transfer those funds to us. While we believe this will all successfully occur between now and June 28, 2019, payment of these funds is dependent on the actions of third parties. This is, of course, true for every year due to the timing and

nature of the program, but the potential for delayed or nonpayment of CFF expenses is a contingency for which we must plan.

If you have any questions in the meantime, please don't hesitate to ask.

MASSACHUSETTS CULTURAL COUNCIL FY 19 BUDGET Council Meeting May 21, 2019		FY 18 FINAL BUDGET	FY 19 BUDGET PROJECTED	FY 19 EXPENDED TO MAY 14, 2019
NON GRANT/NON PROGRAM EXPENSES-SALARIES, SPACE, AND ADMINISTRATION				
1	AA: Salaries	\$ 2,463,011	\$ 2,620,283	\$ 2,176,754.00
2	AA: Fringe & Indirect (Salaries & Contracts Paid Thru Fed. or Trust Accounts)	90,476	94,000	-
3	BB: Employee Related Expenses	41,555	48,595	25,687
4	CC: Interns and Contracted Employees	27,222	39,700	24,049
5	DD: Pension and Insurance Related Expenditures (State Chargebacks)	32,305	40,042	39,745
6	EE and FF: Administrative Expenses (NPS)	196,633	199,307	95,386
7	GG: Space Rental and Utilities	353,410	354,010	267,696
8	HH: Consultant Service (NPS) Contracts	180,624	118,884	27,328
9	JJ: Operational Services	6,834	31,989	10,119
10	KK: Equipment Purchases	17,266	14,850	-
11	LL: Equipment Leases and Maintenance (Non-IT)	21,581	25,182	15,593
12	UU: Information Technology Expenses	261,918	459,311	216,878
13	SUB-TOTAL NON GRANT/NON PROGRAM EXPENSES	3,692,835	4,046,153	2,899,235
14				
15	PROGRAM & SERVICES EXPENSES			
16	EE: Administrative Program Expenses	152,810	195,000	59,770
17	HH&JJ: Consultants & Panelists	285,401	542,050	249,131
18	LL&UU: P&S Tech and Equipment	14,100	7,000	5,874
19	SUB-TOTAL P&S EXPENSES	452,311	744,050	314,775
20				
21	GRANTS AND STIPENDS (PP)			
22	Cultural Districts	40,000	240,000	215,000
23	Artist Fellowships	441,000	543,000	255,500
24	Cultural Investment Portfolio	4,440,100	5,022,500	4,088,609
25	Media	120,000	120,000	120,000
26	Festival	99,000	115,000	36,500
27	Local Cultural Council Program	3,030,000	3,400,000	3,270,700
28	Mass. Cultural Data Project	47,500	47,500	47,500
29	Poetry Out Loud	17,500	17,500	-
30	Traditional Arts Apprenticeships	-	70,000	49,003
31	Big Yellow School Bus	117,800	150,000	134,000
32	STARS	865,000	958,400	722,000
33	CYD -YouthReach	660,000	832,000	655,200
34	CYD-Amplify	14,850	15,000	12,000
35	CYD-SerHacer	275,670	352,000	268,800
36	CYD: META	119,721	150,000	63,733
37	UP Program Stipends/Challenge Grants	61,000	70,000	57,000
38	Compact Grants	50,000	40,000	10,000
39	SUB-TOTAL GRANT EXPENSES	10,399,141	12,142,900	10,005,545
40				
41	PARTNERSHIPS, RE-GRANT AND PROJECT FUNDING PROGRAMS			
42	Massachusetts Foundation for the Humanities	525,616	605,229	453,850
43	NEFA Project	50,000	55,000	55,000
44	Pass Through Earmarks	25,000	120,000	80,000
45	SUB-TOTAL PARTNERSHIPS/ RE-GRANT PROGRAMS	600,616	780,229	588,850
46				
47	OTHER			
48	Prepaid Expenses and Carryforward	599,278	361,829	
49	SUB-TOTAL, OTHER	599,278	361,829	
50				
51	SUB-TOTAL, ALL PROGRAM	12,051,346	14,029,008	10,909,170
51a	CFF GRANTS-2019 (OFF BALANCE SHEET)	9,302,400	9,270,000	
51b	ALL PROGRAM SPENDING INCLUDING CFF	21,353,746	23,299,008	
52				
53	TOTAL EXPENSES (Not including CFF)	15,744,181	18,075,161	13,808,405

54			
55	REVENUE		
56	State: Basic Appropriation (0640-0300) less Earmarks	13,925,699	16,034,982
57	State: Pass-Through Funds	25,000	120,000
58	State: Supplemental Appropriation		
59	MassDevelopment: For MCC Expenses Associated with Cultural Fac	326,549	325,000
60	Prepaid Expenses (Funding from Prior Years' Budgets)	296,840	463,623
61	National Endowment for the Arts: Basic State Plan	585,800	592,700
62	National Endowment for the Arts: Arts in Education	64,100	63,500
63	National Endowment for the Arts: Arts in Underserved Communities	193,800	197,000
64	National Endowment for the Arts: Folk Arts Infrastructure Grant	30,000	30,000
65	National Endowment for the Arts: "Poetry Out Loud"	17,500	17,500
66	Private Funds: Big Yellow School Bus	800	-
67	Harry Rice Trust Account (As of 7/1)	84,882	73,994
68	Additions to Harry Rice	1,584	4,956
69	Comm Awards Trust Account	6	6
70	Additions to Comm Awards Account		
71	Klarman Year I Funding for META	46,621	-
72	Klarman Year II Funding for META	135,000	61,900
73	Klarman Year III Funding for META		90,000
74	Dudamel Foundation	10,000	
75	TOTAL REVENUE	15,744,181	18,075,161
		-	-

Mass Cultural Council ***Financial Policies and Procedures***

- **Travel Guidelines**
- **Credit Card Use**
- **Purchasing Goods and Services**
- **Internal Controls and Fraud Prevention**

TRAVEL GUIDELINES

During employment with Mass Cultural Council, travel for business is often required. The goal of this policy is to ensure fair and equitable treatment of all staff by defining procedures for authorized business travel and guidelines for travel expense reimbursement. A balance must be sought when requesting travel, with consideration for Mass Cultural Council's need for cost effectiveness and the employee's need for comfort and safety. Additionally, to the extent feasible, Mass Cultural Council also encourages employees when travelling to patronize businesses which help to advance the agency's cultural mission (as further discussed below). These guidelines reflect Mass Cultural Council Policies as well as the Out of State Travel Guidelines issued by Executive Office for Administration and Finance (A&F) for the Executive Branch.

Requirements

- All Mass Cultural Council employees engaged in publicly and privately subsidized travel shall adhere to the guidance set forth in Mass Cultural Council's Credit Card Use Policy found below.
- All travel must serve a legitimate public purpose of Mass Cultural Council and have a direct, defined benefit to a Mass Cultural Council employee's job function.
- Mass Cultural Council will not reimburse employees for any expenses incurred for the sole benefit of the traveler. These expenses include, but are not limited to, alcoholic beverages, entertainment, newspapers, magazines, laundry services, travel accident insurance, change fees for non-emergency personal reasons and TSA Pre-Check fees.
- Any Mass Cultural Council employee that is accepting any privately subsidized travel must disclose further details in a separate form to the Deputy Director to comply with the state conflict of interest law. Such person must make a written determination permitting such travel. [Disclosure and determination forms](#) prescribed for use by the State Ethics Commission must be used per 930 CMR 5.08(2)(d)1.
- Employees who violate the agency's travel policy will have travel privileges reviewed and can have such privileges suspended or be subject to other applicable consequences, in accordance with applicable provisions of collective bargaining agreements.

The following applies to both in state and out of state travel. The agency will reimburse approved travel related expenditures at the following rates:

- Airfare and ground transportation (train, bus, taxi, ridesharing services) – 100% (including reasonable tips not in excess of 20% of a fare)
- Hotel and Lodgings – 100%
- Conference fees – 100%
- Private auto-mileage - \$0.45/mile
- Parking and tolls – 100%
- Cost of agency rental car – 100%
- Gas for agency rental car or agency fleet vehicle – 100%
- Meals – Capped amounts, details below

Additional details about the above expenses can be found below. The agency does not reimburse employees for commuting costs to and from the employee's home and the office.

Air and Rail Travel

- Travelers should make every effort to minimize overall cost of travel, with consideration given to alternate and off-peak travel times, overtime costs, and other relevant factors.
- Mass Cultural Council will pay or reimburse for only coach or economy fares.
- Mass Cultural Council shall only reimburse luggage fees of the first checked bag per traveler; the Council will not reimburse for overweight or extra bag fees. Exceptions will be granted for luggage directly related to the purpose of travel (ex. presentation materials).

Lodging

- Lodging for out of state travel is addressed below in the section regarding "Out of State Travel".
- Lodging shall be available to employees for multiday instate business trips when an employee and supervisor shall have determined that an overnight stay is more efficient than an employee returning home at the end of a business day and returning to the same location the next day. All overnight stays must be approved in writing by the supervisor and the Deputy Director. Generally approval for overnight stays shall only be given for business more than 50 miles away from the Mass Cultural Council office.
- The traveler should select the least expensive lodging option available, considering proximity to the business destination and personal safety. Lodging at the business destination shall be allowed (ex. staying at an official conference hotel).
- When booking, travelers should request all applicable government and other available discounts.
- When requiring lodging while traveling in state, employees are encouraged to use locally-owned lodging businesses, lodging businesses located in state-

designated cultural districts or businesses which otherwise are contributors to or supporters of the cultural sector provided, that such costs are reasonable and not significantly more expensive than other available options. If there are any questions as to the appropriateness of any such charge, the employee should contact the Deputy Director for guidance.

Car Rental and Reimbursements

- Every effort should be made to use the lowest priced transportation available.
- For travel over long distances, the use of a state fleet vehicle, rental vehicle obtained through the state's statewide contract, or mileage reimbursement for use of personal vehicle will be allowed.
 - *For agency rental cars, the cost of the rental will be paid for by the agency, and the employee will be reimbursed for the cost of gas.*
 - *For private cars, the employee will be paid \$0.45/ per mile but will not be reimbursed for the cost of gas.*
- Employees may rent a car when it is required for business purposes and there is no other less expensive means available.
- For travel over shorter distances, public transportation, mass transit, and shuttle services should always be considered, when appropriate, over car rental, taxi services, and other ride sharing services.

Fleet Vehicle

In addition, Mass Cultural Council will provide a Council-leased "fleet vehicle" for the Executive Director's performance of state business. The availability of such vehicle will be made on the determination that the availability of such vehicle greatly enhances the efficiency of the Executive Director's work. Any such vehicle will be garaged at a location determined on cost and convenience considerations and may include the Executive Director's domicile. This vehicle shall only be used by the Executive Director.

- The fleet vehicle shall be used on official business only. It shall not be operated outside the necessary working hours (working hours to include time required to travel to and from place of authorized garaging). Use for private purposes is forbidden.
- No operator of the fleet vehicle shall transport a passenger or passengers other than those traveling on official business.
- Reimbursement shall be allowed for expenses incurred in the operation of the fleet vehicle, including charges for gas, oil and reasonable charges for repairs, public garage and parking fees, toll charges and reasonable charges for car washing. Such expense may be paid for using a "P-card" (see below).

Meal Reimbursement

- Meal reimbursements shall be given in accordance with the Red Book or applicable collective bargaining agreement. Currently, the reimbursement schedule is:
 - Breakfast: \$6
 - Lunch: \$8
 - Dinner: \$16
- Consistent with Rule 9.14 of the Commonwealth’s “Red Book” the above limits shall not apply to the Executive Director. Reimbursement for such person shall be the reasonable and necessary meal expenses subject to review of the Council.
- Mass Cultural Council recognizes that meetings, panels, etc. may make it challenging to eat during the allotted meal times. In those cases, during a 24-hour travel period, the traveler may use the total meal amount (\$30) as a per diem on one or two meals, so long as the reimbursement for any one day does not exceed \$30.
- Meals provided by lodging, conference, or host should be used when applicable as part of the trip’s itinerary (ex. conference lunch, hotel inclusive meal, etc.), and no meal reimbursements shall be given for a meal that was otherwise provided or included during business travel.
- Mass Cultural Council will not reimburse for alcohol-related expenses.
- When requiring meals while travelling in state, employees are encouraged to use locally-owned businesses, businesses located in state-designated cultural districts or businesses which otherwise are contributors to or supporters of the cultural sector provided, that such costs are reasonable and not significantly more expensive than other available options. If there are any questions as the appropriateness of any such charge, the employee should contact the Deputy Director for guidance.

Out of State Travel

When an employee travels out-of-state they must meet the following additional requirements:

- Any out-of-state travel done in an official capacity must be authorized by the Deputy Director, and if it is funded in part with private funding, will require an additional disclosure and a determination by the appointing authority under the state conflict of interest law.
- All out of state travel paid for by the Commonwealth requires approval from the Deputy Director. Except in extraordinary circumstances, such approval shall be obtained in advance of the trip.
- A [Travel Authorization Form \(TAF\)](#) ([Link To Be Added](#)), must be fully completed to receive approval.
- A copy of the appropriate ethics disclosure form should also be included with the TAF when private funding is anticipated. Employees should take note of additional requirements of the State Ethics Commission. For instance, extending or using travel arrangements made under these guidelines to include personal

vacation plans, family members or other travel companions may be a violation of the state conflict of interest law.

- Except in extraordinary circumstances, travel arrangements should be made far enough in advance of departure date to take advantage of discounted fares, conference lodging rates, etc. For example, flights should be booked no less than 14 days in advance of departure date.
- All out of state travel arrangements and expenses must be detailed in the TAF. No expenses or reimbursements detailed in this form shall be approved unless they are consistent with applicable provisions of statute and this guidance.

More information regarding policies and procedures for travel expense reimbursement can be found on the [Human Resources Division's website](#)

CREDIT CARD USE

The Commonwealth Procurement Card (or "P-Card") Program is governed by the Commonwealth Procurement Card Program Policy and Procedure (the "Commonwealth P-Card Policy") issued by the Office of the Comptroller. The Commonwealth P-Card Policy, available [here](#), provides substantial guidance on the appropriate use of P-Cards in state government and should be consulted regularly for guidance. *[NOTE-This section only refers to use of P-Cards- please also see Section entitled "ADDITIONAL APPROVALS FOR EXPENDITURES" below for information about obtaining the appropriate **approvals** for purchasing such goods and services.]*

The Commonwealth P-Card Policy requires Mass Cultural Council to also issue its own internal controls policy to implement the Comptroller's guidance. That document enables Mass Cultural Council to shape its own forms of oversight and constraints, also known as the Internal Control Plan ("ICP"), on the use of state-issued credit cards, as long as those protocols satisfy the minimum standards set out in the Comptroller's guidance. Our ICP plan has been deemed to comply.

Credit card use policy guidelines

At all times, Cardholders must be aware that their use of state-issued credit cards results in the spending of taxpayer dollars, and the Cardholders' use of such cards must be consistent with this awareness.

Who can own/use a state authorized credit card?

Except in extraordinary circumstances, Mass Cultural Council should significantly restrict the number of state-owned credit cards issued. If Mass Cultural Council determines that a state-owned credit card is necessary, the permitted users of the card should generally be restricted to the Executive Director and Deputy Director/CFO. The Executive Director can authorize additional employees to receive a P-Card if it is necessary to cover frequently incurred and extraordinary travel costs to conduct agency

business, or if an employee's official duties require the use of a P-Card to make emergency purchases; in either case, a P-Card should not be issued if the purchases can be made in advance by the Deputy Director. These exceptions should be strictly enforced and granted only in extraordinary circumstances where the unavailability of a P-Card will result in substantial inefficiencies in making travel-related or emergency purchases.

The issuance of a P-Card to anyone (including the Deputy Director/CFO) must be approved in writing by the Executive Director. If the Executive Director believes that anyone other than the Executive Director and the Deputy Director/ CFO should be authorized to have a P-Card, the Executive Director should set forth in the written approval the extraordinary circumstances described above, which warrant authorizing a credit card to that employee.

The written approval must establish a limit on any single transaction, and the applicable monthly credit limit. The per-transaction limit should not exceed \$1,000. The monthly credit limit should not exceed \$7,000. For either of these limits, if special circumstances warrant a higher limit, the Executive Director or Deputy Director shall identify those circumstances in the approval letter or will authorize exceptions on a transaction-by-transaction basis, if so warranted.

What usages are permissible?

Even when issued, the P-Card is to be used only as a "payment of last resort", namely, (i) where the good or service being purchased is not susceptible of being procured in the ordinary course under the Commonwealth's laws governing procurement; (ii) where the selected vendor will not invoice or bill the Commonwealth for the purchased goods or services; or (iii) in the case where P-Card is to be used for the expenses of an individual employee, where requiring the employee to seek reimbursement for the purchase would cause substantial hardship to Mass Cultural Council as determined by the Deputy Director. The use of a P-Card should supplement, not replace, other payment methods if they are otherwise available. Each purchase must serve a legitimate public purpose, and not be intended primarily to confer a personal benefit or a benefit to another individual or entity.

Allowable expenses for P-Card use include the following, in cases where direct billing is not available or where the good or service being purchased is not susceptible of being procured in the ordinary course under the Commonwealth's laws governing procurement:

- Conference registrations
- Conference expenses for trade shows (e.g., electric, carpet)
- Airline ticket purchases
- Emergency office supplies
- Vehicle rental payments
- Gasoline for rental or fleet vehicles

- Maintenance costs for fleet vehicles
- Other transportation ticket payments
- Hotel payments for overnight accommodations. Please make sure that the hotel bill does not include the cost of meals during approved overnight travel; the bill may include business related phone charges and internet access charges.
- Costs of approved Mass Cultural Council convenings (including food, venue and other costs) where use of another payment method is not feasible

Deputy Director/CFO approval is required for the expenses above, in accordance with Mass Cultural Council needs and internal procedures (i.e. through a Fiscal Expenditure Form). Travel Authorization Form (TAF) approval is also be required for certain expenses per Mass Cultural Council's Travel Guidelines.

State issued P-Cards SHALL NOT BE USED for the following:

- Cost of meals, snacks, or coffee for individual employees (whether during travel or otherwise)
- Cash Advances (ATMs)
- Gift Cards
- Legal services
- Medical services
- Alcohol purchases
- A single purchase that exceeds the card limit or the single purchase limit determined by the Executive Director or Deputy Director/CFO
- Personal expenses of the Cardholder
- Gasoline for personal vehicle
- Books, magazines, and other entertainment items while employee is travelling
- Gifts for colleagues
- Costs of attendance or admission to galas or other after-hours events

Cardholders must adhere to all restrictions on P-Card usage, even if the Cardholder plans to reimburse or arrange for reimbursement of the Department for impermissible expenditures.

This list is not intended to limit any additional restrictions adopted by Mass Cultural Council in its Internal Control Plan.

What minimum forms of oversight are required in order to ensure the proper use of state-issued credit cards?

The Commonwealth P-Card Policy serves as a sound starting point for the steps that should be taken to ensure oversight of the use of state-issued credit cards. The Commonwealth P-Card Policy "sets minimum standards for use of P-Cards on a statewide basis", and "at a minimum, the Internal Department P-Card Use Policy must be the adoption of the Commonwealth P-Card Use Policy."

Mass Cultural Council will adopt and document the following additional items in the ICPs:

- The ability of a Cardholder to carry a P-Card in the Cardholder's wallet or otherwise to remove a P-Card from work premises shall be limited, unless doing so is necessary for the use of the P-Card (e.g., travel).
- Annually, Mass Cultural Council will review all purchase activity in the last 12 months and compare the actual activity with the Department's ICP, this bulletin and the Commonwealth P-Card Policy, and certify compliance.
- Mass Cultural Council will institute blackout periods for P-Card purchases near the end of the fiscal year.
- Mass Cultural Council will explicitly address in its ICP the protocol for reporting unauthorized use of a P-Card and the consequences for such unauthorized use.
- The Deputy Director/CFO should require that the Cardholder maintain an expenditure log and certify that each purchase on the log complies with the ICP, including any use restrictions imposed beyond the Comptroller's policies.
- BOTH the Deputy Director/CFO and the Cardholder must review the monthly statement, expenditure log, and related receipts and other documentation to validate charges and ensure other compliance issue, such as whether the Commonwealth was charged sales tax. The Deputy Director/CFO must sign off on this validation.
- Monthly billing statements MUST be made available to the Deputy Director/CFO together with the expenditure log and other required documentation.
- The Cardholder should be held liable for any unauthorized charges, including sales tax erroneously charged to the Commonwealth. The Department should also specify other disciplinary measures that will result from abuse of the privilege to use a P-Card.
- The Council will reserve any and all remedies to recover unauthorized charges including to the extent legally permissible, the offset or garnishing of wages.

PURCHASING GOODS AND SERVICES

This section addresses the process for Mass Cultural Council employees seeking to procure goods and services and employs a question and answer format. *[NOTE-This section only refers to process- please also see Section entitled "ADDITIONAL APPROVALS FOR EXPENDITURES" below for information about obtaining the appropriate **approvals** for purchasing such goods and services.]*

What are Statewide Contracts?

Vendors that have been approved by the state are on statewide contracts. This means that they do enough business with various agencies across Massachusetts, not just with Mass Cultural Council so that they have negotiated rates with the state to ensure agencies get the best deals possible. Even if a vendor is on a statewide contract, they do need complete a contract with Mass Cultural Council. Statewide contracts can be used by any agency in the Commonwealth, including Mass Cultural Council.

What are the Statewide Contract numbers?

A few common statewide contract numbers are as follows:

- For hotels, reference contract #GRO27C
- For catering, reference contract #GRO27A
- For printing & advertising, reference contract #OFF33

To verify that a vendor is on a Statewide Contract:

The statewide system to search for statewide contracts is www.commbuys.com. Go to “Contract & Bid Search”, then check “Contracts & Blankets”, which leads to the search page. From there, search by vendor name.

To place an order with a vendor once approval is obtained:

- If the vendor is on a Statewide Contract:
 - Call/email the contact listed for the corresponding vendor. (see last page for contact information)
 - Tell them that you are a state employee and would like to place an order using a statewide contract (have the contract number available)
 - Obtain a written quote for the services needed. The vendor should provide the negotiated rate for services based on the statewide contract.
 - All vendors on a statewide contract should be paid using EFT. Because they have agreed to the terms of a statewide contract, no upfront payment should be required.
 - Even if a vendor is on a statewide contract, the following will still be required: W9, T&C, EFT & Contractor Authorized Signatory forms of information from the vendor, and the initial quote for services and the invoice after services were finished.

- If the vendor is not on a Statewide Contract:
 - Call/email the vendor. Explain the goods or services being sought and obtain a written quote for the goods or services. It is recommended that three written quotes are received for each service.
 - If paying the vendor by EFT, draft a contract with the vendor and send the vendor additional paperwork (W9, EFT, T&C). Also fill out a Fiscal Expenditure form and indicate “I will be spending money.” The purchase may not occur until all of these contracts and forms have been completed, submitted and signed by all parties.
 - If paying by credit card, no contract is needed, but receipts must be kept and submitted with the Fiscal Expenditure form (**To Be Attached**). Please attach receipts and indicate “I Spent Money”.

Please note that when drafting a Standard Contract Form, the Deputy Director is the only person who has signing authority for the Mass Cultural Council and is the only person at the agency who is legally responsible for contract documents.

If a vendor is not on a statewide contract, is the Standard Contract form required each time this vendor is used?

Yes. Mass Cultural Council cannot add vendors to a statewide contract. Whether a vendor is on a statewide contract or not, they **MUST** complete a contract package with Mass Cultural Council. The “Standard Contract Form” is used **IN PLACE** of a statewide contract and is the legally binding agreement between the Mass Cultural Council and the vendor.

A new Standard Contract form must be sent for every new service, and Standard Contract forms are only valid for the duration of the current fiscal year (July 1-June 30)

The process for utilizing a vendor who is not on a statewide contract is as follows:

First determine whether Mass Cultural Council has used the vendor before and follow the steps below:

- If Mass Cultural Council has used this vendor before:
 - Draft a new contract with the vendor, clearly explaining in the scope what the product/service is and the cost. Include a payment schedule with deliverables if necessary.
 - NOTE-If the vendor’s legal name, tax ID, or mailing address has changed since the last time the vendor has contracted with Mass Cultural Council, the vendor needs to fill out a new W9 and a Terms and Conditions form
 - NOTE-If the vendor’s bank details have changed, the vendor needs to fill out a new EFT form in its entirety. Payment will be generated after receipt of an invoice from vendor. No payments can be sent without an invoice.

- If Mass Cultural Council has NOT used this vendor before:
 - Draft a new contract with the vendor, clearly explaining in the scope what the product/service is and the cost. Include a payment schedule with deliverables if necessary.
 - Send the vendor a complete Contract Packet, which includes a Standard Contract form, a W9, and EFT form, and a Terms and Conditions form.
 - Explain to the vendor that they will be paid using EFT and Payment will be generated after receipt of an invoice from vendor. No payments can be sent without an invoice.

Why would a vendor not be on a statewide contract?

This usually happens when a vendor is an individual/sole proprietor (ex., panelist, photographer, designer) or is in a very specific niche category such as a gourmet catering services, florist, IT company, etc. Because statewide contracts are used

across agencies, vendors who do not do business with the state on an ongoing basis are not going to be part of a statewide contract.

How do vendors get paid?

Vendors are paid using one of the three methods:

- Mass Cultural Council pays vendor directly using electronic funds (EFT) or a check:
 - All vendors need to send an invoice regardless of whether the vendor is on a statewide contract. This invoice is the paperwork needed to process a check/EFT payment through MMARS
 - Invoices can be attached to a Fiscal Expenditure form and check off “I Need a Bill Paid” or can be given to the Fiscal department.
- Mass Cultural Council pays vendor directly using agency credit card (P-card):
 - If a vendor requires immediate payment, or it is a one-time purchase, we can use the agency P-card as long as the purchase does not violate any of the P-card restrictions (please refer to the P-card policy for more information).
 - Any purchases made using a P-card must have back-up documentation (receipt) and be attached to a Fiscal Expenditure form. Please check off “I Spent Money”.
- Mass Cultural Council staff member pays the vendor using a personal credit card:
 - If an employee does not have access to an agency P-card, and needs to pay a vendor, a personal credit card may be used. Keep the receipt and submit for reimbursement through the paycheck reimbursement process. Reimbursement funds are not subject to payroll taxes. If a reimbursement request is completed including obtaining all necessary approvals by the Tuesday in a week with a Friday payday, the reimbursement will be included in that paycheck. Otherwise, it will be included in the following paycheck two weeks later.

Why are credit cards not used to pay all vendors?

Some vendors, such as airlines, require immediate payment and other vendors offer one-time incidental goods/services. In those circumstances, a credit card should be used because the Council is not building a relationship with that vendor and an immediate payment is typically required.

In circumstances where Mass Cultural Council is cultivating a business relationship, a contract needs to be in place so that vendors deliver the items/services Mass Cultural Council wants at a negotiated price. This provides protection to the Council in the form of legal recourse if the service/item is not delivered as expected.

ADDITIONAL APPROVALS FOR EXPENDITURES.

All appropriate approvals must be obtained before Mass Cultural Council expends funds.

- All contracts must be signed by the Deputy Director to attest as to budgetary availability and legal form.
- Any contract committing more than \$25,000 (other than grants or other contracts specifically approved by the Council in a vote at a public meeting) must also be approved by the Executive Director.
- Any contract or other expenditure of funds which causes more than a 10% increase in any subsidiary lines of the fiscal year budget approved by the Council (i.e. Lines AA to UU) must be approved by the Chair and reported to the Council at the next Council meeting.
- Supervisors possess the delegated authority to approve routine instate travel expense reimbursements (not including lodging) from direct reports and requests for expenditures not in excess of \$100.
- P-card holders are expected to comply with "CREDIT CARD USE" policies above when employing the P-card for expenses. When a P-card holder is requested to use the P-card to purchase goods or services for another staff member, it is the responsibility of the P-card holder to determine that all necessary approvals have been obtained. Any questions should be referred to the Deputy Director for guidance. All P-card purchases should be made in conjunction with an approved "FISCAL EXPENDITURE FORM"
- Any approval authority of the Deputy Director in these policies may also be exercised by the Executive Director as the senior official.
- Senior Management reserves the right to include additional requirements or processes for signature authority as circumstances may dictate, provided that any less restrictive policies with first be reviewed with the Chair and in her discretion, with other Council Committees or task forces or the full Council .

INTERNAL CONTROLS AND FRAUD PREVENTION

Internal Control Plan

Mass Cultural Council is an agency of the Commonwealth of Massachusetts and as such has an especial obligation to the public to be careful stewards of our resources and assets in order to better fulfill our mission to the citizens of the Commonwealth of Massachusetts. To that end, we have adopted an internal control plan in accordance with the law (Chapter 647 of the Acts of 1989) to continue to demonstrate our commitment to integrity and ethical values, to exercise appropriate oversight responsibility, to establish structure, authority and responsibility, to demonstrate a commitment to competence and to create an environment of accountability. The Internal Control Plan can be read here [\[ADD LINK\]](#). *[Note- for review purposes- we have attached to this document to show the changes from the prior draft]*

Reporting Fraud

As of November 26, 2018, all employees were made aware (through email notification and posting on the Agency's kitchen bulletin board) of specific statewide hotlines available to the public and to employees for reporting suspicions of fraud, waste or abuse or other illegalities, as follows:

(There are several specific statewide hotlines available to both the public and employees that are anonymous and are staffed by individuals trained in receiving such information)

- *Inspector General (800) 322-1323 to report suspected fraud, waste or abuse in government.*
- *Attorney General-Fair Labor Helpline (617) 727-3465 to report violations of minimum wage and overtime laws and Requirement for timely payment of wages.*
- *Division of Unemployment Assistance (800) 354-9927 to report unreported wages or persons collecting benefits while working.*
- *Office of the State Auditor (617) 727-6200 for state agencies to report variances, shortages or thefts of funds or property.*
- *PERAC-Public Employee Retirement Administration Commission (800) 445-3266. If you have reason to believe that public pension fraud may have occurred or is about to occur, notify PERAC's Fraud Prevention Unit. You can call (800) 445-3266, file a written Referral Report of Potential Fraud, or Email at PensionFraud@per.state.ma.us “*

To: Mass Cultural Council Members
Fr: Anita Walker, David Slatery, Jenifer Lawless, Kelly Bennett, Dan Blask
Dt: May 21, 2019
Re: FY19 Artist Fellowships (Second Cycle)

Enclosed for your review and approval are recommendations for 18 fellowship awards (\$15,000) and 17 finalist awards (\$1,000) from a total of 628 eligible applications for the FY19 Artist Fellowships panels in Film & Video, Music Composition, and Photography.

Following this memo are charts with current recommendations and recent awards, along with lists of panelists; recommendations and rankings for each panel; and detailed biographical information on each of the recommended fellows and finalists.

Artist Fellowships

The Artist Fellowships Program provides direct, unrestricted support to artists in recognition of artistic excellence. Artist Fellowships have been awarded in some form by Mass Cultural Council almost continuously since FY75. The award level has ranged from \$3,000 to its current level of \$15,000 (the highest in the program's history).

There are two Artist Fellowship deadlines, each with different disciplines, in every fiscal year. The first Artist Fellowships deadline for FY19 was in October 1, 2018 for the categories of Crafts, Dramatic Writing, and Sculpture/Installation/New Genres. Panels met in December, and their award recommendations were approved at the January 2019 Council meeting.

The second FY19 application deadline was January 28, 2019, for the disciplines of Film & Video, Music Composition, and Photography. Panels met in April. These are the recommendations presented in the following pages.

Review Process and Criteria

The review criteria for Artist Fellowships are *artistic quality* and *creative ability*, based solely on the work submitted. Applications in the grant panels are reviewed anonymously and are discussed and scored by each panelist on a five-point scale.

In most categories, there is also a first round of review before the panel meets, which narrows the field to the most competitive applications through a yes/no vote.

After applications are scored by the panels, a ranked list is given to the panel to make its final funding recommendations. In the case of a tie, panelists determine which of the tied applicants receive the award by discussing the work again and voting. The funding lists that follow this memo reflect the award rankings.

Funding Charts

On the following page is a chart with funding recommendations for the FY19 Artist Fellowships in Film & Video, Music Composition, and Photography. Also included is a chart with all awards recommended in FY19, including those approved January 2019 (Crafts, Dramatic Writing, and Sculpture/Installation/New Genres). We have also included a chart from FY17 (the last time these disciplines were awarded) for comparison.

Mass Cultural Council Artist Fellowships Charts

FY19 Awards in Film & Video, Music Composition, and Photography

FY19 - \$15,000 fellowships, \$1,000 finalist awards								
<u>Disciplines</u>	Applicants	Grants	Percent	Amount	Finalists	Percent	Amount	Total Awarded
Film/Video	130	7	5.38%	\$105,000	6	4.62%	\$6,000	\$111,000
Music	115	4	3.48%	\$60,000	4	3.48%	\$4,000	\$64,000
Photography	383	7	1.83%	\$105,000	7	1.83%	\$7,000	\$112,000
<u>TOTAL</u>	628	18	2.87%	\$270,000	17	2.71%	\$17,000	\$287,000

FY19 Awards in All Categories, Year to Date

FY19 - \$15,000 fellowships, \$1,000 finalist awards								
<u>Disciplines</u>	Applicants	Grants	Percent	Amount	Finalists	Percent	Amount	Total Awarded
Crafts	96	5	5.21%	\$75,000	5	5.21%	\$5,000	\$80,000
Dramatic Writing	129	4	3.10%	\$60,000	5	3.88%	\$5,000	\$65,000
Sculpture	232	7	3.02%	\$105,000	6	2.59%	\$6,000	\$111,000
Film/Video	130	7	5.38%	\$105,000	6	4.62%	\$6,000	\$111,000
Music	115	4	3.48%	\$60,000	4	3.48%	\$4,000	\$64,000
Photography	383	7	1.83%	\$105,000	7	1.83%	\$7,000	\$112,000
<u>TOTAL</u>	1085	34	3.13%	\$510,000	33	3.04%	\$33,000	\$543,000

FY17 Awards, for Comparison

FY17 - \$12,000 fellowships, \$1,000 finalist awards								
<u>Disciplines</u>	Applicants	Grants	Percent	Amount	Finalists	Percent	Amount	Total Awarded
Crafts	141	5	3.55%	\$60,000	5	3.55%	\$5,000	\$65,000
Dramatic Writing	135	4	2.96%	\$48,000	5	3.70%	\$5,000	\$53,000
Sculpture	285	7	2.46%	\$84,000	5	1.75%	\$5,000	\$89,000
Film/Video	137	7	5.11%	\$84,000	7	5.11%	\$7,000	\$91,000
Music	96	4	4.17%	\$48,000	4	4.17%	\$4,000	\$52,000
Photography	351	7	1.99%	\$84,000	6	1.71%	\$6,000	\$90,000
<u>TOTAL</u>	1145	34	2.97%	\$408,000	32	2.79%	\$32,000	\$440,000

**Mass Cultural Council
Artist Fellowships
Photography Panel
April 22, 2019**

Panelists

Darren Ching

Co-Owner, Klompching Gallery

Lydia Hicks

Visual Arts Coordinator, Fine Arts Work Center

Sakura Kelley

Photographer, Critic, Rhode Island School of Design

Iaritza Menjivar

Associate Director, Griffin Museum of Photography

J. Sybylla Smith

Independent Curator

**FY19 ARTIST FELLOWSHIPS AND FINALISTS
PANEL RECOMMENDATIONS
PHOTOGRAPHY**

Panel Date: April 22, 2019

Total Applications: 383

Applicant	City	County	Rating	Recommendation
Paul Guilmoth	Leeds	Hampshire	4.60	\$15,000.00
S. Billie Mandle	Leverett	Franklin	4.60	\$15,000.00
Kristen Emack	Cambridge	Middlesex	4.20	\$15,000.00
Pavel Romaniko	Waltham	Middlesex	4.20	\$15,000.00
Andrew Mroczek and Juan Jose Barboza-Gubo	Somerville	Middlesex	4.00	\$15,000.00
Tara Sellios	Boston	Essex	4.00	\$15,000.00
Clint Baclawski	Malden	Middlesex	4.00	\$15,000.00
Judy Haberl	Newtonville	Middlesex	3.80	\$1,000.00
Matthew Kamholtz	Brookline	Norfolk	3.80	\$1,000.00
Allyson Schmaling	Jamaica Plain	Suffolk	3.80	\$1,000.00
Jeffrey Heyne	Boston	Suffolk	3.60	\$1,000.00
Stella Johnson	Watertown	Middlesex	3.60	\$1,000.00
Dana Anthony Salvo	Lincoln	Middlesex	3.60	\$1,000.00
Camilo Ramirez	Jamaica Plain	Suffolk	3.40	\$1,000.00
Teresa Coates	Lexington	Middlesex	3.40	Second Round
Gohar Dashti	Cambridge	Middlesex	3.40	Second Round
Colleen Fitzgerald	Shrewsbury	Worcester	3.40	Second Round
Mark Guglielmo	Northampton	Hampshire	3.40	Second Round
John Hirsch	Roslindale	Suffolk	3.40	Second Round
Alyssa Minahan	Chestnut Hill	Middlesex	3.40	Second Round
Mary Dondero	Rehoboth	Bristol	3.20	Second Round
Stephanie Arnett	Lynn	Essex	2.80	Second Round
Pelle Cass	Brookline	Norfolk	2.80	Second Round
Claire Beckett	Swampscott	Essex	2.60	Second Round
Matt Brand	Newton	Middlesex	2.60	Second Round
Greer Muldowney	Somerville	Middlesex	2.50	Second Round
John Adekoje	Dorchester	Suffolk	2.40	Second Round

**FY19 ARTIST FELLOWSHIPS AND FINALISTS
PANEL RECOMMENDATIONS
PHOTOGRAPHY (Continued)**

Applicant	City	County	Rating	Recommendation
David Binder	Boston	Suffolk	2.40	Second Round
Nina Earley	Medford	Middlesex	2.40	Second Round
Karl Baden	Cambridge	Middlesex	2.20	Second Round
Laura Christensen	Williamstown	Berkshire	2.20	Second Round
Stephen D. DiRado	Worcester	Worcester	2.20	Second Round
Fran Forman	Watertown	Middlesex	2.20	Second Round
Emily Sheffer	Stow	Middlesex	2.20	Second Round
Mona Miri	Boston	Norfolk	2.00	Second Round
Mark Morelli	Chelsea	Suffolk	2.00	Second Round
Laura Beth Reese	Jamaica Plain	Suffolk	2.00	Second Round
Matthew Swarts	Somerville	Middlesex	2.00	Second Round
Jon Verney	North Adams	Berkshire	2.00	Second Round
Bremner Benedict	Concord	Middlesex	1.80	Second Round
Mary Kocol	Somerville	Middlesex	1.80	Second Round
Rania Matar	Brookline	Norfolk	1.80	Second Round
Barbara Bosworth	Stow	Middlesex	1.60	Second Round
Clara Bouricius	Plainfield	Hampshire	1.60	Second Round
Georgie Friedman	Jamaica Plain	Suffolk	1.60	Second Round
Alysia Macaulay	Charlestown	Suffolk	1.60	Second Round
Susan Lapides	Cambridge	Middlesex	1.40	Second Round
Kevin Monaghan	Norfolk	Norfolk	1.40	Second Round
Andrew Sovjani	Conway	Franklin	1.40	Second Round
Tira Khan	Newton	Middlesex	1.25	Second Round
Robert Avakian	Edgartown	Dukes	1.20	Second Round
Deborah Bai Lannon	S. Hamilton	Essex	1.20	Second Round
Laura Blacklow	Cambridge	Middlesex	1.20	Second Round
Nadine Boughton	Gloucester	Essex	1.20	Second Round
Gail Samuelson	Sherborn	Middlesex	1.20	Second Round
Steven Muller	Jamaica Plain	Suffolk	1.00	Second Round

FY19 Mass Cultural Council Artist Fellowship Recipients and Finalists Photography

RECIPIENTS

Clint Baclawski



Zephyr (detail), Photographic Light Installation, 102" x 238.5" x 96", 2017

Selected Collections Whitehead Institute for Biomedical Research, Cambridge, MA; Massachusetts College of Art and Design, Boston, MA; Indie Photobook Library, Washington, DC; Samek Art Gallery, Bucknell University, Lewisburg, PA

Kristen Emack



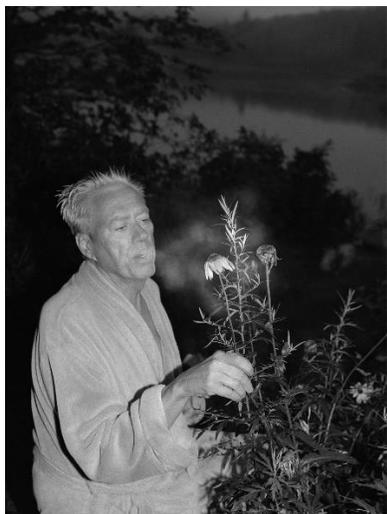
Mother's Day, Black & White Photo, 11" x 14", 2016

Selected Exhibitions SHOTS Magazine NO. 141, Home, published by Doug Beasley, edited by Elizabeth Flinsch; Blue Sky Gallery, Portland, OR; Maud Morgan Arts, Community Spotlight Gallery, Cambridge, MA

FY19 Mass Cultural Council Artist Fellowship Recipients and Finalists Photography

RECIPIENTS

Paul Guilmoth



Caretaker at Black Pond, Archival Inkjet Print, 26"x 20", 2018

Selected Awards Aperture Portfolio Award Finalist, Aperture Foundation, New York, NY; Shortlisted for Gomma Grant, Gomma Books, London, England; The Kindling Fund Recipient, Andy Warhol Foundation (courtesy of Space Gallery), Portland, ME

S. Billie Mandle



English Language TV Room, Archival Pigment Print, 15" x 12", 2017-2018

Selected Collections Museum of Fine Arts, Houston, TX; The Addison Gallery of American Art, Andover, MA; The Donovan Collection, Toronto, Canada; Fidelity Collection, Boston, MA

FY19 Mass Cultural Council Artist Fellowship Recipients and Finalists Photography

RECIPIENTS

Andrew Mroczek & Juan Jose Barboza-Gubo



Padre Patria/Fatherland, Peru 2016. Site of Dayana Nichole Castillo Garcia, 31, transgender, murdered 2009. Archival Inkjet Print, 20" x 30", 2016

Selected Exhibitions Museum of Contemporary Art, Lima, Peru; Centro de Arte Contemporáneo de Quito, Ecuador; Wagner Gallery, New York University, New York, NY; Schneider Gallery, Chicago, IL, McClain Gallery, Houston, TX

Pavel Romaniko



Untitled (TV), Archival Pigment Print, 24" x 36", 2017

Selected Collections Museum of Arts and Crafts, Zagreb, Croatia; Midwest Photographers Project Collection, Museum of Contemporary Photography, Chicago, IL; Kolodzei Art Foundation, Inc., Highland Park, NJ; Harriman Institute, Columbia University, New York, NY

FY19 Mass Cultural Council Artist Fellowship Recipients and Finalists Photography

RECIPIENTS

Tara Sellios



In Progress (for the series Testimony), Digital Chromogenic Print, 2019

Selected Exhibitions Noorderlicht House of Photography Festival, Museum Belvedere, Heerenveen, Netherlands; Suffolk University Art Gallery, Boston, MA; Worcester Center for Crafts, Worcester, MA; Texas Woman's University, Denton, TX; McNich Art Gallery, Manchester, NH

FY19 Mass Cultural Council Artist Fellowship Recipients and Finalists Photography

FINALISTS

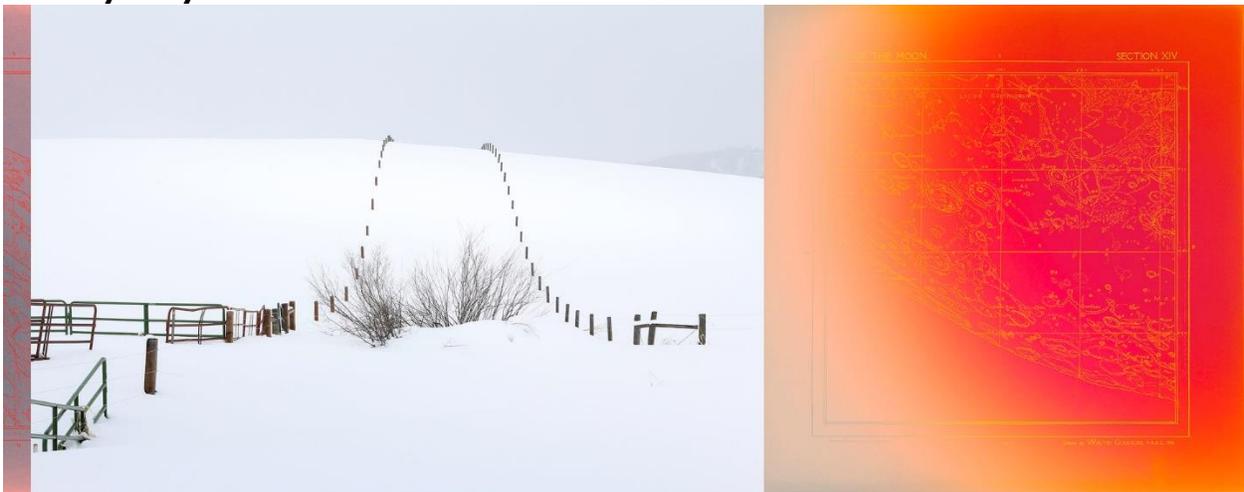
Judy Haberl



The Chef's Hand, Chef, Archival Inkjet Print, 24" x 18", 2018

Selected Exhibitions Gallery Kayafas, Boston, MA; Filter Photo, Chicago, IL; Suffolk University Art Gallery, Boston, MA; Southeast Museum of Photography, Daytona Beach, FL; Houston Center for Photography, Houston, TX

Jeffrey Heyne



Right of Way Fences and Moon Map, Digital Print Back Mounted on Plexiglass, 14" x 36", 2016

Selected Collections Fort Wayne Museum of Art, Fort Wayne, IN; Boston Public Library, Boston, MA; Fidelity Investments, Boston, MA; Boston Athenaeum, Boston, MA; Boston Properties

FY19 Mass Cultural Council Artist Fellowship Recipients and Finalists Photography

FINALISTS

Stella Johnson



Recreations, 1987-2018, Archival Pigment Print, 17" x 22", 2018

Selected Collections deCordova Sculpture Park and Museum, Lincoln, MA; Girls Club Collection, Fort Lauderdale, FL; Haggerty Museum of Art, Marquette University, Milwaukee, WI; Portland Art Museum, Portland, OR; The Museum of Fine Arts, Houston, TX; University of Maine Museum of Art, Bangor, ME

Matthew Kamholtz



Dog at Night, Nogales, Mexico, Digital Photograph, Archival Inkjet Print, 20" x 26", 2018

Selected Experience For the last 35 years, Matthew Kamholtz has worked as a criminal defense lawyer primarily representing indigent clients. He began to seriously study photography in 2007 and since then has exhibited at numerous art centers and museums. Exhibitions include: the Danforth Art Museum, Framingham, MA; Falmouth Art Center, Falmouth, MA; Minneapolis Photo Center, Minneapolis, MN; Photographic Resource Center, Boston, MA.

FY19 Mass Cultural Council Artist Fellowship Recipients and Finalists Photography

FINALISTS

Camilo Ramirez



Reconocido, Archival Inkjet Print, 30" x 24", 2018

Selected Exhibitions Vermont Center of Photography, Brattleboro, VT; Roxbury Community College, Boston, MA; Bromfield Gallery, Boston, MA; Photographic Resource Center, Boston, MA; Milton Art Center, Milton, MA; ArtsWorcester, Worcester, MA; 301 Gallery, Montserrat College of Art, Beverly, MA

Dana Salvo



Drying Pasta on Bed, Color Photograph, 30" x 40", 2018

Selected Collections Museum of Modern Art, New York, NY; Metropolitan Museum, New York, NY; San Francisco Museum of Modern Art, San Francisco, CA; Santa Barbara Museum of Art, Santa Barbara, CA; Museum of Fine Arts, Boston, MA; Fogg Art Museum, Cambridge, MA

FY19 Mass Cultural Council Artist Fellowship Recipients and Finalists Photography

FINALISTS

Allyson Schmaling



I want the spectrum. I want what I want., Color Photography, 8" x 10", 2019

Selected Experience Ally Schmaling majored in opera and social studies with a minor in photography at Kenyon College, Gambier, OH, in 2014. Since then she founded her own studio in which she is the photographer and art director specializing in portraits and documentary work. Clients and Publications include: Institute of Contemporary Art, Boston, MA; Isabella Stuart Gardner Museum, Boston, MA; Vogue Italia; Afropunk; Bumble; Improper Bostonian; Boston Magazine; Apartment Therapy; Isenberg Projects' OpenView Venture Partners; TrueMotion.

**Mass Cultural Council
Artist Fellowships
Film & Video Panel
April 26, 2019**

Panelists

Shawn Cotter Executive Director, Wicked Queer Film Festival

Jacob Fried Animator, Mass Cultural Council Fellow

Kavita Pillay Filmmaker, Mass Cultural Council Fellow

Erin Trahan Film Critic, WBUR

Readers

Maya Erdelyi Filmmaker, Curator, Mass Cultural Council Fellow

Elliot Montague Filmmaker

**FY19 ARTIST FELLOWSHIPS AND FINALISTS
PANEL RECOMMENDATIONS
FILM & VIDEO**

Panel Date: April 26, 2019

Total Applications: 130

Applicant	City	County	Rating	Recommendation
Jessica Hankey	Allston	Suffolk	5.00	\$15,000.00
Tracy Heather Strain and Randall MacLowry	Boston	Suffolk	5.00	\$15,000.00
Margo Guernsey	Watertown	Middlesex	4.50	\$15,000.00
Meghan Fredrich	Somerville	Middlesex	4.50	\$15,000.00
Anthony Farenwald	Gloucester	Essex	4.00	\$15,000.00
Jane Gillooly	Somerville	Middlesex	3.75	\$15,000.00
Siobhan Landry	Cambridge	Middlesex	3.50	\$15,000.00
Shaun Clarke	Chelsea	Suffolk	3.25	\$1,000.00
Georgie Friedman	Jamaica Plain	Suffolk	2.75	\$1,000.00
Mary Lewey and Avi Paul Weinstein	Cambridge	Middlesex	2.75	\$1,000.00
James Rutenbeck	Waban	Middlesex	2.50	\$1,000.00
Douglas Urbank	Boston	Suffolk	2.50	\$1,000.00
Sarah Bliss	Montague	Franklin	2.50	\$1,000.00
Ron Blau	Newton	Middlesex	2.50	Second Round
Isabelle McKusick Marantz	Haydenville	Hampshire	2.25	Second Round
Michael William McVey	Somerville	Middlesex	2.25	Second Round
Michael S. Lewy	Jamaica Plain	Suffolk	2.25	Second Round
Lauren Cook	Holyoke	Hampden	2.25	Second Round
Jay P. Paris	Chelsea	Suffolk	2.00	Second Round
Harsha Menon	Cambridge	Middlesex	1.75	Second Round
R. Harvey Bravman	Newton	Middlesex	1.50	Second Round
Adam R. Levine	Montague	Franklin	1.50	Second Round

FY19 Mass Cultural Council Artist Fellowship Recipients and Finalists Film & Video

RECIPIENTS

Anthony Farenwald



The Cloud of Unknowing: An experimental documentary about a Trappist abbey in Spencer, MA

Awards Best NH Documentary, New Hampshire Film Festival; Best Drama, Gordon Globes Film Festival

Selected Screenings/Exhibitions Bangkok Underground Film Festival, Thailand; Red Shed Film Festival, Rockport MA; Salem Film Festival, Salem MA

Meghan Fredrich



Deborah Harry Does Not Like Interviews: Found footage film exploring how Deborah Harry endured years of demeaning interviews – and found a way to subvert them

Selected Screenings/Exhibitions Maryland Film Festival, Baltimore MD

FY19 Mass Cultural Council Artist Fellowship Recipients and Finalists Film & Video

RECIPIENTS

Jane Gillooly



Where the Pavement Ends: Documentary film about the communities surrounding the 2014 shooting of Michael Brown

Awards Charles Guggenheim Documentary Award; LEF Foundation Moving Image Fund Awards; Guggenheim Fellowship; Mass Cultural Council Film & Video Artist Fellowships in 2013, 2007, and 1996

Selected Screenings/Exhibitions Museum of Modern Art *Doc Fortnight*, New York NY; Institute of Contemporary Art, Boston MA; St Louis Film Festival, St Louis MO; Museum of Fine Arts, Boston MA

Margo Guernsey



Councilwoman: Documentary film about Carmen Castillo, a Dominican hotel housekeeper who sits on the Providence City Council

Awards Funding from Independent Television Service, Latino Public Broadcasting, Chicken & Egg Pictures, LEF Moving Image Fund, and Surdna Foundation

FY19 Mass Cultural Council Artist Fellowship Recipients and Finalists Film & Video

RECIPIENTS

Jessica Hankey



Le Survivant: Nonfiction film about Marjorie Annapav and her efforts to tell her own story, a journey from sex work to the contemporary art world

Awards MASS MoCA Residency; Vermont Studio Center Residency; Millay Colony for the Arts Residency; Texas Commission on the Arts Grant

Selected Screenings/Exhibitions Stanlee and Gerald Rubin Center for the Arts, El Paso, TX; Bowdoin College, Brunswick ME; HERE, New York, NY; Anthology Film Archives, New York NY

Siobhan Landry



Hannah: Documentary about Hannah Dustin, a controversial and complex 17th-century figure

Awards Mass Cultural Council 2015 Film & Video Finalist Award; Lighthouse Works Artist in Residence; Vermont Studio Center Residency Fellowship

Selected Screenings/Exhibitions Skowhegan Infinity Screening, New York NY; New Bedford Art Museum, MA; Distillery Gallery, Boston MA; Grunwald Gallery of Art, Bloomington IN; PrattMWP Gallery, Utica NY

FY19 Mass Cultural Council Artist Fellowship Recipients and Finalists Film & Video

RECIPIENTS

Tracy Heather Strain and Randall MacLowry



Sighted Eyes/Feeling Heart: Documentary about Lorraine Hansberry, the visionary playwright of *A Raisin in the Sun*

Awards Peabody Award; NAACP Image Award; American Historical Association Film Award; Brother Thomas Fellowship; National Endowment for the Humanities Grant; Mass Cultural Council 2007 Film & Video Artist Fellowship

Selected Screenings/Exhibitions PBS *Independent Lens*; Roxbury International Film Festival/Museum of Fine Arts, Boston MA; Chicago International Film Festival, IL; DOC NYC, NY; Toronto International Film Festival, Canada

FY19 Mass Cultural Council Artist Fellowship Recipients and Finalists Film & Video

FINALISTS

Sarah Bliss



Unless You're Living It: Hand-processed 16 mm film portrait of rural Ontario

Awards Northampton Arts Council Grant; Flaherty Film Seminar Fellowship; Mass Cultural Council 2013 Sculpture/Installation/New Genres Artist Fellowship

Selected Screenings/Exhibitions Fracto Film Encounter, Berlin Germany; Moviate Underground Film Festival, Harrisburg PA; Revolutions Per Minute Film Festival, Boston MA; Transient Visions Film Festival, Binghamton NY; Anthology Film Archives, New York NY

Shaun Clarke



Dark Night Cold Ground: Short dance film exploring stereotypes about black men

Awards Mass Cultural Council 2017 Film & Video Finalist; Boston's "30 Under 30" Featured Artist at Arsenal Center for the Arts

Selected Screenings/Exhibitions South Texas Underground Film Festival, Corpus Christi, TX; Indiana LGBT Film Festival, Indiana, PA; Roxbury Film Festival; Independent Film Festival of Boston

FY19 Mass Cultural Council Artist Fellowship Recipients and Finalists Film & Video

FINALISTS

Georgie Friedman



Rising Tide: Video projection on Boston City Hall

Awards School of the Museum of Fine Arts/Tufts Traveling Fellowship; City of Boston Artist-in-Residence; Mass Cultural Council 2013 Sculpture/Installation/New Genres Fellow; Berkshire Taconic Artists' Resource Trust Grant

Selected Screenings/Exhibitions Museum of Fine Arts, Boston MA; Spagnuolo Art Gallery, Washington DC; Strand Theatre, Dorchester MA; Lunder Art Center, Cambridge MA; College of the Holy Cross, Worcester MA

Mary Lewey and Avi Paul Weinstein



Picturing Consequences: Mixed media video installation that imagines the oddities we create in our own environment

Selected Screenings/Exhibitions Washington Street Gallery, Somerville MA; Zuzu, Cambridge MA; Somerville Museum, MA; Dorchester Art Project, Boston MA; AS220, Providence RI

FY19 Mass Cultural Council Artist Fellowship Recipients and Finalists Film & Video

FINALISTS

James Rutenbeck



Invisible: Verité-style nonfiction film about two students in an adult humanities course in Dorchester, MA

Awards Alfred I. duPont-Columbia University Award; Wild Geese Foundation Grant; Mass Humanities Grant; LEF Moving Image Fund Award; Mass Cultural Council 2011 Film & Video Finalist

Selected Screenings/Exhibitions *America Reframed* and *Independent Lens* on PBS; Boston University Cinematheque, Boston MA; Mass Media Expo, Boston MA; MIT Urban Studies Screening Series, Cambridge MA

Douglas Urbank



Portrait: Handmade 16mm film compositing facial portraits in an improvisational style

Awards Mass Cultural Council 2017 Film & Video Finalist; Glovebox Short Film and Animation Festival Golden Glovie Award

Selected Screenings/Exhibitions PRISME #1 Festival, Nantes France; Metropolitan Waterworks Museum, Boston, MA; Big Muddy Film Festival, Carbondale, IL; Balagan Film Program, Boston, MA; Firehouse Festival, Brooklyn, NY

**Mass Cultural Council
Artist Fellowships
Music Composition Panel
April 29, 2019**

Panelists

Laura Cetilia

Composer and musician

Ayn Inserto

Composer and leader of Ayn Inserto Jazz Orchestra

Loewi Lin

Musician and founding member of A Far Cry

Carol Oja

Musicologist and scholar

Daniel Sonenberg

Composer and Maine Arts Commission Artist Fellow

**FY19 ARTIST FELLOWSHIPS AND FINALISTS
 PANEL RECOMMENDATIONS
 MUSIC COMPOSITION
 Panel Date: April 29, 2019
 Total Applications: 115**

Applicant	City	County	Rating	Recommendation
Darrell Katz	Waltham	Middlesex	4.80	\$15,000.00
John J. Aylward	Cambridge	Middlesex	4.60	\$15,000.00
Jonathan Bailey Holland	Arlington	Middlesex	4.00	\$15,000.00
David William Sanford	Northampton	Hampshire	4.00	\$15,000.00
Mehmet Ali Sanlikol	Belmont	Middlesex	3.60	\$1,000.00
Daniel Sedgwick	Somerville	Middlesex	3.60	\$1,000.00
Mattia Mauree	Boston	Suffolk	3.40	\$1,000.00
Ran Blake	Brookline	Norfolk	3.20	\$1,000.00
Andrew List	Jamaica Plain	Suffolk	3.20	Second Round
Yoseph Melnicove	Boston	Suffolk	3.20	Second Round
Daniel Strong Godfrey	Acton	Middlesex	3.00	Second Round
Samuel Haar	Leeds	Hampshire	3.00	Second Round
Roger Michael Kiraly	Huntington	Hampshire	3.00	Second Round
Michele Caniato	Watertown	Middlesex	2.60	Second Round
Pandelis Karayorgis	Cambridge	Middlesex	2.60	Second Round
Sandeep Das	Chestnut Hill	Middlesex	2.40	Second Round
Julia Wertz	Cambridge	Middlesex	2.00	Second Round
Joel LaRue Smith	Milton	Norfolk	2.00	Second Round
Michael Dilthey	North Adams	Berkshire	2.00	Second Round
Dan Shore	Boston	Suffolk	2.00	Second Round
Allison Casey	Haverhill	Essex	1.60	Second Round

FY19 Mass Cultural Council Artist Fellowship Recipients and Finalists Music Composition

RECIPIENTS

John Aylward

Awards Guggenheim Fellowship; Fromm Music Foundation Commission; MacDowell Artist Colony Residency; Radcliffe Fellowship; American Academy of Arts and Letters awards

Selected Performances/Recordings Ensemble Linea, Strasbourg France; Outpost 182, Cambridge MA; Scholes Studio, Brooklyn NY; Pickman Hall, Cambridge MA; Bargemusic Masterworks Series, New York NY

Narcissus

Daring and elegantly composed music for chamber ensemble

Jonathan Bailey Holland

Awards Mass Cultural Council Music Composition Finalist 2017, 2003; ASCAP Special Awards; Fromm Foundation Commission; Berklee College of Music Don Puluse Service to the Profession Award; Roger Wagner Choral Competition Winner

Selected Performances/Recordings Recordings by numerous ensembles; Cincinnati Symphony Orchestra, Cincinnati, OH; Boston Conservatory Wind Ensemble, Boston, MA; Radius Ensemble, Cambridge, MA; Left Coast Ensemble, San Francisco, CA; Chicago Sinfonietta, Chicago, IL

Synchrony

Chamber work using duality of music to explore race, class, and other complex issues

Darrell Katz

Awards Berklee Recording Grants; Copland Foundation Recording Grant; Mass Cultural Council 1999 Music Composition Artist Fellowship; National Endowment for the Arts Fellowship

Selected Performances/Recordings Numerous recordings with Jazz Composers Alliance Orchestra and others; Regatta Bar, Cambridge MA; WGBH Radio; Boston Globe Jazz Festival, Boston MA; House of Blues, Boston MA

Windfall Lemons

Three-part suite, set to poetry, featuring jazz improvisations

FY19 Mass Cultural Council Artist Fellowship Recipients and Finalists Music Composition

RECIPIENTS

David W. Sanford

Awards New Music USA Grant; America Academy of Arts and Letters awards; Radcliffe Fellowship; Rome Prize; Guggenheim Fellowship

Selected Performances/Recordings Recordings featuring numerous musicians and ensembles; Commission by Zephyros Winds performed in Spain, California, and New York; McCulloch Auditorium, South Hadley MA; Five Colleges New Music Festival, Amherst MA; Boston Modern Orchestra Project, Boston MA

16 Colours: In Memoriam J.K. Randall

Wind ensemble composition in honor of composer James K. Randall

FINALISTS

Ran Blake

Awards MacArthur Genius Grant; Guggenheim Fellowship

Selected Performances/Recordings Nearly 50 recordings published 1961 to present on prominent jazz labels; performances throughout the USA and Europe; nearly five decades as a trailblazing educator at New England Conservatory

Le Boucher

Unique piano composition created by visualizing memories, stories, and emotions

Mattia Mauree

Awards New England Conservatory Honors Ensemble Winner; Commissions from Quorum Boston, Emerald Necklace Conservancy, Homebody Pictures, and more

Selected Performances/Recordings Soundtrack for films screening at Boston Underground Film Festival and International Film Festival of Boston; New England Conservatory, Boston MA; Fifth Floor Collective, Boston MA; Lirica Chamber Ensemble, Minneapolis MN; National Public Radio

Smackity Bang Bang

Music for piano and percussion performed attacca (without pause between movements)

FY19 Mass Cultural Council Artist Fellowship Recipients and Finalists Music Composition

FINALISTS

Mehmet Ali Sanlikol

Awards Boston Foundation Live Arts Boston Grant; New England Foundation for the Arts Creative City Grant; Aaron Copland Fund for Music Performance Grant; Commissions from American Composers Orchestra, American Islamic Congress, and more

Selected Performances/Recordings Recordings with Whatsnext? Jazz Orchestra and others; Carnegie Hall, New York NY; Metropolitan Museum of Art, New York NY; Shalin Liu Performance Center, Rockport MA; Kennedy Center, Washington DC

A Gentleman of Istanbul

Inventive composition based on the 17th-century travelogue of an Ottoman Muslim

Daniel Sedgwick

Awards Somerville Arts Council Grants; Boston Foundation Live Arts Boston Grant; St. Botolph Club Emerging Artist Award; Worcester Cultural Commission Grant

Selected Performances/Recordings Recordings with An Exciting Event and others; Around Hear Music Series, Somerville MA; Keene Chamber Orchestra, NH; Dilijan Chamber Music Series, Los Angeles CA

Rice and Peas

Textured composition for violin and piano, set to spoken word poetry

To: Mass Cultural Council
Fr: Anita Walker, David Slatery, Greg Liakos, Carmen Plazas
Dt: May 21, 2019
Re: Public Media Partnerships

Mass Cultural Council partners with Massachusetts-based non-profit media organizations each year to help advance our mission to support the arts, sciences and humanities to build healthier, more livable, more vital communities.

The Public Media Partnership exists as a subprogram for media organizations under our general operating support program, the Cultural Investment Portfolio (CIP). However unlike the grants which we provide to other cultural organizations CIP, we support media organizations by buying advertising on behalf of various grantees and programs.

The goals of Public Media Partnerships are to:

- To foster the health and vitality of the Massachusetts nonprofit cultural sector
- To increase overall visibility of Mass Cultural Council and its programs
- To spread our message about the power of culture to a larger audience that reaches multiple demographics across the Commonwealth.
- To leverage this increased knowledge, visibility, and credibility into public advocacy for the sector with state and local government

The budget for public media partnerships is \$120,000 and is approved each year by Council at its August meeting. The current Public Media Partners were chosen pursuant to a public selection process and their names and the amount of support are listed below.

- WGBH/WCRB: \$50,000
- WBUR: \$50,000

- WICN: \$10,000
- NEPR: \$10,000

At the Council Meeting, we will provide further background information on the program and play some samples of the public media ads which were made possible by it.



Power of culture

Cultural Investment Portfolio materials will be distributed at the meeting



Power of culture

To: Mass Cultural Council
Fr: Anita Walker, David Slatery, Luis Cotto, Lisa Simmons
Re: Massachusetts Cultural District Initiative: Designation – Town of Lenox
Dt: May 8, 2019

We are pleased to submit a recommendation for the designation of the 47th cultural district for the Town of Lenox, the fourth in the Berkshires.

The site visit took place on April 1st assisted by Beth Gamble of the Lenox Cultural Council, Laura Brennan of the Berkshire Regional Planning Council, Shaun Kelleher of the Lenox Chamber of Commerce, and Christopher Ketchen, Chief Administrative Officer for the Town of Lenox. Elected officials present for all or part of the site visit included State Senator Adam Hinds, Neal Maxymillian and Ken Fowler of the Lenox Select Board.

We'd be remised if we didn't mention the incredible work by Town Planner Gwen Miller in helping shepherd the application process and had just given birth, making her unable to attend the site visit.

Anita Lauricella was the site advisor for the district; Anita Walker, Luis Cotto, and Justina Crawford attended for the agency.

Excerpted from the site advisor report:

"There is a strong and distinctive sense of place that is apparent when you approach the district by vehicle from the Walker, Old Stockbridge and Main Streets. Approaching from car it is clear that you are approaching a center. The proposed layout, a set of small walkable cross streets with a perimeter road, is a tremendous advantage. It is easy to park on the perimeter and have within site the cross streets and local shops and restaurants."

"The stated vision is "a nexus of a broader cultural community that extends outside of downtown and touches both local residents and visitors." This statement has many strengths. It clearly identifies the "what" (a nexus), "where" (a broader community) and the "who" (local residents and visitors). It is very accurate reflection of the proposed district and an excellent platform statement for planning or tactical interventions."

“During the site visit the mix of public and private efforts were emphasized. Lenox Historical Society’s unique collection and programming were highlighted as were the Gateways Inn focus on local artist and performers. The work of the Boston University Tanglewood Institute is an excellent example of connecting a seasonal program with local institutions, like the Library and Trinity Church.”

“Both the meetings and the tour demonstrated the strong culture of volunteering and engagement. The Town administration and volunteers from the Local Cultural Council have played a very active role in the district's development.”