



*Power of culture*

**MASS CULTURAL COUNCIL  
EXECUTIVE COMMITTEE**

TUESDAY, MARCH 3, 2020: 10:00 – 11:30 AM

**MASS CULTURAL COUNCIL OFFICE  
10 SAINT JAMES AVE-3D FLOOR, BOSTON MA**

<b>AGENDA</b>	<b>VOTE</b>
1. Call to Order- Open Meeting Law Notice	
2. Minutes of January 7, 2020 Meeting	<b>X</b>
3. Chair Report	
4. Executive Director Report	
5. FY21 State Budget	
6. Engagement Task Force Update	
7. Travel Requests	<b>X</b>
8. Legislative Report re Gaming Funds (Filed March 1)	
9. Approval of March 13, 2020 Board Agenda	<b>X</b>



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## MASS CULTURAL COUNCIL EXECUTIVE COMMITTEE

TUESDAY, MARCH 3, 2020: 10:00-11:30 AM

**MASS CULTURAL COUNCIL OFFICE**  
10 SAINT JAMES AVE-3D FLOOR, BOSTON MA

### RESOLUTIONS

#### **Section 2**

RESOLVED: that the Executive Committee approves the minutes of the January 7, 2020 Executive Committee Meeting in the form presented to the Executive Committee at its March 3, 2020 Meeting.

#### **Section 7**

RESOLVED: To approve the staff-recommended out-of-state requests presented to the March 3, 2020 Executive Committee Meeting.

#### **Section 9**

RESOLVED: that the Executive Committee approve the draft March 13, 2020 Mass Cultural Council Agenda presented to the Executive Committee at its March 3, 2020 Meeting.



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

**MINUTES OF THE MEETING  
OF  
MASS CULTURAL COUNCIL  
EXECUTIVE COMMITTEE**

**TUESDAY, JANUARY 7, 2020**

**MASS CULTURAL COUNCIL OFFICE  
10 ST JAMES AVENUE-3D FLOOR  
BOSTON, MASSACHUSETTS**

Chair Nina Fialkow called the meeting to order at 10 AM

**Committee Members Present**

Nina Fialkow, Chair of Executive Committee and Mass Cultural Council  
Victoria Marsh, Chair of Grants Committee  
Troy Siebels, Co-chair of Advocacy Committee  
Sherry Dong, Co-chair, Advocacy Committee  
Jo-Ann Davis, Member At Large

**Staff members present** were

Anita Walker, Executive Director  
David Slatery, Deputy Director  
Jen Lawless, Operations Director  
Bethann Steiner, Communications Director

Nina Fialkow opened the meeting by reading the following

I, Nina Fialkow as chair of Mass Cultural Council's Executive Committee, hereby call this meeting to order.

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

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

Please note that this body has invited the following persons to participate in today's meeting

*Staff of Mass Cultural Council*

Mass Cultural Council welcomes members of the public to attend its meetings. Under the Open Meeting Law, however, this is not a public hearing and public testimony will not be taken. Individuals may not address the meeting without permission of the chair.

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

Nina then asked Executive Director Anita Walker for her report. Anita stated that Massachusetts Final Deficiency Budget for FY 2019 was passed in December. This law has enabled certain casino tax revenues dedicated to support a Gaming Mitigation Program under the 2011 Casino Law to be transferred to the Council. Anita emphasized that these funds are required to be used only for a very discreet legislatively-mandated purpose and may not be used to support general operations of the Council. It was very important for us to emphasize this point so that legislators realize this as we head into a new budget cycle.

Nina then called for a vote on the minutes of the August 13, 2019 Executive Committee meeting. Upon motion duly made and seconded, it was unanimously

**RESOLVED:** that the Executive Committee approves the minutes of the August 13, 2019 Executive Committee Meeting in the form presented to the Executive Committee at its January 7, 2020 Meeting.

At this point Nina asked Anita about the Council retreat held last October. Anita reported that we received a good deal of positive feedback and that the members seemed to enjoy having the opportunity to talk to each other and wanted the opportunity to do more. Anita talked about implementing the comments we had received through the idea of an "Engagement Task Force". This task force would focus on engagement and orientation of the members and on the role of a Council member. Jen Lawless summarized the effort and hoped we could introduce this concept to full Council later this month and ask for volunteers.

Anita asked Bethann Steiner to give a report on the Advocacy Committee meeting. Bethann summarized the December 18 meeting and the upcoming state budget process and that we were working on developing our "budget ask" for FY 21 and that we had strong statements of support from MASS Creative and Mass Humanities for a robust campaign. A meeting was being scheduled for later this month with the legislature's Joint Tourism, Arts and Cultural Development chairs. Jo-Ann Davis stated the need to protect against any cut to our budget based upon our having received the gaming funds. Anita agreed that is very important to point out constantly that the gaming funds were separate and discreet funds not available for the Council's regular programmatic operations. Jo-Ann and Nina asked that the members get some talking points.

Anita indicated that we will soon have a new Council brochure which will not make any reference to the gaming funds. This year thanks to Bethann's contacts, we are going to attempt a new process for determining our budget ask by getting input from our legislative committee chairs. Anita sensed that we could potentially get another large increase. Anita asked Jen to summarize our data. Jen indicated that based on how your count, we are only funding about 38-48% of the need for our funds. Marc Carroll asked if we could develop some compelling charts which Nina asked could reflect geographic data as well. Jen indicated that staff was working on this. Bethann indicated we have grant data for every House and Senate district. Anita indicated we would report back when we "took the temperature" of the chairs.

Next Anita asked David Slatery to give an update on the funds recently made available by the legislation. Dave referred to the memos contained in the meeting materials and explained that the Council would shortly be receiving over \$3 million through the legislatively-created Massachusetts Cultural and Performing Arts Mitigation Trust Fund representing 2% of casino tax revenues collected by the commonwealth since the first Massachusetts casino opened in August of 2018 and thereafter would be receiving 2% of such revenues as they were collected. Per the statute, Dave explained, seven percent (7%) of such revenues will be available for the expenses of administering the Fund and related programs and that balance of the fund will be split with 3/4ths going for grants to support performing arts organization impacted by the operation of casinos – called the Gaming Mitigation Program- and the remaining 1/4<sup>th</sup> would be dedicated to an “organization support” program of Mass Cultural Council. Today, staff is bringing the parameters of the Gaming Mitigation Program to the Grants Committee for review and recommendation for approval by the full Council at the January meeting. Anita explained we were also developing a discreet program for organizational support related to our CultureRx social prescription initiative which would be brought to the Committees and Council in March.

Dave explained that staff proposed to divide up the initial deposit made into the Fund in January in accordance with the statutory directives and then spend that amount during the course of the 2020 calendar year. At the end of the year, staff would take the new funds accumulated during the year (from casino tax collections and interest or other sources if any) plus any remaining unspent funds and allocate the Fund similarly in following year and so on and so forth in future years.

Anita asked Jen to describe the parameters of the Gaming Mitigation Program. Jen referred to the memo and draft guidelines in the meeting book and described the process used to develop the program and how it would operate.

Dave explained that Executive Committee was being asked to review and recommend the proposed treatment of the Fund and that Grants Committee would be asked to review and approve the parameters of the new programs. Dave referred to a draft resolution contained in the meeting materials

Then upon motion duly made and seconded but with member Troy Siebels abstaining from the prior discussion and the vote and with all other members voting in favor, the Committee held the following:

**WHEREAS,** Chapter 23K of the Massachusetts General Laws, as most recently amended by sections 3 and 4 of Chapter 142 of the Acts of 2019, provides that Mass Cultural Council will receive 2% of the Commonwealth's gross gaming tax revenue from casinos through the Massachusetts Cultural and Performing Arts Mitigation Trust Fund (the "Fund") to be managed by Mass Cultural Council;

**WHEREAS,** staff of Mass Cultural Council have presented a plan (the "Plan") for usage of Fund revenues described in a memoranda to the Committee on January 7, 2020 pursuant to which Mass Cultural Council will upon receipt of access to said Fund, dedicate 7% of the assets therein (as of the initial access date) to the administrative and operational expenses of managing the Fund (and programs associated with it), and dedicate the remainder as follows- 75% to grants under the Gaming Mitigation Program and 25% to payments under the Culture Rx "social prescription" program in each case as reviewed by the Mass Cultural Council Grants Committee and approved by the full Council, with the understanding that any additional revenues received by the Fund thereafter (including interest earned thereon) will accumulate until the following December 31, at which point, the Fund shall be allocated in the same manner.

**NOW THEREFORE,** it is hereby

**RESOLVED:** that the Executive Committee recommends that the Council approve the Plan presented to the Executive Committee at its January 7, 2020 Meeting.

Nina then asked Dave to update the Committee on the Council's Remote Participation Policy. Dave summarized the policy which had been put in effect in 2012 and indicated some changes that could be made to it based upon updates to the Attorney General's regulations since then regarding the permissible reasons for participating remotely. Nina suggested Dave should submit a revised policy to the Council at its meeting.

Dave also reported that we had received comments from the Comptroller's Office on our draft financial policies and we were working through them.

Nina then asked for a vote to approve the agenda submitted for the January 28 Council Meeting. Upon motion duly made and seconded, it was unanimously held

**RESOLVED:** that the Executive Committee approve the draft January 28, 2020 Mass Cultural Council Agenda presented to the Executive Committee at its January 7, 2020 Meeting.

There being no more business to come before the Council, Nina as Chair adjourned the meeting.

To: Mass Cultural Council Executive Committee  
From: Anita Walker, David Slatery, Jen Lawless, Bethann Steiner  
Date: March 3, 2020  
Re: Travel

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

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

**1. Kennedy Center LEAD (Leadership Exchange in Art and Disability)  
Annual Conference – 8/4-7/2020, Raleigh, NC**

Proposed is that Charles Baldwin, Program Officer of the UP Accessibility Program attend the annual LEAD Conference. LEAD is the premier annual conference addressing arts and accessibility. Charles is a leader in the field and typically attends each year. (Last year Anita attended as Mass Cultural Council was recognized for being a leader in the field). LEAD is a national platform for branding the Council as a leader in access practices for cultural organizations. Charles has proposed two workshops- one with the Smithsonian and the MFA and another with the National Endowment for the Arts. The UP FY20 cohort organizations will also be attending with Council-provided grant funds. Charles plans to use all knowledge gained at LEAD to inform Council accessibility practices as well as those of the field. TAF containing further description and justification attached. Costs to Agency (net of expected travel grant from NEFA and \$235 reduction in registration fee available to presenters) is \$1040.

## 2. American Folklore Society- 10/14-17/2020-Tulsa,OK

Proposed is that Maggie Holtzberg attend the annual meeting of her professional society which she has been attending annually since the 1980s and from which she has received a lifetime achievement award. Maggie will be presenting a paper – “The Sosso Bala; Safeguarding the material embodiment of the djeli tradition through performance” relating to work she has done with a grantee (whose work can be observed [here](#)). TAF containing further description and justification attached. Costs to Agency is \$1700. (NOTE- last August, the Council approved attendance at last year’s conference and while this cost would be incurred in FY 2021, we are bringing the approval now to meet certain registration and refund deadlines).

In addition to the two recommended requests, staff wishes to highlight the two additional requests for Council staff attendance at events which have been received. Staff is not recommending the following requests for approval but providing them to the Committee as an example of the type of requests received, for purposes of further discussion.

- *IV Building Bridges Through Culture and Fair Saturday, Bilbao, Spain, May 4-5, 2020*

Anita has been invited to attend (and speak we believe) at the above conference by the founder of the Fair Saturday movement, Jordi Albareda Ureta largely based on the Council’s participation in Fair Saturday in the November 2019 through an additional grant to state-designated cultural districts (as approved by the Council as part of the FY 19 Spending Plan). Mr. Albareda Ureta was introduced to us by the Governor’s Office and invited Anita to attend and speak at this gathering last year (at no expense to the Council) but we elected not to participate. We assume that the same arrangement would be available this year. A copy of the invitation letter is attached.

- *International Teaching Artist Collaborative (ITAC) #5, Seoul, South Korea, September 14-18*

Creative Youth Development Program Manager Erik Holmgren has been invited to co-present with representatives of the Korean Arts Council on the topic of Creative Youth Development and demands on teaching artists. The Korean Arts Council developed a relationship with Mass Cultural Council in 2017 when representatives attend a National Stakeholders Meeting in Boston and have since had relationship with Council. Erik has previously presented at the previous

ITAC conference in New York. Sample TAF is attached containing further description and information. Costs to Agency \$2000.

MASS CULTURAL COUNCIL  
TRAVEL AUTHORIZATION FORM (Form TAF)

# 1

1. Date of Request: 1/30/2020	2. Travel Request #:	3. Department/Division:	4. DEPT/ORGN: ART	5. Appropriation No.: N/A
6. Name of Traveler(s): Charles G. Baldwin		7. Title(s): Program Officer		8. Dates of Travel: AUG 4-7, 2020
9. Travel Itinerary and Justification Leadership Exchange in Arts & Disability (LEAD) conference - National platform for branding MCCA as leader in Access practices for cultural organizations. Two workshop proposals → with Smithsonian and MFA Boston, and NEA. Looking to attend conference w/ UP cohort, present at the conference, and attend. <small>Supporting documentation, i.e. Agendas or brochures.</small>				

10. Expenses	Personel Funds	MA State Funds	Federal/ Other State Funds
Transportation: (check all that apply) <input type="checkbox"/> Rail <input type="checkbox"/> Bus <input checked="" type="checkbox"/> Airfare <input type="checkbox"/> Car: <input type="checkbox"/> State <input type="checkbox"/> Personal <input type="checkbox"/> Rental <input checked="" type="checkbox"/> Taxi <input type="checkbox"/> Other:		200.00 120.00	
Lodging: Conference Hotel 189/night		1000.00	
Meals: (\$30 per day)		120.00	
Other: (please list): conference fee		100.00	
Sub Total(s):			

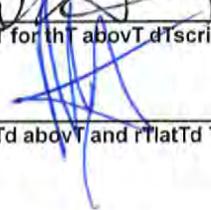
GRAND TOTAL: \$1540.00

11. Certifications and Authorizations

I hereby certify under the pains and penalties of perjury that, to the best of my knowledge, the above information is true and correct.

Signature of Traveler:  Date: 1/31/2020

I hereby certify that sufficient funds are available for the above described travel accommodations.

Signature of Deputy Director/ CFO:  Date: 2/25/20

I hereby authorize the anticipated travel described above and related expenses listed in this form.

Signature of Executive Director/Deputy Director: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

12. Travel Funded By Private Entity, For-Tign GovTrnmTnt Entity, or FTdTrally RTcognizTd TribT:

Travel Funded By Private Funds:  Yes  No  
If Yes: \$ 500 Source (Contact Information): NEFA

TRAVEL FUNDED BY PRIVATE SOURCES MUST BE DISCLOSED TO AND AUTHORIZED BY APPOINTING AUTHORITY PURSUANT TO 930 CMR 5.08 (2)(d)(1). FOR THE APPROPRIATE FORM GO TO: <https://www.mass.gov/disclosure-forms>

## TRAVEL AUTHORIZATION FORM (Form TAF) - INSTRUCTIONS

1. Date of ReqDest: Date the form is effective by traveler. Approval of this form is required in advance of travel, except in extraordinary circumstances.
2. Travel ReqDest #: Deputy Director/CFO may insert internal control or sequence number for audit/tracking purposes.
3. Department/Division: Insert the name of your department and division.
4. DEPT/ORGN: Insert traveler's Departmental MMARS three-letter code and four-digit Organization Number.
5. Accounting Number: N/A
6. Name(s) of Traveler(s): List names of traveler(s) traveling on the same itinerary.
7. Title(s): Position/Title of each traveler.
8. Dates of Travel: List the departure and return dates of travel.
9. Travel Itinerary and Justification: The traveler should provide the destination and a brief summary of the trip itinerary. State the sponsoring organization. Supporting documentation may be attached.
10. Expenses:
  - a. Personal Funds: Indicate the amount of personal funds that are to be used and for which reimbursement will not be sought.
  - b. MA State Funds: Indicate the total funds that will be extended by Mass Cultural Council on behalf of the state employee traveler, either in direct payment to a travel service vendor, charge account vendor, or through employee reimbursements.
  - c. Federal/Other State Funds: Indicate the total funds that will be extended by the federal government or another state on behalf of the state employee traveler, either in direct payment to a travel service vendor, charge account vendor, or through employee reimbursements.
  - d. Transportation: Include the total round-trip travel fare for a common carrier (air, rail bus, etc.). If using a personal vehicle, indicate the rate per mile that is reimbursable under the relevant provisions of current Collective Bargaining Agreements for union members or applicable Rules for non-union employees.
  - e. Lodging: Include the total hotel room and tax expenditure. Use more than one line if more than one hotel room is used.
  - f. Meals: Indicate the total reimbursable amount for meals. It is not necessary to break out the individual amounts for each meal. This will be accounted for in attached receipts and internal control procedures.
  - g. Other: State type and amount of any anticipated expenses not otherwise named, such as telephone calls.
  - h. Sub Total: Total the dollar expenditure expected for each column.
  - i. Grand Total: List the grand total for the trip. (The sum of the sub-totals for Personal Funds, MA State Funds, and Federal/Other State Funds)
11. Certifications and Authorizations: In accordance with state law, the traveler must receive approval from the appointing authorities and officers listed in this form. Approval is required in advance of travel, except in extraordinary circumstances.
12. Travel Funded By Private Entity, Foreign Government Entity, or Federally Recognized Tribe: A state employee may not accept an offer from a private entity or individual, foreign government entity, or federally recognized tribe subsidizing travel and related expenses worth \$50 or more unless an exemption applies under the conflict of interest law, M.G.L.c. 1268A, §§ 3, 123(b)(2) and 123(b)(3), and related regulation 930 CMR 5.05(29). An exemption may apply if the employee makes the proper disclosure and his or her appointing authority determines that the travel will serve a legitimate public purpose that is not outweighed by a private benefit. See 930 CMR 5.08(2)(d)(1). Disclosure of private funding on the TAF alone will not meet the requirements of the state conflict of interest law. The State Ethics Commission has developed a form that should be used for both the disclosure and determination. Go to <http://www.mass.gov/disclosure-forms>.



# Conference Expense Form

## Instructions:

Use for Travel to Conferences only. This form does not need to be used for MCC site visits.

Please fill out this form prior to making any commitments to travel.

Forms should be completed by the employee and then submitted to the Deputy Director for approval.

If approved, a copy of this form will be given to the Fiscal Department, and they will contact the employee regarding how to coordinate the expenses related to the trip.

Please submit this form to the Deputy Director at least 3 weeks prior to the travel dates.

Section I. Employee Information	
Employee's Name:	<u>Charles G. Baldwin</u>
Travel Dates:	<u>Aug 4-7, 2020</u> Destination: <u>Raleigh, NC</u>
Total # of Days Away from the Office:	<u>5</u>
Please briefly explain how this conference will help you in your role at the MCC: If you need more space, please attach a separate sheet of paper with your response	

Section II. Estimated Total Cost of the Conference	
<b>1. Transportation Costs</b>	
Airfare, Train, or Rental Car Costs (incl. taxes)	\$ <u>air</u> <u>200.00</u>
Personal Vehicle Use: # miles X \$0.45 per mile	\$ <u>taxi</u> <u>120.00</u>
<b>2. Conference Registration Fees</b>	
Name of Conference: <u>LEAD Conference</u>	\$ <u>100.00</u>
<b>3. Lodging Costs</b>	
Total cost for entire length of stay plus any taxes and fees	\$
Name of Hotel: <u>Raleigh Marriott City Center</u>	<u>1000.00</u>
<b>4. Meal Costs (Max \$30 per day)</b>	
\$6.00 breakfast, \$8.00 lunch, and \$16.00 dinner	\$ <u>120.00</u>
<b>5. Other Costs</b>	
Please itemize all additional costs on a separate sheet of paper	\$
<b>Total Cost (#1-5)</b>	\$ <u>1540.00</u>

Section III. P-Card Expenses	
Use the lines below to list the costs (from Section 2 above) that you are requesting to be paid via P-card	
If a portion of the trip is paid via P-Card, that portion is not a reimbursable cost to the employee.	
Transportation Costs:	\$
Conference Registration Fee:	\$
Lodging Costs:	\$
<b>*Note: not all requests for P-card use may be approved.</b>	<b>TOTAL \$</b>

Section IV. Discounts, Scholarships, and Financial Incentives
Please list any discounts, scholarships or other opportunities to reduce the cost of the conference:
<u>Workshop proposals - conference fee reduced from 335.00</u>
<u>NEFA travel grant - 500 #</u>

The employee named above is authorized to take the trip as described. The total estimated expenses listed are accurate and within budget. Upon return, the employee must complete a Reimbursement Report listing all items for reimbursement and include corresponding receipts.

Employee

[Signature]

Date

30 Jan 2020

Deputy Director

Date

**MASS CULTURAL COUNCIL  
TRAVEL AUTHORIZATION FORM (Form TAF)**

#2

<b>1. Date of Request:</b> 5/15/20	<b>2. Travel Request #:</b>	<b>3. Department/Division:</b>	<b>4. DEPT/ORGN:</b> ART	<b>5. Appropriation No.:</b> N/A
<b>6. Name of Traveler(s):</b> Maggie Holtzberg		<b>7. Title(s):</b> Folk Art & Heritage Program Manager	<b>8. Dates of Travel:</b> October 14-17, 2020	
<b>9. Travel Itinerary and Justification</b>				
<p>The annual meeting of the American Folklore Society (AFS) meets in October in Tulsa, Oklahoma. AFS is my professional society. In addition to attending this conference on an annual basis since the mid-1980s, I have served on the AFS Executive Board, given papers, and chaired forums. Two years ago, I was awarded the <u>Benjamin Botkin Prize</u>, a lifetime achievement award for work in public folklore and continue to have administrative duties related to the giving of the prize. I've submitted a paper proposal, "The Sosso Bala: Safeguarding the material embodiment of the djeli tradition through performance" and anticipate being on the program. The paper will explore the larger tradition around the balafon, and one of MCC's artist fellows Balla Kouyate, (who is also a National Heritage Fellow) and the larger tradition surrounding his family's hereditary tradition dating back to the 13<sup>th</sup> century in Mali.</p> <p>Attending this conference is an important professional development opportunity for me to present current work, interact with colleagues, and learn about current issues and best practices for folklorists working in the public sector. It is also a rare chance to interact with and learn from academic folklorists whose work should inform work in the public sector – and vice versa. (The field is equally split between academic and public sector folklorists). Sessions that will provide a direct benefit to my role as MCC Folk Arts &amp; Heritage manager include: [Program announced in late June]</p> <p>Mass Cultural Council constituents will benefit from my being better informed about best practices in defining what we do in the public sector, conducting field research, writing successful grants, managing a fair and equitable grantmaking process, and making our archival collections more accessible. Newly discovered resources, services, and opportunities relevant to traditional artists will be shared on Mass Cultural Council's <u>Power of Culture Blog</u> and on <u>Artsake</u>.</p> <p>Supporting documentation, i.e. Agendas or brochures. <a href="https://www.afsnet.org/general/custom.asp?page=2020AM">https://www.afsnet.org/general/custom.asp?page=2020AM</a></p>				

10. Expenses	Personal Funds	MA State Funds	Federal/ Other State Funds
Transportation: (check all that apply) <input type="checkbox"/> Rail <input type="checkbox"/> Bus <input type="checkbox"/> Airfare  <input type="checkbox"/> Car: <input type="checkbox"/> State <input type="checkbox"/> Personal <input type="checkbox"/> Rental <input type="checkbox"/> Taxi  <input type="checkbox"/> Other:		\$550	
Lodging: Hyatt Regency Tulsa, OK – conference rate of \$250/night		\$1000	
Meals: 5 days @ \$30/day		\$150	
Other: (please list):			
Sub Total(s):		\$1,700	
<b>GRAND TOTAL: \$1,700</b>			

**11. Certifications and Authorizations**

I hereby certify under the pains and penalties of perjury that, to the best of my knowledge, the above information is true and correct.	
Signature of Traveler:	Date:
I hereby certify that sufficient funds are available for the above described travel accommodations.	
Signature of Deputy Director/ CFO:	Date:
I hereby authorize the anticipated travel described above and related expenses listed in this form.	
Signature of Executive Director/Deputy Director:	Date:
	Title:

**12. Travel Funded By Private Entity, Foreign Government Entity, or Federally Recognized Tribe:**

Travel Funded By Private Funds: <input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes: \$ _____ Source (Contact Information): _____
<b>TRAVEL FUNDED BY PRIVATE SOURCES MUST BE DISCLOSED TO AND AUTHORIZED BY APPOINTING AUTHORITY PURSUANT TO 930 CMR 5.08 (2)(d)(1). FOR THE APPROPRIATE FORM GO TO: <a href="https://www.mass.gov/disclosure-forms">https://www.mass.gov/disclosure-forms</a></b>

## TRAVEL AUTHORIZATION FORM (Form TAF) - INSTRUCTIONS

1. Date of Request: Date the form is executed by traveler. Approval of this form is required in advance of travel, except in extraordinary circumstances.
2. Travel Request #: Deputy Director/CFO may insert internal control or sequence number for audit/tracking purposes.
3. Department/Division: Insert the name of your department and division.
4. DEPT/ORGN: Insert traveler's Departmental MMARS three-letter code and four-digit Organization Number.
5. Appropriation Number: N/A
6. Name(s) of Traveler(s): List names of traveler(s) traveling on the same itinerary.
7. Title(s): Position/Title of each traveler.
8. Dates of Travel: List the departure and return dates of travel.
9. Travel Itinerary and Justification: The traveler should provide the destination and a brief summary of the trip itinerary. State the sponsoring organization. Supporting documentation may be attached.
10. Expenses:
  - a. Personal Funds: Indicate the amount of personal funds that are to be used and for which reimbursement will not be sought.
  - b. MA State Funds: Indicate the total funds that will be expended by Mass Cultural Council on behalf of the state employee traveler, either in direct payment to a travel service vendor, charge account vendor, or through employee reimbursements.
  - c. Federal/Other State Funds: Indicate the total funds that will be expended by the federal government or another state on behalf of the state employee traveler, either in direct payment to a travel service vendor, charge account vendor, or through employee reimbursements.
  - d. Transportation: Include the total round-trip travel fare for a common carrier (air, rail bus, etc.). If using a personal vehicle, indicate the rate per mile that is reimbursable under the relevant provisions of current Collective Bargaining Agreements for union members or applicable Rules for non-union employees.
  - e. Lodging: Include the total hotel room and tax expenditure. Use more than one line if more than one hotel property is used.
  - f. Meals: Indicate the total reimbursable amount for meals. It is not necessary to break out the individual amounts for each meal. This will be accounted for in attached receipts and internal control procedures.
  - g. Other: State type and amount of any anticipated expenses not otherwise named, such as telephone calls.
  - h. Sub Total: Total the dollar expenditure expected for each column.
  - i. Grand Total: List the grand total for the trip. (The sum of the sub totals for Personal Funds, MA State Funds, and Federal/Other State Funds)
11. Certifications and Authorizations: In accordance with state law, the traveler must receive approval from the appointing authorities and officers listed in this form. Approval is required in advance of travel, except in extraordinary circumstances.
12. Travel Funded By Private Entity, Foreign Government Entity, or Federally Recognized Tribe: A state employee may not accept an offer from a private entity or individual, foreign government entity, or federally recognized tribe subsidizing travel and related expenses worth \$50 or more unless an exemption applies under the conflict of interest law, M.G.L. c. 268A, §§3, 23(b)(2) and 23(b)(3), and related regulation 930 CMR 5.05(2). An exemption may apply if the employee makes the proper disclosure and his or her appointing authority determines that the travel will serve a legitimate public purpose that is not outweighed by a private benefit. See 930 CMR 5.08 (2)(d)(1). Disclosure of private funding on the TAF alone will not meet the requirements of the state conflict of interest law. The State Ethics Commission has developed a form that should be used for both the disclosure and determination. Go to <https://www.mass.gov/disclosure-forms>.

DISCUSSION ITEM



## Fair Saturday

Jordi Albareda Ureta  
Fair Saturday Foundation CEO & Founder

+34 609 098 953  
jordi@fairsaturday.org

Matiko 6, 3<sup>rd</sup> floor  
48007 Bilbao

February 2020, Bay of Biscay

Anita Walker  
Executive Director  
Mass Cultural Council  
10 St. James Avenue, 3<sup>rd</sup> Floor  
Boston, MA 02116-3803

Dear Ms. Walker,

We would like to formally invite you to the *IV Building bridges through culture summit* and *Fair Saturday Awards 2020* dedicated ceremony, as a representative of the State of Massachusetts, being the Goodwill Ambassador of the first State of the US leading the Fair Saturday movement. We also intend to express our gratefulness to the State of Massachusetts after the public recognition to the Fair Saturday foundation made by the State House and offered by State Representative Bruce Ayers.

It will be pleasure to publicly showcase the State of **Massachusetts as the first US State to lead the Fair Saturday movement**, to recognize the Mass cultural Council as the main partner of the Fair Saturday Foundation in Massachusetts, and also to present to the international audience some of the best practices and innovations led by MCC to provoke a positive social impact through arts and culture in the State of Massachusetts.

The Fair Saturday Awards were born in Bilbao, Bay of Biscay in 2017 with the willingness to recognize, at an international level, the work of inspiring people and organizations that have proven to generate **social impact through arts and culture**, promoting new modes of action with the mission of generating more inclusive, fair and sustainable wealth.

These events also respond to Fair Saturday's ambition to build bridges among different cultures and communities, creating connections between the participants and authorities involved from different cities across the country and from the international networking of Fair Saturday.

The **Guggenheim Museum of Bilbao-Biscay** will host both events on the 4<sup>th</sup> and 5<sup>th</sup> May 2020, attended by a broad institutional, cultural and social representation from different parts of the world. We enclose a draft agenda for those intense days.

Looking forward to welcoming you in Bilbao during those days.

Sincerely,

A handwritten signature in dark ink, appearing to be 'Jordi Albareda Ureta'. The signature is fluid and somewhat abstract, with overlapping loops and a long horizontal stroke at the end.

Jordi Albareda Ureta

Founder & CEO of the Fair Saturday Foundation

***Draft agenda for the IV Building bridges through culture summit and Fair Saturday Awards gala***  
*4<sup>th</sup> to 6<sup>th</sup> May 2020, Bilbao*

***Monday 4th May, Monday***

10:00-13.30 Fair Saturday official cities summit. *Invitation to special guests*

- Official welcome to new cities and regions
- Fair Saturday 2020 new release.
- Fair Saturday official cities summary and best practices
- Reflection about common actions on FS2020
- Proposal about new cities/regions to be invited

13:30-15:00 Lunch

15:00-19:00 Fair Saturday network. Personal meetings. Personalized agenda for every participant according to their interests

20:00-22:00 *Fair Saturday Awards Gala*. Guggenheim Museum main atrium (confidential). 600 people. Main local authorities and stakeholders. International guests.

- Humanity at Music, MCC. Iñigo Albizuri.
- Moving artists, Ixone Sádaba
- Arts for Peace. Karim Wasfi
- Afghanistan National Institute for Music, Ahmad Sarmast
- Candoco Dance Company, Celeste Dandeker OBE
- ISPA, David Baile CEO
- Henry Timms, CEO Lincoln Center (TBC)

*\*During the Gala new Fair Saturday official cities will be announced*

***Tuesday, 5h May***

9:00-18:00 *IV Building Bridges through culture forum*. Guggenheim Museum auditorium. 400 people. (TBC)

*List of participants. Timetable and topics detail to be confirmed (short list)*

***Wednesday, 6h May***

Fair Saturday network. Personal meetings. Personalized agenda for every participant according to their interests. Reception with local authorities



## TRAVEL AUTHORIZATION FORM (Form TAF) - INSTRUCTIONS

1. Date of Request: Date the form is executed by traveler. Approval of this form is required in advance of travel, except in extraordinary circumstances.
2. Travel Request #: Deputy Director/CFO may insert internal control or sequence number for audit/tracking purposes.
3. Department/Division: Insert the name of your department and division.
4. DEPT/ORGN: Insert traveler's Departmental MMARS three-letter code and four-digit Organization Number.
5. Appropriation Number: N/A
6. Name(s) of Traveler(s): List names of traveler(s) traveling on the same itinerary.
7. Title(s): Position/Title of each traveler.
8. Dates of Travel: List the departure and return dates of travel.
9. Travel Itinerary and Justification: The traveler should provide the destination and a brief summary of the trip itinerary. State the sponsoring organization. Supporting documentation may be attached.
10. Expenses:
  - a. Personal Funds: Indicate the amount of personal funds that are to be used and for which reimbursement will not be sought.
  - b. MA State Funds: Indicate the total funds that will be expended by Mass Cultural Council on behalf of the state employee traveler, either in direct payment to a travel service vendor, charge account vendor, or through employee reimbursements.
  - c. Federal/Other State Funds: Indicate the total funds that will be expended by the federal government or another state on behalf of the state employee traveler, either in direct payment to a travel service vendor, charge account vendor, or through employee reimbursements.
  - d. Transportation: Include the total round-trip travel fare for a common carrier (air, rail bus, etc.). If using a personal vehicle, indicate the rate per mile that is reimbursable under the relevant provisions of current Collective Bargaining Agreements for union members or applicable Rules for non-union employees.
  - e. Lodging: Include the total hotel room and tax expenditure. Use more than one line if more than one hotel property is used.
  - f. Meals: Indicate the total reimbursable amount for meals. It is not necessary to break out the individual amounts for each meal. This will be accounted for in attached receipts and internal control procedures.
  - g. Other: State type and amount of any anticipated expenses not otherwise named, such as telephone calls.
  - h. Sub Total: Total the dollar expenditure expected for each column.
  - i. Grand Total: List the grand total for the trip. (The sum of the sub totals for Personal Funds, MA State Funds, and Federal/Other State Funds)
11. Certifications and Authorizations: In accordance with state law, the traveler must receive approval from the appointing authorities and officers listed in this form. Approval is required in advance of travel, except in extraordinary circumstances.
12. Travel Funded By Private Entity, Foreign Government Entity, or Federally Recognized Tribe: A state employee may not accept an offer from a private entity or individual, foreign government entity, or federally recognized tribe subsidizing travel and related expenses worth \$50 or more unless an exemption applies under the conflict of interest law, M.G.L. c. 268A, §§3, 23(b)(2) and 23(b)(3), and related regulation 930 CMR 5.05(2). An exemption may apply if the employee makes the proper disclosure and his or her appointing authority determines that the travel will serve a legitimate public purpose that is not outweighed by a private benefit. See 930 CMR 5.08 (2)(d)(1). Disclosure of private funding on the TAF alone will not meet the requirements of the state conflict of interest law. The State Ethics Commission has developed a form that should be used for both the disclosure and determination. Go to <https://www.mass.gov/disclosure-forms>.

# Travel Request

## International Teaching Artist Collaborative (ITAC 5)

### **Description of the meeting, conference, or event:**

ITAC 5 is the fifth bi-annual convening of the International Teaching Artist Collaborative, which was last held in New York City. This convening will take place in Seoul Korea.

Our connection to KACES (the Korean Arts Council) began in 2017 when two representatives attended the National Stakeholders Meeting we convened with our National Partners. Since that time we have developed and launched the largest teaching artist support training program in the United States. We were invited in 2018 to present on this program at Carnegie Hall as part of ITAC4. It was at that time we began an ongoing dialogue with our colleagues in South Korea, leading to this invitation.

We have been invited to co-present with our South Korean colleagues on the topic of Creative Youth Development, the unique demands it places on Teaching Artists, and the gap in services that we have stepped into and defined in Massachusetts.

### **Description of how the meeting/conference/event will provide a defined benefit the Mass Cultural Council, the employee, and our constituents:**

When we work to support our programs in Massachusetts we think about adding value in one of three areas: funding, visibility, and technical assistance. This presentation addresses two of those three areas.

Through the opportunity to discuss our work with an international audience we elevate the work of local organizations here in Massachusetts. For these organizations, and the young people that define them, the opportunity to have that work validated and

understood is meaningful to them as individuals, as artists, and as organizations when leveraged for fundraising efforts.

In terms of technical assistance, the international exchange of ideas and practice is remarkably rich. We, as an agency and as a field in Creative Youth Development, are highly connected with one another. Truly new approaches to teaching and learning, fundraising, and partnerships are rare. The time with other governments, funders, and practitioners at this event would support my ability provide value to our field in Massachusetts and has the potential to innovate practices that are in place throughout the Commonwealth.

**DRAFT**  
**ONE HUNDRED AND FORTY-SIXTH MEETING  
OF MASS CULTURAL COUNCIL**

FRIDAY, MARCH 13, 2020: 12:30 TO 3:30 PM

**NARROWS CENTER FOR THE ARTS  
16 ANAWAN STREET  
FALL RIVER, MASSACHUSETTS**

**LIGHT LUNCH: NOON  
COUNCIL MEETING: 12:30 to 3:30 P.M.  
RECEPTION: 3:30 P.M.**

**AGENDA**

**VOTE**

- 
- |   |          |
|---|----------|
| 1. Call to Order, Welcomes and Open Meeting Law Notice                |          |
| 2. Minutes of 145 <sup>th</sup> Council Meeting                       | <b>X</b> |
| 3. Reports  |          |
| a) Chair Report   |          |
| b) Executive Director's Report  |          |
| i. Agency Updates   |          |
| c) Advocacy Committee Report-FY21 State Budget                        |          |
| 4. FY20 Financial Update  |          |
| 5. Arts Integration Exercise with Fall River Educator Terry Wolkowicz |          |
| 6. Grants Committee Report  |          |
| a) CultureRx Social Prescription Pilot Program                        | <b>X</b> |

- 7. Fall River Cultural District Designation **X**
- 8. Adjourn
- 9. Reception