

**DISCLOSURE BY NON-ELECTED PUBLIC EMPLOYEE
OF INCIDENTAL HOSPITALITY AT AN EVENT
SERVING A LEGITIMATE PUBLIC PURPOSE
AS REQUIRED BY 930 CMR 5.08(3)(b).**

	PUBLIC EMPLOYEE INFORMATION
Name of non-elected public employee:	Carolyn A. Kirk
Title/ Position	Executive Director
Agency/ Department	Massachusetts Technology Collaborative
Agency address:	2 Center Plaza, Suite 200 Boston, MA 02108
Office phone:	(617) 371-3999
Office e-mail:	kirk@masstech.org
Write an X to confirm each statement.	I am filing this disclosure because: ☒ My attendance at an event will serve a legitimate public purpose, i.e., it will promote the interests of the Commonwealth, a county or a municipality; and ☒ A non-public entity (but not a lobbyist) has offered to pay or waive expenses worth more than \$50 related to the event.
	EVENT ATTENDED
Describe the event that you will attend.	NCTA - The Internet & Television Association, 2022 State Leadership Conference
Describe your participation in the event.	I will attend the NCTA – The Internet & Television Association's 2022 State Leadership Conference as a panelist discussing Massachusetts Broadband. The session will take place on December 12, 2022.
Date, time and location of event.	December 11 – 13, 2022 at Grand Hyatt Washington, 1000 H Street, NW, Washington, D.C. 20001
Please explain how the activity will promote the interests of the Commonwealth, a county or a municipality.	Panelists representing different states from across the country will discuss best practices that have been developed from past broadband funding opportunities. I will have an opportunity to share the experiences and expertise of the Massachusetts Broadband Institute ("MBI") at MassTech – increasing MBI's national presence as a leader in broadband deployment. I will also take any learnings from the conference back to MBI and the Executive Office of Housing and Economic Development, which will help the Commonwealth as it applies for various federal broadband programs.
	EXPENSES RELATED TO INCIDENTAL HOSPITALITY
Identify the person or organization that offered to reimburse, pay or waive expenses.	Since I am a panelist, NCTA - The Internet & Television Association has offered to waive my hotel stay.

Address of person or organization.	25 Massachusetts Avenue, NW – Suite 100 Washington, DC 20001
Provide information in as much detail as possible:	<i>Itemization and explanation of amounts offered:</i>
Transportation within the Commonwealth:	<i>Air, train, bus, and taxi fare and rental car hire, etc.</i>
Meals:	<i>Breakfast, lunch, dinner, special events.</i>
Admission:	<i>Admission, tickets, etc.</i>
Other (please list):	<i>Refreshment, entertainment, materials, etc.</i> Grand Hyatt Washington Hotel for two nights at \$169.00 per night for a total of \$338.00
Total:	\$338.00
Employee signature:	
Date:	12/6/2022

SEE NEXT PAGE FOR DETERMINATION BY APPOINTING AUTHORITY

DETERMINATION BY APPOINTING AUTHORITY

	APPOINTING AUTHORITY INFORMATION
Name of Appointing Authority:	Secretary Mike Kennealy
Title/ Position:	Secretary, Executive Office of Housing and Economic Development Chair, Massachusetts Technology Collaborative Board of Directors
Agency/ Department	Executive Office of Housing and Economic Development
Agency Address:	1 Ashburton Place Boston, MA 02108
Office Phone:	
Office E-mail:	
Employee who filed the disclosure:	Carolyn A. Kirk
	DETERMINATION
To give approval, check off both statements.	Upon consideration of the facts disclosed by the employee above, I find that: ☒ The employee's attendance at the event will serve a legitimate public purpose i.e., it will promote the interests of the Commonwealth, a county or a municipality; AND ☒ Such public purpose outweighs any special non-work related benefit to the employee or the person paying or waiving expenses related to the event.
Reason that the employee's travel or attendance will serve a legitimate public purpose:	Panelists representing different states from across the Country will discuss best practices that have been developed from past broadband funding opportunities. Ms. Kirk's participation will increase MBI's national presence as a leader in broadband deployment. She will also be able to take learnings from the conference back to MBI and the Executive Office of Housing and Economic Development, which will help the Commonwealth as it applies for various federal broadband programs.
Appointing Authority signature:	
Date:	12/8/22

Attach additional pages if necessary.

The appointing authority should maintain the disclosure as a public record and give a copy of any signed determination to the employee.

