



# Commonwealth of Massachusetts

## CANNABIS CONTROL COMMISSION

ONE ASHBURTON PLACE, ROOM 313  
BOSTON, MASSACHUSETTS 02108  
TELEPHONE (617) 878-9853

STEVEN J. HOFFMAN  
CHAIRMAN

## CANNABIS CONTROL COMMISSION Open Meeting Law Training – Public Meeting Minutes

September 11, 2017

One Ashburton Place, 21st Floor Conference Room 1 Boston, MA

### COMMISSION MEMBERS IN ATTENDANCE:

Chairman Steven Hoffman  
Commissioner Kay Doyle  
Commissioner Jen Flanagan  
Commissioner Britte McBride  
Commissioner Shaleen Title

### COMMISSION MEMBERS ABSENT:

None

### GUEST PRESENTER:

Jonathan Sclarsic, Assistant Attorney General, Division of Open Government

### DOCUMENTS DISTRIBUTED:

1. Certificate of Receipt of Open Meeting Law Materials
2. Open Meeting Law Guide
3. 940 CMR 29.00 Open Meetings Regulations
4. Attorney General's Open Meeting Law Presentation Handout
5. Public Body Checklist for Preliminary Screening Committees
6. Public Body Checklist for Posting a Meeting Notice
7. Public Body Checklist for Entering Into Executive Session
8. Public Body Checklist for Creating and Approving Meeting Minutes
9. Open Meeting Law Review
10. City of Revere v. Massachusetts Gaming Commission, 476 Mass. 591

Chairman Hoffman called the meeting to order at 1:05pm.

Assistant Attorney General Sclarsic presented a training on the Open Meeting Law, covering topics including: overview, meeting notice requirements, executive session requirements and procedures, meeting minutes requirements, public participation, records requirements and the process for complaints and remedies.

The meeting adjourned at 2:20pm.