

From: Boone, Michelle
Sent: Thursday, September 13, 2012 10:45 AM
To: Berlin, Steve
Subject: Couple of trips

Hi Steve,

I am writing to alert you to two business trips I recently participated on in support of developing a potential new architecture festival for Chicago.

With approval from the Mayor's Office, I traveled to Venice, Italy to meet with staff of the Venice Biennale and to visit the Venice Architecture Biennale.

July 7 -10, 2012 – I traveled to Venice, Italy for meetings with representatives from the Venice Biennale, and met with the Minister of Culture for the City of Venice. The purpose of the trip was to learn more about the Venice Biennale program and introduce the idea of a Chicago/Venice collaboration on a future architecture festival and other cultural programming between our two cities. My airfare, ground, hotel and meals were paid by Choose Chicago. I accepted no items or services of value beyond these necessary and ordinary travel expenses.

August 25 – 28, 2012 – I traveled to Venice, Italy for meeting with representatives from the Venice Biennale and visited the opening of the Venice Architecture Biennale. The purpose of the trip was to continue conversations with officials from the Biennale about a future Chicago/Venice collaboration, and to see the actual Biennale. My airfare, ground, hotel and meals will be reimbursed to me by the Graham Foundation. A grant of \$5,000 was awarded to the Department of Cultural Affairs and Special Events specifically to cover expenses for my travel related to this project. The award letter is currently being processed. Beyond my reimbursement for expenses, I will accept no items or services of value beyond these necessary and ordinary travel expenses.

Michelle T. Boone
Commissioner
Department of Cultural Affairs and Special Events