



Maine Association of Local Emergency Managers

Meeting Minutes

February 14, 2023

Attending (18): Sarah Bennett, Chelsea Robbins, Emily Kaster, Olga Hussey, Dale Rowley, Ken Latham, Jesse LeGros Jr., Gary Sandler, Michael Durkin, Chris Fox, Bill Guidon, Deb Hamlin, Olga Hussey, Alsina Brennstuhl, Jaeme Duggan, Marian Anderson, Art Howe, Scott Carpenter

Call to Order: Meeting called to order by President, Emily Kaster, at 1401 hrs. Quorum established with 4 ExComm members.

Opening Remarks: Board is getting organized in their administrative tasks, but wants members to start thinking about initiatives they are interested in. We want board members to get value from the organization. Priority areas moving forward include training and education, networking, scholarships, and advocacy.

Minutes: Motion passed to approve minutes from the meeting on January 27th, 2023

Treasurer Report: Annual dues coming in. Total funds available: \$6,265.32 (checking: \$252.72, savings: \$6012.60). \$100 moved to checking from savings; dues added to checking, \$2 reimbursed postage added to checking; \$100 waiting to be deposited; \$35 paid for annual incorporation fees from checking.

- Motion passed to approve treasurer's report.
- Need to purchase new MALEM patches for welcome packages.
- Emily proposed a budget "workshop" at the March meeting to discuss membership revenue and expenditures like patches
- Process reminder: Each January, emails are sent out regarding upcoming membership dues.
- Action item: get Sarah Bennett dues notice. Unsure if SB is on any distribution list.

Member's Comments:

- Olga: Wants to make the member application and renewal process easier to navigate. Currently, member applications may be denied if they are not relevant to the organization.
- Jaeme: Sees MALEM as a huge benefit to local directors. What could we offer as value to get them to engage and join?
- Chelsea: Asked DC Sandler what MALEM can do to attract local directors such as himself.
- Gary: explain to local directors what MALEM is and what it can do.

- Olga and Emily: We need to rework and clearly describe what we do and what we offer.

Old Business:

- **MALEM Scholarship:** Hold on large expenditures until the budget workshop is held. If we adopt an electronic payment method, we could expand the reach and fundraising capability for scholarships.
- **Radio Rodeo:** (reported on by Jaeme) Pisquataquis county fairgrounds has agreed to host this for free. Venue has full camping hookups at no cost so people can arrive the night before or stay additional nights. Planning for the end of July or beginning of August. They will open up food concessions or the dining room as requested. Gathering a list of people to be invited (ANG, MSP, HAM radio operators, Nova Scotia, etc.). Dale will send Jaeme potential contacts to invite. Fair committee will give PCEMA the dates. Jaeme would like to get media coverage. Jaeme will reach out to Chelsea when dates are selected so she can create a flyer for all members to send out as invitations.
- **Municipal Insurance Reduction:** Dale has drafted a Municipal Disaster Preparedness Program for municipalities to become accredited and receive an insurance cost reduction, similar to programs for law enforcement and city managers. Emily is concerned about the organization's bandwidth to run this accreditation at this time. We will plan a standalone workshop with members to get more perspectives on the program. Dale will eventually meet with MMA to propose the program.

New Business:

- IAEM Region 1 just completed its strategic planning session for 2023, planning out initiatives for the region and state. There is overlap with MALEM, so situational awareness is key so IAEM and MAELM can partner in the future.
 - IAEM Region 1 will conduct another symposium in October 2023. It will be open to IAEM members and non-members. There will be a call for award nominations that anyone can provide.
 - IAEM at the national level has created a new caucus on EM advocacy - what is EM, what do EMs do, how do we support them with resources, etc. It intends to get public backing on EM initiatives and enter legislative advocacy space.
- Maine Municipal Association (MMA) reached out to Emily regarding their upcoming annual meeting for associations to get together and brief out on updates and future initiatives. Emily will share a draft of talking points and members are welcome to provide suggestions.
- Administrative updates:

- Workplan: Emily will share the 2023 MALEM work plan draft and associated projects. This is only a draft and will evolve. This will provide a method of accountability for board and member projects/initiatives and provide transparency to all members. Members will be welcome to think of projects or initiatives they'd like to see or run themselves, such as new member orientation, and a running list will be kept on a separate tab of the work plan.
- Electronic payment processing: The board looked into Zeffy after a member suggestion. The platform processes payments with credit cards. There are no fees to use this platform and it is highly regarded. There would be basic information intake, credit card information (we would not see this), and a simple checkout. Members liked the platform but some agree that paper should be a backup option for those who can't use the electronic payment platform. The ExComm will meet to move forward with Zeffy. Emily would like to install a due date for dues; 90 days after the start of the new year was proposed.
- Welcome packet: Chelsea suggested adding in descriptions of different committees or initiatives and how to join them, as well as a QR code to a survey that asks what the member wants to gain from MALEM and what kind of projects they'd like to see. Members think a mix of mail (e.g. MALEM patch) and email/digital products would be best.

Next Meeting: Scheduled for Tuesday, March 14th at 1400 hrs via Google Meet. A budget workshop will be held.

Adjournment: 1458 hrs

Submitted by: Chelsea Robbins

Date: 2/15/23