



Maine Association of Local Emergency Managers

Meeting Minutes

March 14, 2023

Attending (13): Jesse LeGros Jr, Deb Hamlin, Gary Sandler, Dale Rowley, Olga Hussey, Cody Sullivan, Jaeme Duggan, Chelsea Robbins, Brit Rothrock, Maury Prentiss, Scott Luciano, Emily Kaster

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

Minutes: Motion passed to approve minutes from the meeting on February 14th, 2023

Treasurer Report: Annual dues coming in. Total funds available: \$6,265.32 (checking: \$252.72, savings: \$6182.60). \$170 deposited

- Motion passed to approve treasurer's report.

Budget Workshop:

- Income trend analysis:
 - 2011: generous \$3000 donation, a donation of goods (pins, patches, coins), and a program for Waldo County where each local EMA director was provided a membership
 - 2012: Dues were decreased from \$25/year to \$10/year
 - 2023: There are approximately 60 members, most are in good standing.
- Recap of expenses:
 - Recent purchases include the website fees, scholarships, 501c3 renewal, postage, event at Maine Prepares, postage, MMA fees.
 - MMA Fee: for various tasks that MMA did for MALEM such as the website, registration, dues collection, etc. We will not have future fees from MMA unless we ask them to take over tasks from us again. Being just an affiliate does not cost anything.
 - Ordering MALEM patches: They are approximately \$3/each. Some members love receiving the patch when they sign up, while others don't necessarily use it.
 - An option is to ask new members if they want to receive one and if they don't then we will not send them one.
 - For follow-up discussion: a shop of items to include patches, challenge coins, sweatshirts, mugs, etc.
 - We will hold on buying patches for now. In the new member form we will give people the option of receiving a pin, coin, patch, or none.

- Membership dues conversation: what is the correct price? As our programming kicks up, our expenses will eventually overtake our annual income.
- Proposed budget:
 - potential income: \$400 in dues, \$200 in scholarship donations
 - Potential expenses: Scholarship, awards, software/technology, food and beverage event, office supplies, 501c3 expenses.
 - Scholarship program:
 - Chelsea Robbins: really supports the idea of a scholarship as programs get more popular in Maine and we can socialize ourselves within the different programs.
 - Deb Hamlin: Her and Alsina support the idea.
 - Jaeme Duggan: Great opportunity for older adults who want to go back to school for EM. An idea for a fundraiser to raise scholarship funds. Potentially raffle baskets at the ME Prepares conference. Jaeme is interested in volunteering for this. Dale is willing to communicate with MEMA regarding this.
 - Maine Prepares Conference: Last year the expense was \$494 for food and the room rental. Are members agreeable to spending about \$400 for this event in 2023? Many members are in favor of this. Jaeme suggests leveraging TMobile or another sponsor to cover the expense.
 - Awards: create a program to acknowledge achievements at the Maine Prepares Conference.
 - Software/Technology: We may eventually want to spend money on virtual platforms so we can have unlimited meeting time and other increased capabilities.
 - Banking fees: N/A

Work Plan Status Update:

- Recently completed:
 - Zeffy is now the electronic dues processing platform and the website reflects this.
 - Members with out of date dues have been notified. One member who used Zeffy to renew said it was very easy.
 - Meet the board flyer has been distributed.
- New initiatives:
 - A member asked about developing a training for Local EMAs
 - We would not create a full training on our own and deliver it to local EMAs, we could create a template that is editable for counties to use.
- Upcoming initiatives:
 - President will be making board member job descriptions
 - Bylaws don't list any requirements to appoint committee chairs. Historically, the ExComm has appointed someone who has volunteered.

Member's Comments:

- Chelsea Robbins: interested in discussing the training initiative to be inclusive of all new emergency managers, not just municipal EMA Directors.
- Gary Sandler: would support dues in the \$20-50 range to support a range of initiatives and do things the best we can.
- Maury Prentiss: another group he's in follows the philosophy that dues cover day to day costs and agrees with Gary's remarks on dues costs. He supports the training initiative but for private and local EMAs because everyone can use all of the support they can get.
- Dale Rowley: we will need to update the bylaws to increase dues.

Old Business:

- Radio Rodeo has been scheduled for August 12th, 2023 in Foxcroft. Jaeme will present about this at the next meeting.

Next Meeting: Scheduled for Tuesday, April 11th at 1400 hrs via Google Meet.

Adjournment: 1457 hrs

Submitted by: Chelsea Robbins

Date: 3/15/23