

# Maine Association of Local Emergency Managers

## Meeting Minutes

April 11<sup>th</sup> 2023 at 2:00 pm via Google Meet



**Call to Order:** Meeting called to order by President, Emily Kaster, at 1401 hrs. Quorum was not established with 1 ExComm member. Member attendance was not taken.

**Minutes:** Motion to approve minutes from the meeting on March 14th will be tabled.

**Treasurer Report:** A treasurer's report was not provided.

### Budget Workshop Follow-up

- No fundraising ideas have been presented since the last meeting, but there is additional time for this discussion.
- Emily reiterated that the dues price will need to be revisited, as the current dues price does not cover all operating costs without leveraging savings. This will require a bylaws update, and input from the membership. This will be a topic continued this year.
- Emily highlighted a concern with the current process of accepting memberships via online processes (Zeffy) and mail (check/cash/invoice). Several discrepancies have come up, as the two systems are challenging to maintain. Emily asked for input on eliminating the mail application processing. No objections were raised, and a member commented that the online process worked smoothly.
- Emily mentioned the desire to establish a virtual conferencing platform account for MALEM, either Google Meet or Zoom, to expand the Association's options with meeting duration, recording, etc. She asked for input on platforms - members in attendance were agreeable with either solution. Emily will follow up with the executive committee on this.

### Work Plan Status

- The Executive Committee has developed job descriptions for the 4 Officer roles in an effort to document and memorialize lines of effort. In addition, a draft job description has been drafted for the volunteer Committee Chair position, which is [available here for review](#).
- The dues renewal process for 2023 has been completed, and the membership list updated.
- Emily has conducted outreach to key partners, in an effort to align our Work Plan and initiatives and identify ways to work together. She conducted one meeting with leadership from MEMA, and a second with the County Director's Council. Overall, there is a high degree of interest in collaboration between these partners. Discussions with MEMA included: incorporating MALEM awards and scholarship presentation at the Maine Partners in Preparedness conference, replicating the social event/mixer at the conference, and support for the local EM guide/training concept that MALEM has been

brainstorming. Discussions with the County Directors Council included the local EM guide/training concept as well. Both meetings were productive and discussions will continue in the year ahead.

- In addition, Emily participated in the Maine Municipal Association's annual meeting of all association presidents. This was a very insightful meeting, and many of the challenges that MALEM faces we share in common with the other professional associations. Emily's [notes are available here](#), and recap the discussion topics covered at the MMA meeting.

**Review of Initiatives on Deck:**

- In the near term, the Executive Committee will be reaching out to appoint committee chairs, including the Awards Committee Chair and the Education Committee Chair. The new job description should provide more insight into expectations for these positions.

**Open Forum / member comments:**

- Emily asked the group to keep an eye out for a survey - she would like to understand the most effective way to incorporate guest speakers and content into these meetings. [Link to Survey](#)

**Next Meeting:** Scheduled for Tuesday, May 9<sup>h</sup> at 1400 hrs via Google Meet.

**Adjournment:** 1450 hours

**Submitted by:** Emily Kaster

**Date:** 5/1/23