

Meeting Date: December 2, 2025

Meeting Time: 12:00 PM - 1:00 PM

Meeting Location: Virtual Meeting

Attendees

Board Members Present

Nick Marquis

Shenna Bellows

Adam Fisher

Jeremy Cluchey

Kathy Montejo

David Simsarian

David Maxwell

Meg Gray

Chris Pinkham

MaryEllen Wickett

Sam Foster, non-voting member

MaineIT Staff

Jason Tourtelotte

InforME/Tyler Maine Staff

Tony Brodie

Kimberly Duplisea

The meeting was called to order at 12:04 PM

1. Welcome and Introductions

2. Adoption of September 2025 Minutes

Motion: Shenna Bellows

Seconded: David Maxwell

Vote: Unanimous

3. Third Quarter General Manager's Report

Sam Foster presented the General Manager's Report for the third quarter. Sam highlighted several projects and metrics for InforME. He also update the board on technical highlighgts for the third quarter including an update to the way payment processing is handled for services that use state agency merchant accounts. The update makes for more efficient communications between the credit card processor and the Tyler payment engine.



4. Strategic Plan Task Template Review

A new section has been added to the General Manager's report and will be reported on quarterly. Sam presented the new template as well as information about the internal task tracking software that InforME uses. The template includes information about tasks in progress as well as tasks requiring board discussion.

5. Next Board Meeting Dates

January 22, 2026 1:00 PM – 3:00 PM

The meeting was adjourned at 12:27 PM.