InforME Board Meeting

**Meeting Date:** March 28, 2024

**Meeting Time:** 1:00 PM - 3:00 PM

**Meeting Location:** Virtual Meeting

**Attendees**

**Board Members Present**

Nick Marquis

Shenna Bellows

Adam Fisher

Anne Head

Jeremy Cluchey

David Simsarian

Kathy Montejo

Michael Cyr

Sam Foster, non-voting member

**State of Maine Staff**

Jason Tourtelotte

**InforME/NIC Staff**

Tony Brodie

Kim Duplisea

**The meeting was called to order at 1:04PM**

* 1. Welcome and Introductions
  2. Adoption of February 2024 Minutes

Motion: Adam Fisher

Second: Michael Cyr

Vote: Unanimous

* 1. Voting Item: Portland Clean Elections Qualified Contributions: Schedule A and Service Level Agreement (SLA) Amendment

Sam Foster provided an overview of the project. The city of Portland is seeking a contributions service to allow users to enter their address, select candidate(s) that they can donate on behalf of, the donation amount, and payment. The funding model for the service is time and materials plus a $.25/transaction fee to cover merchant fees.

This city of Portland has requested a modification to our standard Service Level Agreement regarding legacy service schedule A documents. There is a piece of language specific to 2008 when the SLA was signed that they want to simplify. Tyler Maine has no issue with the language change. For now, this change is just to the Portland SLA.

A member of the board requested that the language change be vetted through the Maine IT AAG. This will defer the vote on the SLA language change until the next board meeting.

Another board member asked about the 25 cent per transaction fee assessed to cover merchant fees.

An additional request was made asking that the city provides a note that they approve this language change.

* 1. Next Board Meeting Dates

April 25, 2024: 1:00 PM - 3:00 PM

The meeting was adjourned at 1:20.