

Meeting Date: **January 23, 2020**

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

Meeting Location: **Maine State Library Studio Conference Room, Augusta, ME**

## **Attendees**

### **Board Members Present:**

Matthew Dunlap

Adam Fisher

Tim Poulin

Kathy Montejo

Anne Davis

Michael Cyr, remote

Kelly Hokkanen, remote

Dawnna Pease, remote

Dan Andrews (non-voting member)

### **Guests and State Agency Members:**

Jason Tourtelotte, OIT

### **InforME Staff:**

Kimberly Duplisea

### **The meeting was called to order at 1:05 PM.**

#### **1. Welcome, Introductions and appointment of Chair for the January meeting.**

#### **2. Adoption of December Minutes**

Motion: Tim Poulin motioned to accept the December 2019 Meeting Minutes as presented.

Second: Anne Davis

Vote: Unanimous

#### **3. Discussion & Voting Items**

##### *A. Todd Tolhurst, 20 years of service*

- Board Chair Secretary Dunlap introduced the background and tragic loss of Todd Tolhurst. Todd was a friend, an advisor, and a confidant. Dan Andrews also wanted to thank everyone for coming together to recognize Todd today. Todd worked for InforME for 20 years, 3 months, and 5 days. Several board members

reminisced about his service including his willingness to help and his pride in the work InforME has created over the past 20 years.

- A motion to officially recognize Todd's service was put forth.

*We, the InforME Board, officially recognize Todd Tolhurst's 20 years, 3 months and 5 days of service to InforME, and the people of Maine. We are thankful for his commitment, dedication and tireless efforts. His friends and family should be proud of his accomplishments and the impact it had on millions of citizens across the State of Maine.*

Motion: Anne Davis motioned to approve the recognition of Todd Tolhurst.

Second: Tim Poulin

Vote: Unanimous

#### **4. Other Business**

##### A. InforME Contract

- RFP for consulting services is in draft status. The Board has requested that this be reviewed by the Board before it is released. The draft will be taken to the board at the next board meeting and they will decide if this is to move forward.

##### B. Fourth Quarter General Manager's Report

- The General Manager's report was included for reference.

#### **5. Adjournment 1:36 PM**

Motion: Kathy Montejo motioned to adjourn the meeting

Second: Tim Poulin

Vote: Unanimous

#### **6. Next Board Meeting Dates**

- February 27, 2020: 1:00 PM to 3:00 PM, Maine State Library