

Meeting Date: **December 13, 2018**

Meeting Time: **12:00 PM - 3:00 PM**

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

## **Attendees**

### **Board Members Present:**

Matt Dunlap  
David Simsarian  
Adam Fisher  
Kelly Hokkanen  
Tim Poulin  
Kathy Montejo  
Anne Davis  
Anne Head  
Dawanna Pease  
Dan Andrews (non-voting member)

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

Tim Peabody, IFW  
Eric Stout, OIT  
Jason Tourtelotte, OIT

### **InforME Staff:**

Deirdre Berglund  
Katy Bouchard  
Kimberly Duplisea  
Dominic Eramo  
Katie McAllister  
Todd Tolhurst

**The meeting was called to order at 12:53 PM.**

## 1. **Welcome, Introductions and Appointment of Chair for the December meeting**

## 2. **Adoption of September Minutes**

Motion: Tim Poulin motioned to accept the September 2018 Meeting Minutes as presented.

Second: David Simsarian

Vote: Unanimous

## 3. **Service Level Agreements and Voting Items**

A. *New Service Approval:* Maine State Treasurer, Common Checkout Payment Processing for Holder Reporting Statement of Work and Schedule A

- Dan Andrews introduced the service. Unclaimed property holder reports are provided to the state of Maine through the use of a service provided by another vendor. This vendor does not have a way to collect ACH payments for holder reports, so the Treasurer has asked that InforME provide ACH payment processing services using our Common Checkout service. The service would be relatively low volume and fees were discussed based on covering the overhead of the Common Checkout interface setup.

Motion: Tim Poulin motioned to approve the Statement of Work and Schedule A.

Second: Kelly Hokkanen

Vote: Unanimous

## 4. **Other Business**

A. New administration updates

- Dan Andrews provided an overview of the activities portal staff have been engaged in to assist in the transition to the new administration. InforME will deliver a static copy of the Governor LePage website at the end of the term; and will launch a new website for Governor-Elect Mills on inauguration day.
- One of the board members asked about the transition of the maine.gov/governor website domain name. The maine.gov/governor/lepage website will be archived and the maine.gov/governor website will be updated to point to maine.gov/governor/mills at the time of the inauguration.

B. 2018 Year in Review

- Dan Andrews provided an overview of the year and introduced members of the operations teams that assisted in the launch of new services, service enhancements and websites. Operations team staff presented on several topics including an overview of the content management system initiative, electronic game tagging for Inland Fisheries and Wildlife, municipal information and growth,

and portal awards and community service. Also discussed were initiatives currently underway for the upcoming year.

**5. Adjournment 2:13 PM**

Motion: Tim Poulin motioned to adjourn the meeting.

Second: Anne Davis

Vote: Unanimous

**6. Next Board Meeting Dates**

- January 24, 2018: 1:00 PM to 3:00 PM, Maine State Library Conference Room