

InforME Board Meeting



Meeting Date: September 25, 2025

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

Meeting Location: 51 Commerce Drive, Augusta, ME and Virtual

Attendees

Board Members Present

Nicholas Marquis

Chris Pinkham

David Maxwell

Sheldon Bird

Adam Fisher

MaryEllen Wickett

David Simsarian

Meg Gray

Shenna Bellows

Sam Foster, non-voting member

InforME/Tyler Maine Staff

Tony Brodie

Kimberly Duplisea

Other State of Maine Agency Representation

Jason Tourtelotte, MaineIT

Emily Maccabe, IFW

The meeting was called to order at 1:00 PM

1. Welcome and Introductions
2. Voting Item: Primary SOW and Cost Quote – Department of Inland Fisheries & Wildlife Website Redesign

Sam Foster opened the discussion of the project statement of work and introduced Emily Maccabe with the Department. The website was redesigned over a decade ago, and InforME and IF&W are seeking to move the site into the content management system. Emily noted that the website is the primary communication tool that Inland Fisheries & Wildlife uses as outreach. It is constantly adapted and updated based on user needs and trends. The website will also be updated for accessibility standards.

The vote on the project is to determine whether InforME can move forward with the project.

Motion: Shenna Bellows

Seconded: Meg Gray

Vote: Unanimous

3. Strategic Planning Review & Finalization

Sam Foster provided an overview of the comments received since the last board meeting including:

- Clarify in the vision statement how InforME does business (internet, mobile applications).
- Clarify the values statement to reflect processes should be human-centered not process-centered.
- Include include more user groups for InforME to meet with to promote benefits.
- Include more outreach to agencies to flesh out their two and three year plans for a service or several services.
- Include a reporting system for board members to discuss progress on goals and objectives (earmark time each agenda for open discussion).
- Include more realism into the dates for which items are to be completed based on approval and adoption of the report.

Motion to adopt the plan with revisions made per discussion: David Maxwell

Seconded: Chris Pinkham

Vote: Unanimous

4. InforME Highlights

Sam Foster provided the August 2025 highlights to the Board. Election content gained in popularity with more than 30,000 visits to elections site pages in August. More than 1,000 absentee ballots requests were received during the month.

5. Next Board Meeting: October 23, 2025 1:00 - 3:00, location to be determined.

The meeting was adjourned at 1:57 PM.