State of Maine

LOSAP Board of Directors Meeting Minutes

July 9, 2018

Attendees: Bill Gillespie, Bill Hussey, Jeff Brackett, Brent Libby, Stephan Bunker and Fred Brewer

Guests: None

The meeting was called to order by Bill Gillespie at 10:03

Minutes from the board meeting held in June were presented for approval. Stephan Bunker made a motion to approve the minutes, Bill Hussey seconded the motion. The minutes were then approved by all the trustees in attendance.

Reviewed the RFP that Bill Gillespie and Fred Brewer developed. Due dates for the RFP were discussed: the schedule of release is on August 1 with questions to Dan Brooks responded to by August 15 and the due date for proposals is September 15. It is anticipated that the board will review and score the proposals and make a decision on the RFP at our October Meeting. Various changes were discussed and Fred will make changes and forward a final version of the RFP to the board for approval.

Approved Dan Brooks being the RFP contact administrator for the RFP. He will be in charge of accumulating the questions and distributing to the board for response.

Board reviewed the draft brochure for the program. Minor changes to the brochure were proposed. After the RFP process is complete we will revise the brochure to include the administrators’ information. Bill Hussey made a motion to produce 1000 units, Jeff Brackett seconded. All members in favor of producing the brochure and also getting an electronic version to post on the Facebook page.

Bill Gillespie reported that he had submitted his report to Joan before the last meeting to satisfy our reporting requirements.

Fred Brewer made a motion to adjourn, Bill Hussey seconded, all members in attendance approved. Meeting adjourned at 11:14.

Our next meetings are scheduled for August 13, September 10, October 8, November 12 and December 10, 2018.

Respectfully Submitted,

Frederick Brewer