

Maine SILC

Executive Committee Meeting 4/7/2026, 5:30 pm via Zoom

Attendees:

Approved 4/13/2026

Brendan Williams Chair

Jessica Cyr Vice Chair, Secretary/Treasurer

Andrew Smith Member-at-Large

Mary Le Blanc, Joshua Weidemann, Rebecca Ball-Curry, Lynn Feely, Samantha Fenderson, Thomas Newman, Mel Clarrage

The meeting was identified as an Executive Committee meeting with a public format.

Agenda:

1. Brendan's Zoom bill, Portland Pride bill

Brendan raised concerns about outstanding expenses for Zoom and Pride Portland, seeking reimbursement for costs incurred from his personal account. Jess confirmed that Pride Portland, ½ table invoice, was already paid in June 2025 from the SILC account, showed bank statement and SILC June budget allocated expense. Jessica reminded of the need for timely submission of receipts to the treasurer.

The meeting focused on discussions about Zoom account access and reimbursement for meetings. Jess reminded all of the history: Brendan used a personal Zoom account at the 12/3/2025 meeting (later requested reimbursement for it plus several additional Zoom invoices), Jess then used the SILC previously budgeted funds to open a new Zoom account, created on 12/4/2025 with access details shared to Brendan and Andrew multiple times. It was determined that the Zoom account Brendan used for the Empowerment Forum may not be an allowable expense under SILC bylaws due to its use as a peer-to-peer services group, which is prohibited for SILCs by the Rehab Act. The conversation touched on the importance of maintaining meeting recordings for accessibility and compliance purposes, particularly for people with disabilities. There were conflicting views on record retention recommendations, with Jess sharing that Carrie England recommended deleting recordings after the meeting minutes are approved, while Brendan argued that recordings should be kept available for people with hearing impairments or who need to review content. Jess will share Carrie's recommendations with the group before the next meeting on the 29th, where they will publicly discuss establishing formal policies on Zoom usage and recording practices. Thomas raised questions about whether Jen Williams had

previously saved video recordings in addition to live transcripts. Brendan explained that while he had access to the recordings, he was unsure about their storage location, noting that Jen may have used the SILC laptop for this purpose. Samantha suggested creating a retention policy for recordings, and she offered to consult with the Assistant Attorney General about the proper handling of Zoom meeting recordings, particularly regarding their status as official minutes and ADA compliance requirements.

*No immediate resolution of Zoom bills, will revisit issue of SILC paying Brendan's Zoom bills.

2. Sensitive member and compliance matters-

Executive Committee addressed concerns brought up by Samantha regarding allegations made about the Membership Committee at the 3/25/2026 SILC meeting, including claims of discrimination and delays in processing applications. At this point the meeting was closed to the public due to sensitive member discussion. The Executive Committee will investigate these allegations by meeting with the person who made the claims and gathering evidence. Thomas raised concerns about the lack of progress on the State Plan implementation and emphasized the need for the Executive Committee to meet weekly to address this SPIL compliance.

Next steps

- Jess: Share with all council members the information and recommendations from Carrie England, before the 4/29 meeting.
- Executive Committee (Jess, Andrew, Brendan): Meet with the individual(s) who made allegations about the membership committee to investigate the claims, gather evidence, and report findings to the larger group.
- Executive Committee: Schedule and hold public Executive Committee meetings, to address council business and develop agendas for 4/29 SILC meetings.
- Jess: Publicly notice of future Executive Committee meeting schedule.
- Jess: Research and share information with the council regarding legal requirements and best practices for meeting recordings and minutes (including Freedom of Information Act and ADA considerations).