

Maine EMS Board Meeting Preparation Schedule

2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
<p>First call for agenda items</p> <p>Email sent to MEMS Staff on the Monday 2 weeks before the meeting.</p>					
<p>Second call for agenda items</p> <p>Email sent to MEMS Staff on the Monday 1 week before the meeting.</p>	<p><u>DEADLINE</u> for Agenda Item Submission</p>	<p><u>DEADLINE</u> for Board Materials Submission</p>	<p>Materials sent to Board members</p> <p>Materials are shared with the Board the Thursday before the meeting.</p>		
	<p>Set-Up Day</p> <p>Physical copies of materials printed, room set up, other preparation done.</p>	<p>Board Meeting</p>			
		<p>First Wednesday of each month, excluding July.</p>			
<p>Approved minutes added to website.</p>					