



Board of Directors Meeting Minutes
October 10th, 2017 3 PM
Maryland Municipal League Conference Room

Present: Mr. Geoff Oxnam, Dr. Eric Wachsman, Ms. Deb Risher, Mr. Michael Gill, Dr. Alex Pavlak, Mr. John Fiastro, Mr. David Rawle, Ms. Kathy Magruder, Mr. Wyatt Shiflett, Mr. Wiland and Ms. Pamela Powers

Phone In Attendees: Mr. Josh Greene, Ms. Michele Mitch-Peterson and Ms. Andrea Pelletier

Excused: Dr. Mary-Beth Tung with Mr. Fiastro as designee

Call to Order: Chairman Oxnam called the meeting to order at 3:00 PM on October 10th, 2017 at the Maryland Municipal League Conference Room in Annapolis, Maryland

Welcoming Remarks: Chairman Oxnam greeted Board Members, expressing his optimism as newly appointed Board Chair and appreciation for Former Chairman Greene's leadership through the past year.

Chairman Oxnam moved to close the meeting at 3:05 PM on Tuesday, October 10th, 2017 with the following board members present: Chairman Oxnam, Dr. Wachsman, Ms. Risher, Mr. Gill, Dr. Pavlak and Treasurer Pelletier on the phone. The motion passed unanimously.

First Order of Business: The first order of business was to approve the minutes from the August 28th, 2017 Board Meeting.

Chairman Oxnam called for a motion to approve the August 28th, 2017 minutes with corrections offered by Dr. Wachsman. Dr. Pavlak moved the motion, Ms. Risher seconded the motion. The motion passed.

Second Order of Business: The second order of business was to approve the FY 2017 Audited Financial Statements.

Chairman Oxnam called for a motion to accept the FY 2017 Audited Financial Statements as presented to the board by Mullin, Sonberg, Wimbish and Stone. Treasurer Pelletier moved the motion, Mr. Gill seconded the motion. The motion passed.

Chairman Oxnam requested a motion to revise the policy to recognize the minimum value for capitalization of equipment purchased from \$500 to \$2000. Dr. Wachsman moved the motion. Ms. Risher seconded the motion. The motion passed.

Chairman Greene called for a motion to approve minutes from the August 11th, 2017 Board Conference Call. Ms. Mitch-Peterson made the motion. Mr. Gill seconded the motion. The motion passed.

Financials: Ms. Magruder reported the MCEC cash on hand as of Monday, October 9th, 2017 at 3 PM and noted the receivables with typical payables. Ms. Magruder provided the Fiscal Year 2017 Year End Profit and Loss Statements with Budget to Actual.

Ms. Magruder introduced the corporate resolution to allow MCEC to enter into a non-consumer credit card account relationship with SunTrust Bank.

Chairman Oxnam called for a motion to adopt the corporate resolution to allow MCEC to enter into a non-consumer credit card account relationship with SunTrust Bank. Dr. Wachsman moved the motion. Treasurer Pelletier seconded the motion. The motion passed.

Legal Matters: Chairman Oxnam moved on to discuss Office Lease negotiations, deferring to Ms. Magruder. She stated that Council, Mr. Rawle, had been occupied with Bond Transactions, with limited time to review the documents. She noted the goal was to have the document reviewed in corrolation wih the Board Retreat on November 20th, 2017.

Executive Director's Report: Ms. Magruder announced the activity of staff, including the FY '17 Annual Report, graphics, sponsorship solicitation and promotion of the 2018 Legislative Reception, MAPA Grant activities and Forum on November 13th, 2017, the planning activities surrounding the 2018 Summit and the office relocation.

Chairman Oxnam called for a motion to approve the choice of The Hotel at the University of Maryland as the venue for the Maryland Clean Energy Summit 2018, and to forward the \$18,625.00 non-refundable deposit upon completion of a signed contract. Dr. Wachsman moved the motion. Ms. Risher seconded the motion.

Financing Programs Updates: Ms. Magruder recognized the Chairman of the Finance and Investment Advisory Committee, Mr. Gill, who briefed the board on the several meetings held regarding the UMCP project. He announced the project has the committee's support and recommendation to move forward. Mr. Gill thanked Wyatt for his work on the project. Chairman Oxnam thanked MCEC Staff, Mr. Gill and Treasurer Pelletier for vetting this project.

Mr. Shiflett discussed the project summary and overview in comparison to the application noting no change. He stated that MCEC Staff is requesting authorization to serve the University.

Chairman Oxnam called for a motion to adopt the board resolution concerning the acquisition and operation by the Maryland Clean Energy Center consisting of certain energy efficiency and conservation measures to be located on the campus of the University of Maryland College Park, as presented. Dr. Wachsman moved the motion. Mr. Gill seconded the motion. The motion passed.

MEA Report and Discussion: Chairman Oxnam requested we table the MEA discussion due to the time limitations.

Adjournment: ***Chairman Oxnam called for a motion to adjourn the meeting at 5:04 PM. Dr. Wachsman moved the motion. Ms. Risher seconded the motion. The motion passed with no objections.***