



Board of Directors Meeting Minutes
Maryland Municipal League Conference Room
1212 West Street, Annapolis, Maryland
Monday, June 25, 2018
10 AM

Present: Chairman Geoff Oxnam, Ms. Andrea Pelletier, Mr. Josh Greene, Dr. Eric Wachsman, Ms. Deb Risher, Dr. Alex Pavlak, Mr. John Fiastro, Mr. David Rawle, Ms. Kathy Magruder, Mr. Wyatt Shiflett, Ms. Pamela Powers, Ms. Dorothy Kolb, and Ms. Sabrina Bachman.

Phone In Attendees: Ms. Michele Mitch-Peterson with guests Mr. John Semeniak, Esq. and Mr. Bob Kaplan, Esq. McGuire Woods.

Excused: Dr. Mary Tung and Mr. Michael Gill.

Call to Order: Chairman Oxnam called the meeting to order at 10:05 AM on Monday, June 25, 2018.

Welcoming Remarks: Chairman Oxnam welcomed Board Members to the meeting. He briefed members on procedural issues including protocol for voting and discussions involving personnel matters.

Chairman Oxnam requested a motion to close the meeting and identified the member who has taken the training as Dr. Pavlak with the following board members present: Chairman Geoff Oxnam, Ms. Michele Mitch-Peterson, Ms. Andrea Pelletier, Mr. Joshua Geene, Dr. Eric Wachsman, Ms. Debbie Risher, Dr. Alex Pavlak, and Mr. John Fiastro serving as proxy for Dr. Mary Tung. Dr. Wachsman moved the motion. Dr. Pavlak seconded the motion. The motion passed.

First Order of Business: The first order of business was to approve the minutes from the April 18, 2018, Board of Directors Meeting Minutes.

Chairman Oxnam called for a motion to approve the April 18, 2018, Board of Directors Meeting Minutes. Ms. Risher moved the motion. Dr. Pavlak seconded the motion. The motion passed.

Executive Director's Report: Ms. Magruder introduced Ms. Bachman as Communications Director and discussed the Marketing and Communication Strategy. She continued with an update of the 2018 Summit, the MCEC office move to College Park, and the FY '19 Work Plan, and announced future meetings of the Board of Directors.

Financial Matters: Ms. Magruder presented the FY 2019 Proposed Budget. Ms. Kolb reported MCEC Cash on Hand.

Chairman Oxnam requested a motion to call an Executive Session. Mr. Fiastro moved the motion. Dr. Pavlak seconded the motion. The motion passed.

Chairman Oxnam requested a motion to approve the proposed FY '19 budget as presented to guide MCEC fiscal activity from the period of July 1, 2018 to June 30, 2019 with guidance to the Executive Director from the Board regarding the matter of allocation of increases in salary. Dr. Wachsman moved the motion. Mr. Greene seconded the motion. The motion passed with no objections or abstentions.

Legal Matters: Guests Mr. Semeniak, Esq., Mr. Kaplan, Esq., and Council David Rawle briefed Board Members on the Post-Issuance Federal Tax Compliance Guidelines.

Chairman Oxnam requested a motion to adopt the Post Issuance Compliance Procedures as presented. Mr. Fiastro moved the motion. Ms. Risher seconded the motion. The motion passed with no objections or abstentions.

Finance Project Pipeline: Mr. Shiflett directed the Board Members to the BTS Bioenergy Application provided in the packet.

Chairman Oxnam requested a motion to accept the application for the BTS Project and direct staff to proceed with efforts to close the related financial transaction. Dr. Wachsman moved the motion. Mr. Greene seconded the motion. The motion passed with no objections or abstentions.

Outreach and Communications Matters: Ms. Bachman directed Board Members to the FY '19 Marketing and Communications Strategy noting that it was based on the Board recommendations. She continued with information pertaining to the MCEC Clean Energy Week Campaign.

MEA Report: Mr. Fiastro reviewed the MEA Programs for FY '19 and PC44.

MEI² Report: Dr. Wachsman briefed Board Members on the activity of MEI².

Announcements: Chairman Oxnam announced upcoming events for the Board of Directors.

Adjournment:

Chairman Oxnam requested a motion to adjourn the meeting. Dr. Wachsman moved the motion; Ms. Risher seconded the motion. The motion passed with no objections or abstentions. The meeting adjourned at 12:57 PM.

Addendum: Friday, July 13, 2018

Chairman Oxnam requested an electronic roll call vote of MCEC Board Members on Friday, July 13, 2018, to accept the changes requested by the University of Maryland legal team to the previously approved license agreement tied to MCEC leasing space at the Tech Ventures Building in College Park, Maryland. The Board Members agreed to accept the changes.

Results:	Chairman Oxnam	AYE
	Ms. Mitch-Peterson	AYE
	Ms. Pelletier	Abstained
	Dr. Tung	AYE
	Mr. Greene	AYE
	Dr. Wachsman	AYE
	Mr. Gill	AYE
	Ms. Risher	AYE
	Dr. Pavlak	AYE