



Board of Directors Retreat Minutes
November 20th, 2017 9 AM
The Inn At The Chesapeake Bay Beach Club

Present: Mr. Geoff Oxnam, Ms. Michele Mitch-Peterson, Ms. Andrea Pelletier, Dr. Eric Wachsman, Ms. Deb Risher, Mr. Michael Gill, Mr. Josh Greene, Dr. Alex Pavlak, Dr. Mary-Beth Tung, Mr. John Fiastro, Mr. David Rawle, Ms. Kathy Magruder, Mr. Wyatt Shiflett, Ms. Pamela Powers and Ms. Dorothy Kolb.

Call to Order: Chairman Oxnam called the meeting to order at 9:15 AM on November 20th, 2017 at The Inn at the Chesapeake Bay Beach Club in Stevensville, Maryland.

Welcoming Remarks: Ms. Magruder introduced Ms. Dorothy Kolb, the new Controller for the Maryland Clean Energy Center. Chairman Oxnam greeted Board Members and expressed gratitude for everyone taking the time to attend the retreat.

Chairman Oxnam requested a motion to close the meeting at 9:15 AM on Monday, November 20th, 2017 with the following board members present: Chairman Oxnam, Ms. Mitch-Peterson, Ms. Pelletier, Mr. Greene, Dr. Wachsman, Ms. Risher, Dr. Alex Pavlak, and Dr. Tung. Dr. Tung moved the motion, Ms. Risher seconded the motion. The motion passed unanimously.

First Order of Business:

Chairman Oxnam called for a motion to approve the October 10th, 2017 Board of Directors Meeting Minutes. Dr. Pavlak moved the motion, Ms. Risher seconded the motion. The motion passed.

Second Order of Business: The second order of business was to review the FY 2018 Year to Date Budget to Actual Reports. Ms. Pelletier explained that the annual budget to actual budget showed the annual income and annual expenses expected, while the period budget to actual budget was calculated through October 31st.

Financials: Ms. Magruder reported the MCEC cash on hand as of Friday, November 17, 2017 at 3 PM and noted the receivables with typical payables. She informed the Board that expenditures were on target for the year and for the period.

Legal Matters: Ms. Magruder announced that because MCEC is an instrumentality of the state, the organization is required to have a Board Member who is officially trained in Open Meetings Regulations.

Executive Director's Report: Ms. Magruder referred to the FY '18 Work Plan Activities Report. She focused on the right column under "Timelines," and described how activities completed were highlighted green with the word "complete" in the box. She moved on to discuss the Legislative Reception, the UMCP lease document, the MAPA Forum and the 2018 Summit site visit.

Financing Programs Updates: Mr. Shiflett announced the closing of a \$21M energy efficient project on UMCP and noted that MCEC is working on two potential closings by the end of the year to mid-January.

Mr. Shiflett addressed an opportunity to relaunch the MHELP program with MHELP 2.0. Mr. Shiflett addressed an opportunity to relaunch the MHELP program with MHELP 2.0. He opened debate

regarding the opportunity to partner with the private sector and whether or not MCEC wants to move in this direction as an organization.

MEA Report: Dr. Tung discussed MEA's activity including the Alta Gas and Washington Gas merger, PSC obligations, PC44 and Off Shore Wind. She elaborated on the merger, noting the negotiations involving PSC and players involved.

She announced participation on a panel at the American Wind Association Conference in New York with representatives from New York, Massachusetts and New Jersey and her upcoming visit to Europe.

Mr. Fiastro discussed legislation drafted by MEA addressing QECBs.

MEI² Report: Dr. Wachsman began his report differentiating the MEI² Advisory Board and the MCEC Board of Directors noting that his Advisory Board advises MEI² while MCEC's Board of Directors directs staff in accomplishing the mission of the organization while approving expenditures, investments, and programs.

Dr. Wachsman offered the Strategic Direction of MEI² including attracting new companies through the following programs:

Entrepreneurship Seed Grant Solicitation - Opens annual funding solicitation to overcome the financial difficulties between laboratory research results and prototype demonstrations to obtain investor interest.

MEI² Industry Research Program - Develops an industry research program focused on pre-competitive energy technologies of interest to those companies. This research remains with the University, with MEI² providing matching funds as an incentive for industry sponsorship.

MEI² Matching Fund Program - MEI² provides State-matching funds for MEI² affiliated faculty pursuing Federal energy research grants. MEI² hopes to attract federally funded centers such as DOE Advanced Manufacturing Office (AMO) or NIST Manufacturing Hubs, offering \$100M programs.

Work Group Sessions:

Board Members recessed for Work Group Sessions:

- FINANCE
- MARKET & INDUSTRY OUTREACH
- INNOVATION
- POLICY
- IMPACT METRICS
- RESOURCE ALLOCATION

Announcements: Chairman Oxnam announced the next Board Meeting on Wednesday, December 13, 2017 at 10 AM at the MML Conference Room in Annapolis.

Adjournment: *Chairman Oxnam requested a motion to adjourn the meeting. Dr. Wachsman moved the motion. Mr. Greene seconded the motion. The motion passed with no objections. The meeting adjourned at 4:05 PM.*