



Board of Directors Meeting Minutes
Monday, March 25, 2019
Tech Ventures Building
10 AM – 12 PM

Present: Chairman Geoff Oxnam, Ms. Michele Mitch-Peterson, Ms. Andrea Pelletier, Dr. Eric Wachsman, Ms. Debbie Risher, Mr. Mike Gill, Dr. Alex Pavlak, Dr. Mary Beth Tung, Mr. Landon Fahrig, Ms. Kathy Magruder, Mr. Wyatt Shiflett, Mr. Dante Monakil, Ms. Sabrina Bachman, Ms. Pamela Powers, and Ms. Dorothy Kolb.

Phone In: Mr. David Rawle

Excused: Mr. Joshua Greene

Call to Order: Chairman Oxnam called the meeting to order at 10:00 AM on Monday, March 25, 2019.

Welcoming Remarks: Chairman Oxnam welcomed Board Members to the meeting.

Chairman Oxnam requested a motion to close the meeting and identified a 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, Dr. Eric Wachsman, Ms. Debbie Risher, Mr. Mike Gill, Dr. Alex Pavlak, Dr. Mary Beth Tung, and Mr. Landon Fahrig. Dr. Tung moved the motion. Dr. Wachsman seconded the motion. The motion passed with no abstentions or objections.

First Order of Business: The first order of business was to approve the minutes from the January 28, 2019, Board of Directors Meeting Minutes and February 28, 2019, E-vote.

Chairman Oxnam called for a motion to approve January 28, 2019, Board of Directors Meeting Minutes and the E-vote February 28, 2019. Dr. Pavlak moved the motion. Ms. Mitch-Peterson seconded the motion. The motion passed with no abstentions or objections.

Financial Matters: Ms. Kolb presented the financial statements thru February 28, 2019, noting the delinquency of revenue expected from MCAP accounts.

Legal Matters: Mr. Rawle discussed the Statutory Authority surrounding contracts for state facility project financing beyond 15 years. He pointed out that the Maryland Constitution prohibits State Debt Instruments beyond 15 years.

Guest Presentation: Dr. Ellen Williams, Vice Chair, MEI² Advisory Board, and Chair of the MEI² Advisory Board Investment Committee discussed the MEI² Mandated Report to the Maryland General Assembly due on or before December 1, 2019.

Executive Director Report: Ms. Magruder briefed Board Members on the Strategic Plan Process, including the statute directive, drafting a business plan, and evaluating future pathways for MCEC to become impactful while self-sustaining.

Ms. Magruder directed the Board to the proposals received as a result of the posted RFP.

Vice Chair Mitch-Peterson requested a motion to support and approve contract services of Sustainable Capital Advisors, LLC subject to review of references. Mr. Gill moved the motion. Dr. Wachsman seconded the motion. The motion passed with no abstentions or objections.

Ms. Magruder continued with the Advisory Council Survey, the Draft Agenda for the Advisory Council Meeting, the Advisory Council application of Joe Seehusen, and the upcoming Summit Planning Meeting..

Ms. Magruder called for a consensus to approve the application of Joe Seehausen as a member of the 2019 MCEC Advisory Council. Dr. Wachsman moved the motion. Ms. Risher seconded the motion. The motion passed by consensus.

Finance Programs Report: Mr. Shiflett updated the Board Members on the pending Accounting Opinion Services. He reported that MCEC has completed the Client On-Boarding Process and has been accepted as a client.

Mr. Monkil presented an update on the MHELP 2.0, announcing the interest of the PSC, Utility Partners, and the support of contractors participating in the survey.

Communications Program Report: Ms. Bachman presented the 2019 Maryland HVAC and Home Performance Contractor Survey Report.

Announcements: Ms. Magruder announced the Open House following the Monday, May 20, 2019, Board Meeting.

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 abstentions or objections. The meeting adjourned at 12:08 PM.***