



**Present:** Mr. Josh Greene, Mr. Geoff Oxnam, Ms. Andrea Pelletier, Dr. Mary-Beth Tung, Mr. John Fiastro, Ms. Katherine Magruder, Mr. Wyatt Shiflett and Ms. Pamela Powers. Phone-In attendees included Mr. Anton Cohen, Ms. Michelle Mitch-Peterson, Mr. David Rawle, Ms. Debbie Risher, Mr. John Spears and Dr. Eric Wachsman.

**Call to Order:** Chairman Greene, called the meeting to order at 9:10 AM on June 6<sup>th</sup>, 2017 at the Maryland Energy Administration in Baltimore, Maryland.

- The first order of business was to approve the minutes from the May 3rd, 2017 Board meeting. Chairman Greene made a motion to approve the minutes. Ms. Magruder pointed out a correction in paragraph 5 of page 2, and a lack of clarity in the last paragraph on page 2. Ms. Magruder asked Mr. Shiflett to explain the conversation and made recommendations for changes. Dr. Tung requested clarification on the last sentence of that paragraph. Ms. Magruder stated that staff would review recorded minutes and specify. Chairman Greene made a motion to table the minutes until the next board meeting. Mr. Oxnam moved the motion. Dr. Tung seconded the motion.
- Mr. Shiflett explained that MCEC uses cash based accounting throughout the year and then reverts to actual based accounting for the end of the year audit. Dr. Tung questioned this procedure, and Ms. Pelletier a Mr. Shiflett explained that this is commonplace.
- Ms. Magruder advised the Board that MCEC budget approval must occur by July 1st, 2017, to set up accounting procedures and make the transition between fiscal years. Ms. Magruder highlighted the costs related to locating MCEC at UM offices, acknowledging the rent as MCEC's largest expense.
- The Board discussed MCEC's proposed move to College Park. The discussion included two proposed rates for rent, questions about whether MCEC could sub-lease sections of the office space in the Tech Ventures building, and Board request for comment regarding a switch in locations. Ms. Magruder indicated that the move added time to staff commute but that the Board needs to make the best choice for MCEC.
- Regarding the location of MCEC office and operations, Mr. Oxnam moved that staff proceed to procure the space at the Tech Ventures Building in College Park, MD subject to review of the final costs by the board. Ms. Pelletier seconded the motion and the motion passed with Chairman Greene, Ms. Risher, Mr. Oxnam, Dr. Wachsman, Ms. Pelletier, Mr. Spears and Ms. Mitch-Peterson in favor.
- Board Members discussed the process for allocation of funds which requires multiple MOU's between MEA and MEII, and MEII and MCEC. Dr. Tung advised that administrative details of grant disbursement were not available at the time, however, would likely result

in quarterly disbursement of funds from MEA. MEA will disburse the funds to UMCP quarterly, who then disburses funds to MCEC.

- Mr. Cohen joined the call at 10:09 AM and gave an update on his view of MCEC's position financially. In his view, without generating significantly more tax-exempt bond revenue or large increases in grants, MCEC could not be self-sustaining given the current estimated overhead.
- Chairman Greene motioned to approve the Draft MCEC FY 2018 Budget contingent on the resolution of the Office Lease and related expenses. Mr. Cohen seconded the motion. Board members asked questions regarding new positions outlined in the budget. Ideas were suggested to pass the budget including: incorporating funds to hire a consultant to address the December 2019 Report and a five-year plan, passing the budget with contingency that new positions only hired with Board approval, and moving bond revenue one year to FY19
- Dr. Tung motioned to table budget approval. The motion lacked support and Dr. Tung withdrew that motion. Chairman Greene's motion was reintroduced.

***Chairman Greene motioned to approve the MCEC FY 2018 budget contingent on the resolution of the office lease and related expenses, engagement of a consultant for strategic planning purposes, freeze on hiring the Business Development and the Communications and Events Manager projected staff prior to board approval and adjust bond revenue out one year to FY 2019. The motion passed.***

- Dr. Tung updated the Board on RGGI, stating that it is the majority of MEA's budget. Dr. Tung discussed that RGGI revenue is declining due to low allowance prices.
- Mr. Shiflett updated the Board on the canceling of the MHELP program. He stated that MCEC will need to dedicate time and resources in negotiation.
- Staff discussed a potential future engagement with the City of Annapolis in relation to plan to finance and build the Annapolis Renewable Energy Park. There are some questions about the ability of MCEC to act in a capacity that would allow the project developer to be exempt from a variance process for zoning. Mr. Rawle summarized a memo he drafted to advise the Board on the subject and his views on why MCEC should not become involved
- ***Chairman Greene motioned to adjourn the meeting at 11:51 AM. The motion was seconded by Ms. Risher, and passed with no objections.***