



**Board of Directors Retreat
Meeting Minutes
Monday, November 19, 2018
The Inn at the Chesapeake Bay Beach Club
12:25 PM**

Present: Chairman Geoff Oxnam, Ms. Michele Mitch-Peterson, Ms. Andrea Pelletier, Mr. Joshua Green, Dr. Eric Wachsman, , Ms. Debbie Risher, Mr. Mike Gill, Dr. Alex Pavlak, Dr. Mary Beth Tung, Mr. John Fiastro, Mr. David Rawle, Ms. Kathy Magruder, Mr. Wyatt Shiflett, Ms. Pamela Powers, Ms. Dorothy Kolb, Ms. Sabrina Bachman, and guests Ms. Shelli Bischoff with Nonprofit Impact and Ms. Jessa Coleman with Pace Financial Services.

Call to Order: Chairman Oxnam called the meeting to order at 12:25 PM on Monday, November 19, 2018.

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

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, Mr. Joshua Greene, Dr. Eric Wachsman, Ms. Debbie Risher, Mr. Mike Gill, Dr. Alex Pavlak, Dr. Mary Beth Tung, Mr. John Fiastro, and Mr. David Rawle. Ms. Risher moved the motion. Ms. Mitch-Peterson seconded the motion. The motion passed with no abstentions or objections.

Financial Matters: Ms. Magruder announced the change in the employment status of Ms. Kolb and the change in the appearance of the monthly Financial Reports. Ms. Pelletier presented the financial statements thru October 31, 2018. Ms. Kolb reported cash on hand.

Communications Report: Ms. Bachman presented the Q1 Marketing and Communications Report including the MCEC Website Data, Email Distribution and Subscriber Data, Social Media Data, and the Q1 Campaign Summaries. The Q1 Campaign Summaries include National Clean Energy Week 2018 and the 2018 Maryland Clean Energy Summit.

Finance Programs Report: Mr. Shiflett presented the MCEC Project/Program Pipeline including Individual Projects, Pooled Projects, and Programs.

MDPACE Program Update: Ms. Coleman, Program Manager at Pace Financial Services, presented the MDPACE Program Update. She presented a map of C-PACE enabled jurisdictions and jurisdictions in development. She identified two counties enabled that are not administered by C-PACE as Montgomery and Prince George's Counties. She continued with the program evolution, projected deal flow, the marketing strategy, and outcomes.

Announcements: Chairman Oxnam thanked Board Members for their time, announcing the next meeting on Monday, January 28, 2019, between 1 and 3 PM at the MML Conference Room located at 1212 West Street in Annapolis, MD.

Adjournment:

Chairman Oxnam requested a motion to adjourn the meeting. Dr. Tung moved the motion. Mr. Greene seconded the motion. The motion passed with no objections or abstentions. The meeting adjourned at 1:30 PM.