



**Board of Directors Meeting Minutes**  
**Monday, January 28, 2019**  
**Maryland Municipal League Board Room**  
**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 Fahrige, Mr. David Rawle, Ms. Kathy Magruder, Mr. Wyatt Shiflett, Mr. Dante Monakil, Ms. Sabrina Bachman, Ms. Pamela Powers, and Ms. Dorothy Kolb.

**Phone In:** Mr. Joshua Greene, Ms. Shelli Bischoff

**Call to Order:** Chairman Oxnam called the meeting to order at 10:00 AM on Monday, January 28, 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, Mr. Joshua Greene, Dr. Eric Wachsman, Ms. Debbie Risher, Mr. Mike Gill, Dr. Alex Pavlak, Dr. Mary Beth Tung, Mr. Landon Fahrige, and Mr. David Rawle. Ms. Pelletier moved the motion. Ms. Risher seconded the motion. The motion passed with no abstentions or objections.*

**Introductions:** Ms. Magruder introduced MCEC's new staff member, Mr. Monakil, Bond Finance Manager and welcomed Mr. Fahrige, Acting Division Director of Energy Policy and Legislative Affairs.

**First Order of Business:** The first order of business was to approve the minutes from November 9, 2018, Board of Directors Call Minutes and the November 19, 2018, Board of Directors Meeting Minutes.

*Chairman Oxnam called for a motion to approve November 9, 2018, and November 19, 2018, Board of Directors Meeting Minutes. Dr. Wachsman moved the motion. Dr. Tung seconded the motion. The motion passed with no objections or abstentions.*

**Financial Matters:** Ms. Pelletier presented the financial statements thru December 31, 2018. Ms. Kolb discussed the engagement of MSWS for the FY 2019 Financial Audit and reported cash on hand.

*Chairman Oxnam requested a motion to engage Mullen, Sondberg, Wimbish, and Stone, PA for the FY 2019, 2020, and 2021, Financial Audits. Dr. Wachsman moved the motion. Ms. Risher seconded the motion. The motion passed with no objections or abstentions.*

**Executive Director Report:** Ms. Magruder welcomed Ms. Bischoff, President/CEO of Non-Profit Impact to the meeting via video conference. Ms. Bischoff presented the Strategic Business Plan Overview.

Ms. Magruder continued with the MCEC Calendar of Events including an update on the office move. She presented the opportunity for an Open House after the May 20, 2019, Board of Directors Meeting.

*Chairman Oxnam called for a motion to approve the new office Open House after the May 20, 2019, Board of Directors Meeting between Noon and 2 PM. Dr. Wachsman moved the motion. Ms. Risher seconded the motion. The motion passed with no objections or abstentions.*

Ms. Magruder directed Board Members to the detailed list of Advisory Council applicants.

*Chairman Oxnam requested a motion to approve the nominees for appointment to the MCEC Advisory Council. Ms. Risher moved the*

***motion. Dr. Wachsman seconded the motion. The motion passed with no objections or abstentions.***

Ms. Magruder briefed Board Members on the preliminary Summit agenda, venue options, event dates, and budget. Members discussed the value of the event, noting the staff hours necessary to plan and execute the event, and a scaling down of the program in comparison to the 2018 Summit.

***Chairman Oxnam called for a consensus vote to move forward with the 2019 Clean Energy Summit focusing on a smaller scale and scope for the event. The consensus allowed staff to move forward with the event and to schedule an electronic vote on the venue.***

**Finance Programs Report:** Mr. Shiflett presented the proposals received for the Accounting Opinion Services.

***Chairman Oxnam requested a motion to accept the staff recommendation to engage a specified accounting firm at fees capped at \$20K, for advice on GASB as related to MCAP third-party ownership structure for financing transactions. Dr. Wachsman moved the motion. Ms. Risher seconded the motion. The motion passed with no objections or abstentions.***

**MEA Report-Legislative Priorities:** Mr. Fahrig presented the MEA Legislative Agenda.

**MEII Report:** Dr. Wachsman announced the final appointment to the MEII Advisory Board as Steven Freilich of DuPont and the new Associate Director of the institute, Paul Albertus. He reported on the status of seed grants and Ion Storage Systems.

**Announcements:** Chairman Oxnam voiced the need to appoint the Budget Committee.

**Adjournment:** ***Chairman Oxnam requested a motion to adjourn the meeting. Dr. Pavlak moved the motion. Ms. Mitch-Peterson seconded the motion. The motion passed with no objections or abstentions. The meeting adjourned at 12:05 PM.***

**Board of Directors Meeting Minutes  
Amendment I to Monday, January 28, 2019  
Monday, February 4, 2019  
Electronic Vote: Summit Venue**

**Staff Recommendation:** Staff recommended that the Board approve the College Park Marriott as the location for the 2019 Summit.  
***Ms. Mitch Peterson moved a motion to approve the selection of the College Park Marriott as the venue for the 2019 Maryland Clean Energy Summit, with a food and beverage minimum commitment total of \$26,075 dollars. Dr. Pavlak seconded the motion.***

**Electronic Vote Results:**

***AYE Votes***

- Ms. Mitch Peterson
- Ms. Pelletier
- Dr. Wachsman
- Dr. Pavlak
- Mr. Gill
- Mr. Greene

***NAY Votes***

- Dr. Tung

***ABSTENTIONS***

- Chairman Oxnam
- Ms. Risher