



Board of Directors Meeting Minutes  
Monday, July 29, 2019  
Tech Ventures Building  
5000 College Avenue, Suite 31010  
College Park, Maryland 20740  
10 AM – 12 PM

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

**Phone-In:** Mr. Mike Gill, Mr. Joshua Greene, and Ms. Debbie Risher.

**Call to Order:** Chairman Oxnam called the meeting to order at 10:07 AM on Monday, May 20, 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, Mr. Mike Gill, Dr. Alex Pavlak, Ms. Debbie Risher, and Dr. Mary Beth Tung. Dr. Wachsman moved the motion. Dr. Tung seconded the motion. The motion passed with no abstentions or objections.*

**First Order of Business:** The first order of business was to approve the May 20, 2019, Board of Directors Meeting Minutes.

*Chairman Oxnam called for a motion to approve May 20, 2019, Board of Directors Meeting Minutes with edits offered by Dr. Tung and Dr. Wachsman. Dr. Wachsman moved the motion. Dr. Tung seconded the motion. The motion passed with no abstentions or objections.*

**Legal Matters:** Mr. Rawle discussed issues regarding acquiring 501c3 status for MEIA. He noted the need to confer with McGuire Woods on the structure and tax law for the organization.

*Chairman Oxnam called for a consensus on the continued efforts by Mr. Rawle in moving MEIA to 501c3 status. No objections were voiced.*

**Financial Matters:** Ms. Pelletier presented the financial statements through June 30, 2019.

**Executive Director Report:** Ms. Magruder presented the Advisory Council Meeting Summary and the outline presented by Sustainable Capital Advisors for MCEC's Strategic Plan. Ms. Magruder continued with the MCEC FY 2020 work plan.

**Finance Programs Report:** Mr. Shiflett reported the status of the MCEC Project Pipeline differentiating the stages of development for each project. He elaborated on the Mount St. Mary's University and Baltimore City Public Schools projects.

Mr. Monakil presented an update on the MHELP 2.0 program, discussing the PSC Order issued July 11, 2019.

**Communications Program Report:** Ms. Bachman updated Board Members on the FY 2020 priorities for Marketing and Communications.

**MEIA Report:** Mr. Toll presented the budget for MEIA highlighting milestones for the organization including the Open for Application Date, Kickoff, Capstone Event, and the Investor Pitch Competition.

**MEA Report:** Dr. Tung announced the new Chief of Staff at MEA as Chris Rice. She discussed the Clean Energy Jobs Act of 2019, the CARES Program, in addition to Trade Point Atlantic and Orsted's role in the manufacturing and assembly of wind turbines.

**MEI<sup>2</sup> Report:** Dr. Wachsman announced the MEI<sup>2</sup> Advisory Board Meeting Tuesday, July 30, 2019, at the MCEC Office Conference Room followed by a ribbon-cutting ceremony of the incubator space in the Tech Ventures Building.

**Announcements:** Ms. Magruder announced upcoming events for the Board of Directors including the call to review the Financial Audit Wednesday, September 18, 2019 and the next Board of Directors Meeting Monday, September 30, 2019, 10 AM to Noon in the MCEC Office Conference Room.

**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 12:10 PM.*