



**Board of Directors Meeting Minutes**  
**Monday, May 23, 2022**  
**MCEC Conference Room/Zoom**  
**10 AM**

**Present:** Chairman Geoff Oxnam, Vice-Chair Mike Gill, Ms. Andrea Pelletier, Mr. Al Delia, Mr. John Quinn, Ms. Brittney Powell, Dr. Eric Wachsman, Dr. Samuel Williams, Dr. Mary Beth Tung, Mr. Roop Vijayan, Ms. Kathy Magruder, Ms. Sabrina Bachman, Mr. Steven Cowan, Ms. Dorothy Kolb, Ms. Pamela Powers, Ms. Maura Ross, Mr. Ben Rupert, and Mr. Brian Toll.

**Welcoming Remarks:** Chairman Oxnam welcomed Board Members to the meeting at 10:04 AM.

**First Order of Business:** The first order of business was to approve the Board of Directors Meeting Minutes for Monday, March 28, 2022.

*Chairman Oxnam requested a motion to approve the Board of Directors Minutes from Monday, March 28, 2022, as presented. Mr. Quinn moved the motion. Dr. Williams seconded the motion. The motion passed with no abstentions or objections.*

<i>Chairman Oxnam – AYE</i>	<i>Ms. Powell – AYE</i>
<i>Vice-Chair Gill – AYE</i>	<i>Mr. Quinn – AYE</i>
<i>Treasurer Pelletier – AYE</i>	<i>Dr. Wachsman – AYE</i>
<i>Mr. Delia – AYE</i>	<i>Dr. Williams – AYE</i>
	<i>Dr. Tung – AYE</i>

**Communications Report:** Ms. Bachman presented the Advisory Council Feedback.

**Executive Director Report:** Ms. Magruder presented the FY 2023 Strategic Plan for the organization.

*Chairman Oxnam requested a motion to approve the FY 2023 Strategic Plan As presented. Dr. Williams moved the motion. Ms. Powell seconded the motion. The motion passed with no abstentions or objections.*

<i>Chairman Oxnam – AYE</i>	<i>Ms. Powell – AYE</i>
<i>Vice-Chair Gill – AYE</i>	<i>Mr. Quinn – AYE</i>
<i>Treasurer Pelletier – AYE</i>	<i>Dr. Wachsman – AYE</i>
<i>Mr. Delia – AYE</i>	<i>Dr. Williams – AYE</i>
	<i>Dr. Tung – AYE</i>

**Financial Matters:** Ms. Kolb presented the MCEC FY 22 Year-to-Date Financial Statements. Mr. Toll explained the MEIA FY 2022 Year-to-Date Financial Statements. Ms. Magruder discussed the staff recommendations for the contract for financial audit services.

*Chairman Oxnam requested a motion to engage SC&H for audit services per staff recommendation. Ms. Powell moved the motion. Ms. Pelletier seconded the motion. The motion passed with no abstentions or objections.*

<i>Chairman Oxnam – AYE</i>	<i>Ms. Powell – AYE</i>
<i>Vice-Chair Gill – AYE</i>	<i>Mr. Quinn – AYE</i>
<i>Treasurer Pelletier – AYE</i>	<i>Dr. Wachsman – AYE</i>
<i>Mr. Delia – AYE</i>	<i>Dr. Williams – AYE</i>
	<i>Dr. Tung – AYE</i>

Ms. Magruder presented the FY 2023 MCEC Proposed Budget, noting that the FIAC Committee approved the document.

**Chairman Oxnam requested a motion to adopt the FY 2023 Proposed Budget as presented. Mr. Quinn moved the motion. Ms. Pelletier seconded the motion. The motion passed with no abstentions or objections.**

<i>Chairman Oxnam – AYE</i>	<i>Ms. Powell – AYE</i>
<i>Vice-Chair Gill – AYE</i>	<i>Mr. Quinn – AYE</i>
<i>Treasurer Pelletier – AYE</i>	<i>Dr. Wachsman – AYE</i>
<i>Mr. Delia – AYE</i>	<i>Dr. Williams – AYE</i>
	<i>Dr. Tung – AYE</i>

**MEIA Update:** Mr. Toll presented the MEIA activities, including the EDA Grant Budget, with portfolio descriptions.

**Closed Session:** Contract Renewal Consideration

**Chairman Oxnam called for a motion to close the meeting in accordance with Section 3-305(5) of the Open Meetings Act to discuss personnel matters, recognizing Dr. Tung and Dr. Williams, who has taken the Open Meetings Act Training. Mr. Delia moved the motion. Dr. Williams seconded the motion. The motion passed with no abstentions or objections.**

<i>Chairman Oxnam – AYE</i>	<i>Ms. Powell – AYE</i>
<i>Vice-Chair Gill – AYE</i>	<i>Mr. Quinn – AYE</i>
<i>Treasurer Pelletier – AYE</i>	<i>Dr. Wachsman – AYE</i>
<i>Mr. Delia – AYE</i>	<i>Dr. Williams – AYE</i>
	<i>Dr. Tung – AYE</i>

**Chairman Oxnam requested a motion to approve the renewal contract for FY 2023 as presented by Ms. Kolb as MCEC Controller for accounting services. Ms. Powell moved the motion. Ms. Pelletier seconded the motion. The motion passed with no abstentions or objections.**

<i>Chairman Oxnam – AYE</i>	<i>Ms. Powell – AYE</i>
<i>Vice-Chair Gill – AYE</i>	<i>Mr. Quinn – AYE</i>
<i>Treasurer Pelletier – AYE</i>	<i>Dr. Wachsman – AYE</i>
<i>Mr. Delia – AYE</i>	<i>Dr. Williams – AYE</i>
	<i>Dr. Tung – AYE</i>

**Chairman Oxnam called for a motion to approve the renewal contract for FY 2023 as presented by Mr. Toll as Director and management of the Maryland Energy Innovation Accelerator (MEIA). Dr. Wachsman moved the motion. Dr. Williams seconded the motion. The motion passed with no abstentions or objections.**

<i>Chairman Oxnam – AYE</i>	<i>Ms. Powell – AYE</i>
<i>Vice-Chair Gill – AYE</i>	<i>Mr. Quinn – AYE</i>
<i>Treasurer Pelletier – AYE</i>	<i>Dr. Wachsman – AYE</i>
<i>Mr. Delia – AYE</i>	<i>Dr. Williams – AYE</i>
	<i>Dr. Tung – AYE</i>

**Chairman Oxnam requested a motion to open the meeting to transact additional business and report any action taken during the closed session. Mr. Delia moved the motion. Dr. Wachsman seconded the motion. The motion passed with no abstentions or objections.**

<i>Chairman Oxnam – AYE</i>	<i>Ms. Powell – AYE</i>
<i>Vice-Chair Gill – AYE</i>	<i>Mr. Quinn – AYE</i>
<i>Treasurer Pelletier – AYE</i>	<i>Dr. Wachsman – AYE</i>
<i>Mr. Delia – AYE</i>	<i>Dr. Williams – AYE</i>
	<i>Dr. Tung – AYE</i>

**Special Presentation:** Mr. Delia presented *Economic Development and Preserving Our Planet: The Clean Energy Center of Excellence at FSU Innovation Park.*

**New Business and Announcements:** Ms. Magruder announced the need for assistance in developing the Climate Catalytic Capital Fund and discussed a partnership opportunity with the Center for Climate Strategies.

*Chairman Oxnam called for a motion to approve the sole source procurement for the C3 Fund development with the Center for Climate Strategies. Mr. Quinn moved the motion. Ms. Powell seconded the motion. The motion passed with no abstentions or objections.*

*Chairman Oxnam – AYE  
Vice-Chair Gill – AYE  
Treasurer Pelletier – AYE  
Mr. Delia – Absent*

*Ms. Powell – AYE  
Mr. Quinn – AYE  
Dr. Wachsman – AYE  
Dr. Williams – AYE  
Dr. Tung – AYE*

**Adjournment:**

*Chairman Oxnam requested a motion to adjourn the meeting. The motion passed with consensus. The meeting adjourned at 12:16 PM.*