



**Board of Directors Meeting  
Minutes Monday, January 29, 2024  
Zoom and MCEC Office 10:01 AM**

**Present:** Chairman Mike Gill, Ms. Ruth Ann Norton, Ms. Brittany Powell, Dr. Samuel Williams, Director Paul Pinsky, Mr. Chris Rice, Dr. Eric Wachsman, Ms. Kathy Magruder, Ms. Sabrina Bachman, Mr. Steven Cowan, Mr. Wade Haerle, Dr. Daniel Hazard, Mr. Aziz Kamulegeya, Ms. Rylee Kennedy, Ms. Tericka Mobley, Ms. Limunga Mingo, Ms. Pamela Powers, Ms. Maya Ross, Mr. Ben Rupert, Ms. Mary Sirois, and Mr. Roop Vijayan.

**Welcoming Remarks:** Chairman Gill started the meeting at 10:01 AM welcoming Daniel Hazard, MCEC’s new Digital Media Specialist.

**First Order of Business:** The first order of business was to approve the Board of Directors Meeting Minutes for November 11, 2023.

*Interim Chairman Gill requested a motion to approve the minutes from the November 11, 2023 board meeting and retreat Dr. Williams moved the motion. Ms. Norton seconded the motion. The motion passed unanimously.*

<i>Interim Chair Gill – AYE</i>	<i>Ms. Powell – AYE</i>	<i>Director Pinsky – AYE</i>
<i>Treasurer Pelletier – Excused</i>	<i>Dr. Williams – AYE</i>	<i>Dr. Wachsman – AYE</i>
<i>Ms. Norton – AYE</i>	<i>Mr. Vitale – Excused</i>	

**Financial Matters:** Ms. Kolb highlighted budget variances and summarized revenue, expenses and cash-on-hand as of December 31, 2023. Mr. Haerle reported on revenue, billing status, and start-up teams spending. He also shared the MEIA cash balance through December 31, 2023. Ms. Magruder noted that C3 Fund revenue and expenses will be added to future financial reports.

**Executive Director Report:** Ms. Magruder provided an update on the C3 Fund and the C3 Fund Investment Oversight Committee including website, application process, and committee approvals. She informed the Members about employee performance reviews. Ms. Bachman requested a motion to approve the 2024 Advisory Council supplemental appointments as recommended by staff.

*Ms. Bachman requested a motion to approve Advisory Council supplemental appointments as recommended by staff. Dr. Williams moved the motion. Ms. Powell seconded the motion. The motion passed unanimously.*

<i>Chairman Gill – AYE</i>	<i>Ms. Powell – AYE</i>	<i>Director Pinsky – AYE</i>
<i>Treasurer Pelletier – Excused</i>	<i>Dr. Williams – AYE</i>	<i>Dr. Wachsman – AYE</i>
<i>Ms. Norton – AYE</i>	<i>Mr. Vitale – Excused</i>	

Ms. Magruder informed the Members about legislative matters including the weekly public update call, bill tracking, and the legislation anticipated to provide funding for MEIA. Ms. Powers shared the current count of bills. Director Pinsky, Ms. Norton, Ms. Magruder conversed about the status, details and MCEC’s position on EmPOWER Maryland.

**MEIA Report:** Mr. Haerle summarized the current list of MEIA Teams and some of their technologies. He reported on goals, funding options and the proposed funding legislation for MEIA and MEI<sup>2</sup>. Dr. Wachsman and Ms. Magruder clarified some points about the legislation including the funding source, history and addressing Director Pinsky’s inquiries.

**Closed Session:** Chairman Gill requested a motion to go into closed session.

*Chairman Gill requested a motion to close the meeting in accordance with Section 3-305(5) of the Open Meetings Act, to consider the acquisition of real property for a public purpose and matters directly related to the acquisition. Dr. Wachsman moved the motion. Chairman Gill seconded the motion. The motion passed unanimously.*

<i>Chairman Gill – AYE</i>	<i>Ms. Powell – AYE</i>	<i>Director Pinsky – AYE</i>
<i>Treasurer Pelletier – AYE</i>	<i>Dr. Williams – AYE</i>	<i>Dr. Wachsman – AYE</i>
<i>Ms. Norton – AYE</i>	<i>Mr. Vitale – AYE</i>	

**Reopen Session:** Interim Chairman Gill requested a motion to open the meeting.

*Interim Chairman Gill requested a motion to open the meeting to transact additional business and report on any action taken during the closed session. Ms. Powell moved the motion. Dr. Wachsman seconded the motion. The motion passed unanimously.*

*Interim Chair Gill – AYE*  
*Treasurer Pelletier – Excused*  
*Ms. Norton – AYE*

*Ms. Powell – AYE*  
*Dr. Williams – AYE*  
*Mr. Vitale – Excused*

*Director Pinsky – AYE*  
*Dr. Wachsman – AYE*

Chairman Gill and Ms. Magruder reported that the Members support continued research of real property options.

**Grant Report:** Ms. Gillespie informed the Members that the *Grant Compliance Guidance, Policies & Procedures* report is forthcoming with assessment of organizational needs. She provided a status report on current grant activity and goals. Ms. Magruder responded to Director Pinsky's questions about wood energy and innovation grants.

**Finance Report:** Mr. Cowan presented three additional appointments to C3 Fund Investment Oversight Committee. Mr. Cowan and Ms. Magruder requested approval of the additional appointments.

*Interim Chairman Gill requested a motion to approve C3 Fund Oversight Committee Appointments. Director Pinsky moved the motion. Ms. Powell seconded the motion. The motion passed unanimously.*

*Chairman Gill – AYE*  
*Treasurer Pelletier – Excused*  
*Ms. Norton – Excused*

*Ms. Powell – AYE*  
*Dr. Williams – AYE*  
*Mr. Vitale – Excused*

*Director Pinsky – AYE*  
*Dr. Wachsman – AYE*

Mr. Cowan shared with the Members that he has remained focused on the C3 Fund Investment Oversight Committee and is working with the committee members on investment guidelines, timeline, eligibility and investment criteria for applications to the C3 Fund. The committees suggested edits to the guidelines will be shared with the Members at a future meeting. Mr. Cowan updated Members on division programs.

**MarComm Report:** Ms. Bachman updated the Members on the Legislative Reception. She informed the Members of program evaluation, marketing, inquiry management and tracking efforts toward best practices and successful internal strategies.

**Equity Outreach & Community Development Report:** Ms. Mobley provided an overview of the Energy Foundation Grant and shared key strategy, deliverables, and regional areas of focus. She also shared the activity plan and mission statement for outreach and community development work.

**PTAS Report:** Mr. Rupert provided a status update, overview, and schedule on Request for Qualifications (RFQs) and Request for Proposals (RFPs). He described details of a specific procurement clause as well as future MCEC solicitations, and pending MOUs.

**Adjournment:** *The meeting adjourned by consensus at 11:38 AM*

Recording of the meeting can be found at: [https://bit.ly/MCEC\\_2023\\_1-29](https://bit.ly/MCEC_2023_1-29)