



**Montgomery County Economic Development Corporation**  
Executive Committee Meeting Minutes

September 4, 2018  
MCEDC  
1801 Rockville Pike, Suite 320  
Rockville, MD 20852

The following Officers were present:

Bob Buchanan, Partner, Buchanan Partners (Chair)  
Robby Brewer, Lerch, Early & Brewer (Vice-Chair)  
Jim Brady, MedImmune (Treasurer); via phone  
Ola Sage, CEO, CyberRx (Secretary)

The following attendees were present, consistent with the requirements of the Open Meetings Act and in accordance with the Corporation's Bylaws:

Angela Graham, President & CEO, Quality Biological  
David Petr, President & CEO  
Sarah Miller, VP & Chief of Staff  
Stacey Hardy, VP of Operations

*Bob Buchanan called the meeting to order at 2:09 pm. Stacey Hardy, VP of Operations, was designated to take minutes.*

**Item 1 – Approval of Minutes**

The minutes from the August 27 meeting were approved as presented.

**Item 2 – Presentation of Requested Edits to Financial Management Policies & Request for Approval**

The Committee reviewed the final edits to the Financial Management Policies. Robby Brewer moved that the revised Financial Management Policies be forwarded to the Board for approval. Ola Sage seconded the motion. The motion passed unanimously.

**Item 3 – September Board Meeting Agenda**

The Committee reviewed a draft of the agenda for the September Board meeting.  
No action.

**Item 4 – Closed Session to Discuss CEO Performance Evaluation**

Pursuant to § 3-305 (1), the Committee entered into closed session at 3:00 pm to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.  
No action.

**Adjournment**

The meeting was adjourned at 4:00 pm.

*Minutes submitted by Stacey Hardy*