

Montgomery County Economic Development Corporation

Board Meeting

December 11, 2017

Spotluck

4550 Montgomery Ave, Bethesda, MD 20814

Meeting Minutes

The following Directors were present:

Bob Buchanan, Partner, Buchanan Partners (Chair)
Robby Brewer, Principal, Lerch, Early & Brewer
Angela Graham, President & CEO, Quality Biological
Ellie Giles, CEO, WorkSource Montgomery – Via phone at 8:50
Gene Smith, Legislative Analyst, Montgomery County Council (Ex-officio)
James Brady, Vice President, Finance, MedImmune
Tien Wong, CEO, Lore Systems, Tech 2000, Opus8, Inc.
Lily Qi, Assistant CAO, Montgomery County (Ex-officio) – Departed at 9:55 am
Ola Sage, CEO, e-Management, CyberRx (Secretary) – Joined at 8:52
Ben Wu, Deputy Secretary of Commerce, State of Maryland (Designee of Mike Gill, Ex-officio) – Joined at 9:22 am

The following Directors were absent:

Ronald Paul, CEO, EagleBank
Sanjay Rai, SVP for Academic Affairs, Montgomery College (Treasurer)
Carmen Larsen, Aquas Inc.
Terry Forde, CEO, Adventist Healthcare (Vice Chair)

Other attendees were present, consistent with the requirements of the Open Meetings Act and in accordance with the Corporation's Bylaws.

Chair Bob Buchanan called the meeting to order at 8:41 a.m. Meaghann Diez, MCEDC staff, was designated to take minutes.

Item 1 - Tour of Spotluck Offices

Item 2 - General Announcements – Bob Buchanan

The Board Chair welcomed guests and offered general announcements.
No action taken.

Item 3 - Spotluck Introduction - Cherian Thomas, CEO, Spotluck

Item 4 - Approval of Minutes

A motion was made and seconded to approve the Board Meeting minutes from November 13, 2017. The motion was unanimously approved.

Item 5 - Treasurer's Report

Discussion and review of the report.

No action taken.

Item 6 - Salesforce Customization Progress Update & Sample Dashboard Presentation – David Petr

Discussion and review progress and presentation of sample

No action taken.

Item 7 - Operations Discussion – Stacey Hardy and David Petr

- Strategic Plan of Action refinement
- Staff and CEO performance evaluation process
- Organizational growth plan and roles
- Office space expansion opportunity

Item 8 - Governance Discussion – Bob Buchanan, Stacey Hardy and David Petr

- Re-establishment of existing committees – Governance, Marketing
- Formation of new committees –Finance, Audit and Talent Development
- Frequency of meetings

Item 9 - Strategic Partner Update – Visit Montgomery – Kelly Groff**Item 10 - Regional Perspective and Conversation**

Dusty Rood, Chair of the Board of Montgomery County Chamber of Commerce

The meeting was adjourned at 10:58 am

Minutes submitted by Meaghaan Diez.