



**ROCKVILLE ECONOMIC DEVELOPMENT, INC.  
EXECUTIVE COMMITTEE  
MINUTES**

April 13, 2021 4:30 p.m.  
VIA Zoom Meeting

**Committee Attendees:** Susan Prince, Nancy Regelin, Jennifer Hester, Bridget Donnell Newton  
**Staff:** Cindy Rivarde, Richelle Wilson, Morgan Wortham

**Not Present:** Scot Browning

1. CEO Report
  - a. Review of Financials
  - b. Deputy Director – Introduction of Richelle Wilson
  - c. Administrative Coordinator – REDI has hired Rachele Williams
  - d. Responses to Bookkeeping/Accounting RFP – 5 proposals have been received. The Ad Hoc review committee will assess them to provide input on which firm to hire.
  
2. Board business
  - a. Board Email Addresses – the Board members have all received their email account information and it will be emphasized at the next Board meeting that they need to regularly check this email, as REDI communications will shift to send information to these emails rather than their current personal/work emails.
  - b. New Board Members – interest to join the Board has been expressed by Alan Tan, Ben Anstrom and Nikhil Bijlani. Mr. Bijlani was suggested from Capital Bank Maryland, as Scot Browning will be stepping down, and it is important for REDI to have representation from this now publicly traded bank headquarters that has participated with REDI and the community for many years. The Committee discussed the fact that there is also a need to replace Mr. Browning’s function as the treasurer. At the next board meeting, there will be a request for anyone who is interested to express interest. Ms. Prince will also connect with Mr. Bijlani to see if he might be interested. Mr. Bijlani has agreed to participate in the Ad Hoc Review Committee for the Accounting RFP, and will be invited to the next Finance Committee meeting. The Committee also decided they would like to create an Ad Hoc Nominating Committee to review interest in Board Positions, make recommendations to the Board, and assist in onboarding and mentoring new members.
  - c. File Retention Policy – this item was tabled until all comments have been gathered.
  - d. Board Working Session – March 20. The Committee reviewed the draft minutes and suggested that an Executive Summary be added for presentation at the next Board Meeting. The Committee thought the session was productive and allowed the Board to increase level of engagement, especially through use of the breakout rooms. The Committee noted that marketing efforts are REDI’s number one priority.

- e. Board of Directors next agenda – the next regular meeting will be April 28<sup>th</sup>. The Open Meeting Act training for the Board and Staff will be in closed session. Prior to closing session, the Board will vote on minutes, address need to use REDI emails, and receive information about the Treasure position and creation of an Ad Hoc Nominating Committee. For the May Board meeting, Morgan Sullivan will provide a market overview. It is anticipated that those who have expressed interest in board participation will be presented in May with a vote in June or July.
3. Other Business
- The Committee discussed the potential 30 acre Bio Campus site off of Choke Cherry.

**Next Meeting:** April 13, 2021, 4:30 p.m., Via Zoom.