



ROCKVILLE ECONOMIC DEVELOPMENT, INC.

EXECUTIVE COMMITTEE MINUTES

May 13, 2025, 4:30 p.m.

Hybrid

Committee Attendees: Nancy Regelin, Bei Ma, Susan Prince, Monique Ashton

Absent: Todd Pearson

Staff: Cindy Rivarde, Amanda Bosland, Richelle Wilson, Karen Sippel

1. CEO Report.

a. General

- i. Retreat Recap and review of minutes— Ms. Rivarde reviewed the key take aways from the minutes. The Committee agreed the minutes reflected the meeting well and should be transmitted to the full Board. There will need to be some discussions of next steps to translate this to the FY26 strategic plan and goals. There was strong support to continue the FY 25 plan being mindful of targeted marketing and the need to find opportunities to highlight private investment as well as repositing MWBC and the entrepreneurial ecosystem. It is likely the areas identified as areas REDI and the City could partner will be the subject of further discussion at the economic development workshop with Mayor and Council.
- ii. Staff Changes – Dahlia Joseph has joined as the BSU Program Manager. Zeinna Estrada has taken a position with Morguard handling Town Square events for them. Mallory Carlson is relocating to Texas. Ms. Rivarde noted that the two vacant positions will not be filled unless federal funding is secured for FY26. In the meantime, staff is using contract services to address needs.
- iii. Record Keeping Requirements – Ms. Rivarde is taking a seminar series with the State archivist and is conferring with legal council about requirements.
- iv. By-laws – The Committee received a draft of suggested By-law changes, and will review them and provide comments to Ms. Rivarde prior to the next meeting.

b. Economic Development

- i. Astra Zeneca— the opening of their manufacturing plant was a great event. While just over the city boundary, they have a Rockville address

that they are promoting, and will be an asset for attraction and retention efforts.

- ii. PPD/Thermo Fisher event – the dinner with c-suite bio/life science executives went extremely well. The panel of FDA experts was engaging, and the group clearly appreciated that opportunity to network and exchange ideas. This was a great step towards creating the community in this industry sector needed here, and like some of the engagement that happens in our competitive markets.
- iii. Branding project – and plans for Bio – the mark is going through the trademark process. Staff has ordered swag for Bio, and has uploaded the Biotech Corridor information into the partnering system. The microsite is almost finalized and will be where prospects are directed for information.
- iv. Small Scale Manufacturing Cohort – The cohort kicked off this same evening.
- v. Rock East Mural Ribbon Cutting – the ribbon cutting is planned for May 29, at 10:00 a.m.

c. MWBC

- i. Shop Local Update – The Rockville cohort has had several members drop out for a variety of reasons. A reset is planned to start the new cohort a little early, and to bring in DOV as a consultant who will also operate in the space but assist staff with creating processes and procedures and modeling some best practices. The Bowie cohort has started curriculum with 37 Oaks, and the final inspection is scheduled Thursday, so hopefully a soft open will happen on Friday. Staff will plan a ribbon cutting once everything is up and running. Savage Mill cohort members are also working with 37 Oaks.
- ii. Curriculum Update - Ms. Sippel is contracting with Melissa Demercurio to 1) create the shop local curriculum that MWBC will use going forward and 2) to support the Bowie location with the day to day operations.

2. Board Business

- a. Draft BOD Agenda – The planning department will present recent updates to the Board at the May meeting. They will focus on the recent changes to the Town Square plan, the floating zones and the Zoning Code update.
- b. Nominating Committee – Ms. Regelin noted that the Nominating Committee had met and made some suggestions of industry sectors where a representative on

the Board would be beneficial. Ms. Rivarde will set up a next meeting of the Committee after the May Board meeting.

3. Other Business

- a. None

Next Meeting, June 10, 2025