



Montgomery County Economic Development Corporation

Executive Committee Meeting

August 4, 2025

via Zoom

The following Committee members were present:

Elana Fine, Chair – VWG Wealth Management
Jennifer Hsin, Vice Chair – CNF Investments/University of Maryland
Devang Shah, Treasurer – Shah & Kishore
Dr. Anne Khademian, Secretary- The Universities at Shady Grove

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

Bill Tompkins, President & CEO
Heather Remmell, Executive Assistant

Ms. Fine called the meeting to order at 4:01 pm. A quorum of the Committee members was present.

Approval of Minutes

Ms. Hsin moved to approve the open session minutes and the administration session statement from July 7, 2025, meeting as presented. Dr. Khademian seconded the motion. The motion passed unanimously.

Summary of Previous Administration Session Statement

Pursuant to § 3-104, on motion by Ms. Fine and seconded by Ms. Hsin, the Committee voted unanimously to move into administrative session on July 7, 2025, at 4:22 PM via Zoom. The purpose of the administrative session was to discuss the personnel. The following committee members were present: Elana Fine, Devang Shah, Jennifer Hsin and Dr. Anne Khademian. No action was taken.

New Business

Board of Directors Meeting Locations

Mr. Tompkins confirmed the next three locations have been confirmed. The September meeting will be held at Montgomery College, East County Education Center, the October meeting will be held at USG and the November meeting will be held at AstraZeneca. Ms. Fine suggested we have a key point of contact from Business Development for each location.

Onboarding for New MCEDC Staff and Board Members

Mr. Tompkins discussed the comprehensive onboarding plan for Ms. Brooks who is joining MCEDC as interim COO on August 5th. Mr. Tompkins gave an overview of the New Board Member Orientation agenda and how the meeting will run on August 12th.

Upcoming Board Meeting Agenda Planning

Ms. Fine suggested that Ms. Remmell and Ms. Brooks meet to decide the cadence of the Board of Directors and Executive Committee Meetings and to develop a timeline for the meeting prep process and if any external visitors are invited. Ms. Fine stated that the team should start to think of September and October meeting topics.

Closed Session

Ms. Fine moved to enter into closed session at 4:22 pm pursuant to § 3-305 to discuss personnel. Ms. Hsin seconded the motion. The motion passed unanimously.

The closed session concluded at 5:43 pm.

Adjournment

The meeting adjourned at 5:43 pm.