

Minutes

MSRC Executive Board
F3 Tech Agbiotech Facility
29000 Information Lane, Unit 507, Easton

May 27, 2025

The Mid-Shore Regional Council (MSRC) held a scheduled Executive Board meeting on May 27, 2025, at the F3 Tech Agbiotech Facility. Executive Board members in attendance were Chairman Walter Chase, Chuck Callahan, James Redman, Bill Christopher, and Kurt Fuchs. MSRC staff present were Scott Warner and Terry Deighan.

Chairman Chase called the meeting to order at 1:30 p.m.

Mike Thielke, Executive Director of the Eastern Shore Entrepreneurship Center, was present to give the Board a quick tour of the newly, almost completed F3 Tech pilot scale biomanufacturing facility. He also gave a brief 3-page PowerPoint presentation showing the group the vision of where F3 Tech is heading. The group was impressed and look forward to hearing more in the future. The tour ended at 1:49pm.

Action Items

Approval of April 29, 2025, Minutes

Bill Christopher made a motion to approve the minutes. Mr. Fuchs seconded the motion. Chairman Chase stated we have a motion and a second, any further discussion? All in favor signify by saying aye; those opposed have the same rights. Ayes have it. Motion carried unanimously.

Approval of April 29, 2025, Closed Executive Session Minutes

Mr. Fuchs made a motion to approve the minutes. Bill Christopher seconded the motion. Chairman Chase stated we have a motion and a second, any further discussion? All in favor signify by saying aye; those opposed have the same rights. Ayes have it. Motion carried unanimously.

Financial Report

Treasurer Kurt Fuchs' presented the financial reports. He stated there are three reports making up the total MSRC financial report.

The first report was the MSRC Treasurer's Report (operating report). Mr. Fuchs stated all expenditure and income are on track and he would entertain any questions.

The second report was the 2025 Rural Maryland Prosperity Investment Fund (RMPIF) report. Mr. Fuchs stated that all funds have been distributed as listed. He noted that the MSRC Capacity Building Coordinator line item is the only change since the last meeting and this funding is disbursed monthly. Mr. Fuchs asked if there were any questions.

The third report was the Rural Maryland Economic Development Fund report. Mr. Fuchs stated that the only change since the last meeting has been under the Project Consultant category which is billed monthly. Mr. Fuchs asked if there were any questions.

Mr. Redman made a motion to approve all three reports as presented. Mr. Callahan seconded the motion. Chairman Chase stated we have a motion and a second, any further discussion? All in favor signify by saying aye; those opposed have the same rights. Ayes have it. Motion carried unanimously.

Mr. Warner stated that the MOU between MSRC and Talbot County extending the original termination date to December 31, 2025, was completed. All grant objectives and required work and deliverables to be completed and delivered by January 31, 2026. The document was signed on May 15, 2025.

Discussion/Approval FY26 Scope of Work

Mr. Warner stated that no changes have been made to the FY26 Scope of Work since the MSRC Executive Board reviewed at their last meeting held April 29, 2025. However, Mr. Warner suggested removing “Shore Gourmet, Inc.” on page 2 under “2. Diversify the local economy” under “Deliverables” the third bullet item. The new line would read, “Support the resource based industries in the Mid-Shore Region”. The MSRC reports more than just Shore Gourmet under this deliverable so it would just make the statement cleaner.

Mr. Christopher made a motion to approve the Scope of work with Mr. Warner’s recommendation. Mr. Fuchs seconded the motion. Chairman Chase stated we have a motion and a second, any further discussion? All in favor signify by stating aye; those opposed have the same rights. Ayes have it. Motion carried unanimously. The FY26 Scope of Work will be presented at the MSRC June 12, 2025, meeting for the full Council’s consideration.

Discussion/Approval FY26 Budget

Mr. Warner stated the following changes occurred since the April 29, 2025, meeting. The overall budget was reduced by \$589.00.

- Under ‘Funding Sources’
 - ‘Reserves’ were reduced by \$589.00
- Under ‘Budget Category’
 - ‘Life Insurance’ was increased by \$91.00
 - ‘Telephone’ was reduced by \$680.00

Mr. Fuchs made a motion to approve the budget as presented. Mr. Christopher seconded the motion. Chairman Chase stated we have a motion and a second, any further discussion. All in favor signify by stating aye; those opposed have the same rights. Ayes have it. Motion carried unanimously. The FY26 operating budget will be presented at the MSRC June 12, 2025, meeting for the full Council’s consideration.

Mr. Warner reminded the Board that in FY26 the MSRC will be receiving \$385,000 in RMPIF funding, a reduction of \$215,000 from FY25. There are two documents in the meeting packets regarding the MSRC's RMPIF proposed projects. One document is the proposed budget sheet and the other document entitled Mid-Shore Regional Council's request for funding support in FY2026 from the Rural Maryland Prosperity Investment Fund (RMPIF) describes the projects. The project descriptions are in the same form as the actual grant that is being prepared.

Since the last Executive Board meeting, changes to the suggested funding amounts are to the following projects:

- Delmarva Index – the ESRGC has solidified the amount of funds for tool maintenance
- Eastern Shore Entrepreneurship Center (ESEC) – the amount assigned to ESEC to support the F3 Tech Accelerator Program to include the pilot-scale biomanufacturing facility is the balance of remaining funds

These adjustments were discussed during the last Executive Board meeting.

Mr. Warner reviewed the proposed projects:

- Delmarva Index
- GIS Circuit Rider
- MSRC Capacity Building Coordinator
- Eastern Shore Entrepreneurship Center (ESEC)
- Annies's Project
- Summer Career Enrichment Program (SCEP)
- Entrepreneurship Training Program (1 cohort per county)
- Regional Marketing

Mr. Warner stated that the MSRC's investment in SCEP could be lowered since sponsorships for the program are still being secured. If the SCEP funding can be lowered, it is his recommendation to move the additional funds to ESEC like was done last year. The full Council could pass the budget giving the authority to the Executive Board to move any funds from SCEP to ESEC as appropriate.

Mr. Christopher made a motion to approve the FY26 RMPIF budget as presented with the suggestion to move funds from SCEP to ESEC if applicable due to SCEP sponsorships. Mr. Callahan seconded the motion. Chairman Chase stated we have a motion and a second, any further discussion? All in favor signify by stating aye; those opposed have the same rights. Ayes have it. Motion carried unanimously. The FY26 RMPIF budget will be presented at the MSRC June 12, 2025, meeting for the full Council's consideration.

Updates

MSRC membership

Dorchester County municipal elected official:

City of Cambridge Mayor Lajan Cephas is officially a member of the MSRC. Since the last executive board meeting the MSRC office received a letter dated April 29, 2025, that Mayor Cephas has agreed to serve and the Commissioners of the City of Cambridge unanimously endorsed.

Talbot County municipal elected official:

Chairman Chase is communicating with Town of Trappe Commissioner Rosalee Potter. Ms. Potter should be a member of the MSRC in the near future.

UM Shore Regional Health

Following the MSRC executive board's request from their April 29 meeting, Mr. Warner tried to establish a meeting and tour of the Dorchester Facility with UMSRH President Ken Kozel for May 20, 2025. Unfortunately, due to scheduling conflicts that arose on board members' calendars the meeting was unable to be confirmed. Therefore, Mr. Warner would like to get a few dates/times that would be good for the members. He will then reach out to Mr. Kozel to schedule.

The board asked Mr. Warner to send an electronic poll to the members to establish possible dates/times.

Upcoming Meetings

The next MSRC full council meeting on Thursday, June 12, 2025, at 5:00pm at the Choptank Electric building in Denton. (Caroline County)

Member comments/requests

None

Adjourn

The meeting was adjourned at 2:32 p.m. by unanimous consent.