



## **Maryland Commission on LGBTQIA+ Affairs**

Budget & Finance Committee Minutes  
January 30, 2024, 7:00pm - 8:00pm  
Zoom Meeting

### Members Present:

Debb Dunn, Committee Chair  
Anthony Fox  
Wendy Novak  
Ex-Officio: Chair Lee Blinder

### Members Not Present:

Stephen Martin

- I. Committee Chair Dunn called the meeting to order at 7:02pm and acknowledged housekeeping items and meeting guidelines.
- II. Roll call was conducted by Committee Chair Dunn.
- III. Approval of the Agenda: Commissioner Novak made a motion to approve the agenda and was seconded by Commissioner Fox. Motion carried with all in favor.
- IV. Approval of 11.10.2022 Minutes: Commissioner Fox made a motion to approve the agenda and was seconded by Commissioner Novak. Motion carried with all in favor.
- V. Old Business - Questions for the GOCI Finance Office: Director Browning provided an update on questions from the previous meeting:
  - A. Funds raised will need to be for a specific program or project and would be coded as special funds.
  - B. We have authorization to receive up to \$29,100 in special funds, anything above requires authorization from the Department of Budget and Management.
  - C. The Ethics Commission will provide guidance on allowable funds from foundations and private sources.
  - D. Any funds raised would follow the State's procurement and payment processing guidelines.
  - E. Waiting to hear back from GOFA if we can create a PayPal account specifically for the Commission on LGBTQIA+ Affairs.
  - F. Following updates, the Committee discussed challenges to raising money as a

State agency and the potential for an external foundation to support the Commission's work.

VI. New Business:

A. Fundraising Opportunities:

1. Nonprofits
2. Grants
3. Events
4. State - Maryland General Assembly
5. Federal
6. Individual giving

B. The Committee discussed how to identify funding needs, starting with requesting funding needs and wish lists from each committee and the office. Once funding needs are received, the Committee can begin to build out a budget and match needs with funding sources.

C. Policies and procedure development: The Committee discussed the need to understand the role of Budget and Finance Committee, current State and GOCI policies, and create policies and procedures where needed. Committee requested to connect with the GOCI Finance Director to better understand roles and responsibilities, and for best practices for financial management. There's a need for future discussion on financial oversight and controls, and how to best document expenses and revenue.

D. Next meeting to be scheduled for the first week of March.

VII. Meeting adjourned by Committee Chair Dunn at 7:52pm.

Minutes respectfully submitted by: Jeremy Browning