



**Maryland Commission
on LGBTQIA+ Affairs**

Strategic Planning Retreat Minutes

Saturday, September 7, 2024

10:00 AM - 4:00 PM

Location

Conference Room A/B

100 Community Place

Crownsville, MD 21032

Attendees:

Commissioners Present:

Lee Blinder, Chair
Joan Bryan
Josie Caballero
Kurt Doan
Debb Dunn
Anthony Fox
Nicole Hollywood

Asher Kennedy
Paula Neira
M Pease
Mark Ridderhoff
Sarah Stern
Joe Toolan

Commissioners Not Present:

Nicholas Augustine
Mickey Dhir
Tina Jones
Stephen Martin
Wendy Novak

Staff Present:

Director, Jeremy Browning
Special Assistant, Taylor Harer

Minutes:

- I. Welcome and Introduction:
 - A. Chair Blinder called the meeting to order at 10:15am, opened the retreat with welcome remarks, and facilitated a "soul check" for participants.
 - B. Commissioner Toolan provided an overview of the day's agenda and objectives, setting the tone for the strategic planning process.
- II. Review of Mandates and Strategic Plan
 - A. Director Browning reviewed the legislative mandates of the Commission, provided updates on the 2025 planning process, and potential changes coming to the legislation of the Commission.
 - B. A brief overview of the 2024 Strategic Plan was given, highlighting key progress made over the past year.
- III. SWOT Analysis: Group Activity
 - A. Commissioner Toolan led a group activity where participants reviewed survey findings related to the Commission's internal and external strengths, weaknesses, opportunities, and threats.
 - B. Small breakout groups discussed these findings, and key themes were identified for future focus.
- IV. Visioning Exercise
 - A. Chair Blinder introduced the purpose of a vision statement, and participants engaged in a forward-looking exercise imagining and reviewing the headlines for the Commission one year into the future.
 - B. Breakout groups drafted potential vision statements, and a facilitated discussion followed.
 - C. The group used dot stickers to rank their top choices.
- V. Lunch and Group Photo
- VI. Defining Our Mission - M Pease (they/she)
 - A. Commissioner Pease facilitated a mission-defining session, beginning with a review of survey findings and leading breakout groups in drafting mission statements.
 - B. Groups were tasked with drafting mission statements addressing who the Commission serves, what it does, and how it fulfills its purpose.
 - C. The group used dot stickers to rank their top choices.

- VII. Establishing Core Values - Kurt Doan (he/him)
 - A. Commissioner Doan led a session on establishing core values. Participants contributed values through a sticky note exercise, placing words that describe the Commission's values under relevant categories (nouns, verbs, adjectives).
 - B. The group discussed and arranged these words into groups of similar and related values.

- VIII. Setting Goals and Priorities
 - A. Director Browning led a discussion on what the group liked and disliked from the 2024 Strategic Plan.
 - B. Further discussion followed to discuss goals and priorities for the 2025 Strategic Plan.

- IX. Next Steps & Closing Remarks
 - A. Chair Blinder thanked everyone for their efforts at the Retreat and summarized the day's outcomes, including progress made on drafting the vision and mission statements, identifying core values, and setting key priorities for 2025.
 - B. Next steps were discussed and it was suggested that a special meeting be held in December to finalize mission, vision, values, and 2025 Strategic Plan.
 - C. Meeting adjourned at 3:37pm.