

## **Full Spectrum Community Outreach Operations Meeting**

### **Operations Meeting Minutes for November 27th, 2025**

Board members & manager in attendance:

- Tim Bortner, President/Co-Founder
- Frank Amato, Vice President
- Mai Ali, Secretary
- Katie Coriston, Operations Manager

#### **Call to Order:**

Volunteer Updates:

- Reviewed newly appointed operational volunteers including Winter as Client Care, Charles as Pantry Assistant, Reagan as Housing Committee, Faze as Property Manager and Sarah as Fundraising.
- Several new event volunteers recently onboarded.

Past Taxes:

- 2024-2025 (fiscal year just ended) filing deadline is 12/15/25 (or 6/15/26 if extension is needed.) Will continue to monitor progress with bookkeeper submitting information to accountant prior to deadline for it to be filed to IRS and OAG.

Toy Giveaway:

- Still awaiting information from Toys for Tots.
- Supplemental Donations and Toy Drive in the meantime.

- Structure of giveaway signup/distribution.

#### Income/Expense Report:

- The team reviewed the Income/Expense report. Donations and outstanding balances reviewed by board.
- Kent State University submitting paperwork to fulfill commitment of sponsorship.
- Katie and Tim will follow up with Hollywood Gaming on status of outstanding balance due.
- Reviewed meeting with bookkeeper on 11/17/25.
- Department budgets discussed and organization of accounts to be reformatted with Huntington and QuickBooks for ease of entering information and tracking.

#### Fundraising/Events Department:

- Several fundraisers scheduled -
  - Be Nashty at Mineshaft (12/6/25)
  - Puff and Paint (12/20/25)
  - Be Nashty Full Moon Party (1/24/26 in Akron)
  - Gala (2/21/26)
  - Queer Prom (March/April 2026)
  - PITV (6/20/26)
  - Discussed new ideas for different fundraisers reported by Sarah.

#### Events Department:

- Several events scheduled -
  - The YSA tabling (11/29/25)

- World Aids Day with Equitas (12/1/25)
- Winter Holiday Hangout (12/13/25)
- Spotlight at Rustbelt Theater (12/13/25)
- Community Food Giveaway (12/21/25)
- Toy giveaway (December 2025)
- Shelter grand opening (early 2026)

Miscellaneous New Business Item:

- New groups for Jan 2026.
- Previous bylaws reviewed by board since last meeting with decision to update. New bylaws approved and signed during meeting.
- Shelter upgrades including bathroom remodel, 2 sets of bunkbeds arrived and assembled, discussion of how many rooms vs beds we will offer when open for privacy, safety and inclusion.
- Katie completed a grant class and will be also applying for grants to cover the operational costs of shelter for sustainability.
- Shelter names ***\*\*information redacted for surprise that will be revealed in December.\*\****

Next meeting: TBD