

Full Spectrum Community Outreach Operations Meeting

Operations Meeting Minutes for September 22nd, 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:

Past Taxes:

- 2022-2023 completed by previous accountant.
 - They have not called back and have not met several deadlines set by FSCO. Final deadline 9/19/25.
- 2023-2024 and 2024-2025 (fiscal year just ended) still due.
- Tim and Katie request to switch accountants to Colleen's Bookkeeping, Etc. by Colleen Zipf. All approved. Discussed deadlines - will follow up. All approve switch.
- Alisha Riley, compliance examiner with OAG confirmed 2023 was filed successfully and nonprofit status remains in place. Automatic extensions reflect IRS deadlines. 2025 filing deadline is 12/15/25 (or 6/15/26 if extension is needed.) Will continue to monitor progress with accountant/financial dept.

Income/Expense Report:

- The team reviewed the Income/Expense report. Donations and outstanding balances reviewed by board. Outstanding sponsorship of pride still due: Kent State University, Hollywood Gaming & Macys.
- Board requested that Katie, Operations Manager, supervise bookkeeper and accountant to ensure accurate records are being kept. Access to financials to be granted. Bookkeeper to make sure bills are being paid and accurate records are being entered into Quickbooks. All in agreement.

New Committee Positions:

- Volunteer positions open at time of meeting include fundraiser, events, community engagement, housing dept., client care and cleaning.

Fundraising Department:

- Several fundraisers scheduled -
 - Drag Brunch (10/11/25)
 - Tattoo Fundraiser at Sticking Point Studios (10/25/25)
 - Puff & Paint (10/25/25)
 - Haunted Homecoming (10/31/25)
 - Benefit in Boardman w/ Rust Belt Theater Co. (11/1/25)
 - Pasta Dinner (11/7/25)
 - Transgender day of remembrance (11/20/25)
 - Gala (2/21/26)
 - Queer Prom (March/April 2026)
 - PITV (6/20/25)

Events Department:

- Several events scheduled -
 - NAMI Walk (10/4/25)
 - Mercy wellness van (10/6/25)
 - Halloween Hangout (10/18/25)
 - Food giveaway (10/19/25)
 - Rewriting the Script - LGBTQIA+ Wedding Planning by Officiant Brittany Wasson (11/13/25)
 - Free Thanksgiving Dinner (11/27/25)
 - Winter Holiday Hangout (12/13/25)
 - Toy giveaway (December 2025),
 - Shelter grand opening (early 2026)
- Groups resuming:
 - Transgender & nonconforming (1st Monday 6-730)
 - Young adult social group w/ Reanna Torres, LPC (3rd Friday 530-7pm)
 - Adult/youth/caregiver?/elder? groups in progress.

Miscellaneous New Business Item:

- Under New Business, the board is in agreement to make public the opening of the transitional emergency homeless shelter for LGBTQIA+ adults, set to open early 2026.
- New Partnerships w/ Natura Behavioral Health and NAMI Mahoning Valley.
- Podcast “The Pulse” approved, board in agreement to rent equipment for use at the outreach at the rate of (\$25/hour plus).

- Pest control completed, hornets in side yard per Charles, maintenance man. Humane traps set out in basement for pest control during colder months ahead preventively per recommendation.

Next meeting: TBD