

## **Full Spectrum Community Outreach Executive Board Meeting Minutes**

**Date:** Saturday, January 17th, 2026

**Meeting Type:** Executive Board Meeting

### **Board Members Present:**

- Tim Bortner, President / Co-Founder
  - Frank Amato, Vice President
  - Mai Alie, Executive Secretary
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### **Agenda Items & Discussion:**

#### **Outreach Division:**

1. Reviewed the current operating budget supplied by OM.
2. Reviewed projected and estimated budgets for upcoming programs and initiatives provided by OM
3. Discussed the need to maintain professionalism in all communications and partnerships, including vendors, volunteers, and organizations. Maintain professional standards in all external communications and partnerships to ensure consistency and credibility.

#### **Housing Division:**

1. Reviewed the current operating budget provided by OM.
2. Reviewed projected and estimated budgets for upcoming programs and initiatives provided by OM.
3. Reviewed and audited the 2026 Shelter Plan.
4. Discussed salary structure and compensation planning for the shelter and shelter staff.

#### **Additional News:**

1. Discussed the recent departure of the independent bookkeeper and next steps for transitioning bookkeeping responsibilities. Agreed to seek an independent bookkeeper outside of the Full Spectrum team
    - a. Volunteer or paid position.
    - b. Decision still pending.
  2. Before the meeting, the board toured a house in Struthers, Ohio, that had been offered for donation to Full Spectrum.
    - a. Decision still pending.
  3. The board voted and approved the allocation of future funds for the installation of new interior Vector security cameras to replace the current system.
  4. Discussed the need for the Operations Manager to form committees, team members, and recruit volunteers to support organizational operations.
  5. Emphasized the importance of mindful spending, prioritizing organizational needs over wants.
  6. Discussed the current state of volunteers and attendance requirements.
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**Adjournment:**

The meeting was adjourned.

**Submitted by:**

Mai Alie, Executive Secretary