

Full Spectrum Community Outreach Operations Meeting

Operations Meeting Minutes for October 15th, 2025

Board members & manager in attendance:

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

Call to Order:

Past Taxes:

- 2022-2023 and 2023-2024 completed and accepted prior to deadline.
- 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 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 reviewed that Katie, Operations Manager, is to supervise bookkeeper and accountant to ensure accurate records are being kept.
- Bookkeeper to take over bill payment.

- Bookkeeper collects all financial documents once per month at the center and will enter it via quickbooks to reflect complete and accurate documentation.
- \$5,000 donation received from AAA.
- \$1,400 donation reserved from Macy's.
- Department budgets will be discussed at the next meeting.

Fundraising/Events Department:

- Several fundraisers scheduled -
 - Happy Halloqueen with Rust Belt Theater at Modern Methods (10/24/25)
 - 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 -
 - 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)

Miscellaneous New Business Item:

- Possible new group, awaiting response from PFLAG with involvement.
- Canned food drive in November/December at local businesses.

Next meeting: TBD