

Full Spectrum Community Outreach Operations Meeting

Monthly Team Meeting Minutes for January 20th, 2026

Board members & Operations Team in attendance:

- Tim, President/Co-Founder
- Frank, Vice President
- Mai, Secretary
- Katie, Operations Manager
- Winter, Client Care Coordinator
- Devin, Events
- Robert, Entertainment (had to leave early)

Call to Order:

Client Care:

- Transitioning notes from therapynotes to charm EHR
- Organizing closet and sorting new donations.
- Hoping to have donations caught up soon to be able to reorganize room.
- Will be working on scanning files into Charm EHR.
- Possibly using Charm or another tracker to monitor supplies.
- Make up donations needed, tossing out old products.

Gala:

- 31 tickets sold

- Menu picked including White Fish, Chicken Parm, redskin potatoes, bowtie pasta with alfredo and rigatoni with red sauce, mixed veggies, pudding cake.
- Open bar still this year.
- Gift baskets - 15 approx donated so far, will continue to look for additional baskets.
- Decorations discussed.

Friends of Full Spectrum:

- New decals for 2026 just arrived!! They look awesome!
- Levels being redone by Katie with Board Approval.

Shelter:

- Last clean up day discussed with Tim to post, will focus on setting up kitchenette/locker room, shelter room 1 and 2, putting together the bed and furniture that has recently arrived.
- Switching light bulbs to LED and new light fixture in locker room for financial stewardship d/t expensive bulbs of old light. Katie and Board to discuss budget of same.

Fundraising/Events Department:

- Several fundraisers scheduled -
 - Be Nashty Full Moon Party (1/24/26)
 - Puff and Paint (2/7/26)
 - Gala (2/21/26)
 - Prom (5/23/26)
 - PITV (6/20/26)

Events Department:

- Several events scheduled -
 - Trauma Therapy Co. Art of Letting Go rescheduled (2/29/26)
 - Lunch with Pride (2/4/26)
 - Valentine's Day Hangout (2/14/26)
 - Spring/Easter Hangout (3/28/26)
 - Transgender Day of Visibility (3/28/26) **new event information to be released during TDOV**

PITV:

- Planning meetings to resume for 2026 year - 3rd Monday of each month from 6-7pm.

Property Management:

- Finishing of upstairs bathroom remodel.
- Focus on shelter bedrooms and kitchenette/locker room.

Housing Department:

- Now OHIO's ONLY LGBTQIA+ unhoused shelter!!
- Fire inspection and electrical inspection to be completed in January.
- 2 beds purchased, 8 mattresses, 2 locking cabinets for downstairs, 2 bathroom cabinets, and so much more.
- SMART opening guide.
- Name announced at the Gala, opening in March.

Miscellaneous New Business Item:

- New cameras installed on the perimeter of building.
- Heroes Within Art Exhibit opening February 6th for LGBTQIA youth.
- Still recruiting new volunteers for events and possibly committees.

Next meeting: 3rd Tuesday of each month as scheduled.