

Ace Monster Toys
d.b.a. Ace Makerspace
6050 Lowell Street, Ste. 214
Oakland, CA 94608
acemakerspace.org



EIN: 27-3573767
RCT #: CT0268352
SOS/FTB: 3322572

Board Meeting Agenda and Minutes

Date: Thursday, January 16, 2025

Time: 8pm

Location: Remote (on Zoom)

Meeting Type: Regular

Board of Directors Present:

David R. Perry (he/him), aka drp

Steven Sheffield (he/him)

Katie Harrell (she/her)

Board of Directors Absent:

Matti Cridland (they/them)

Sylvia Gonzalez (she/her), Chair of the Board

Officers Present:

Katie Harrell (she/her), Secretary

Steven Sheffield (he/him), Treasurer

(President role is vacant)

Guests Auditing:

Adrienne Lemberger (she/her)

Topics:

- Meeting called to order at 8:05pm
- The Board confirms attendance quorum with 3 directors present for the meeting.
- Agenda for official board meeting
 - Approval of Corporate Actions from Special Meeting on 12/31/2024
 - The board moves to approve the minutes for a special meeting held on 12/31/2024 to remove officers and add directors as signatories from the Ace bank account.
 - Katie moves to approve an amendment to the minutes as such.
 - Drp seconded the motion
 - Board voted unanimously to pass the motion and approve minutes
- Status Review of 2025 Strategic Goals
 - The board reviewed progress on Ace's 2025 Strategic Goals. The board agreed to the following actions
 - Set a clear monetary goal for operating reserves and definition for 1

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- month of expenses
 - Follow-up regarding document of common maintenance tasks
 - Create documentation about payroll & finance systems on the wiki, specifically Expensify
 - Define R&Rs for volunteer leads and board members to be added to a future strategic meeting
 - Gain access to the landlord portal
 - Develop a reliable fob dispensing process and system
 - Approve new financial assistance form
 - Katie moves to approve an updated financial assistance form that aligns with current best practices.
 - drp seconds
 - All in favor
 - Motion passes
 - Review and approve financial assistance applicants
 - Katie moves to approve lines 7-10 for \$130 per month level, approve line 11 at the \$150 per month level.
 - Drp seconds
 - All in favor
 - Motion passes
 - How to handle buy requests for honor bar, consumables, etc. for our Operations Team
 - Katie moves to approve Jenny & Tina for Amazon Business access and Expensify cards for Ace Makerspace-related purchases
 - Steven seconds
 - All in favor
 - Motion passes
 - Discussion on website updates
 - The board will continue to monitor if additional support is needed for Aaron and Tina for UAT.
 - Close out
 - The Board thanked the guests who were auditing.
 - The Board entered into executive session with a quorum of 3 directors present.
 - Executive Session
 - Meeting adjourned at 9:14pm