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

Ace Monster Toys (dba Ace Makerspace) Board Meeting

Date: Thursday, November 20, 2025
Time: 6pm
Location: Remote (on Zoom)
Type of Meeting: Regular (scheduled per the Bylaws)

Board of Directors Present:
Sylvia Gonzalez (she/her), Chair of the Board acting as CEO
Samantha "Pixie" Piszkiewicz (she/her)
Katie Harrell (she/her) (joined the meeting at 6:36pm)
Vacant Board Seat: One (1) Vacant Director Seat, Recruitment is ongoing

Board Member Not Present:
David R. Perry (he/him), aka drp

Quorum: Quorum was established at 6:36 p.m. when Director Katie joined and quorum remained for the rest of the meeting.

Officers Present:
Sylvia Gonzalez (she/her), Chair of the Board, acting as CEO *while President role is vacant*
Jun Zou (she/her), Assistant Treasurer
Katie Harrell (she/her), Secretary (joined the meeting at 6:36pm)

Officer Not Present: David R. Perry (he/him), Treasurer

Agenda:
- Mission Moment
- Financial Reporting and Accounting Processes Status
- Organizational Pipeline
- Instructor Availability
- Operations Updates
- Executive Session

Meeting Minutes:
- The meeting was called to order by Sylvia as Chair at 6:01pm with Sylvia, Pixie, and Jun in attendance.

- Quorum was initially not met with only 2 directors present for the beginning of the meeting, which proceeded as an informal meeting.

Informal Meeting

- An informal meeting was held from 6:01 p.m. to 6:36 p.m. prior to quorum being established. No board actions were taken during this period.

- Announcements regarding board actions taken since the last regular meeting were shared for informational purposes.

  FY25 Annual Report Required per Bylaws
  - Preliminary FY25 Annual Report was distributed to Board and Full Voting Members of Ace Monster Toys on October 28, 2025, fulfilling the Board's duty per the bylaws. The report is Preliminary pending the closure of the books. The Finance Advisory Committee reviewed the draft and the Board approved the preliminary report on October 28, 2025.
  - Final FY25 Annual Report will be approved and published upon closure of the books.

  Approval of Meeting Minutes
  - Special board meeting minutes of October 13, 2025 were approved electronically; vote record attached to those minutes.
  - Regular board meeting minutes of October 16, 2025 were approved electronically; vote record attached to those minutes.
  - Special board meeting minutes of October 28, 2025 were approved electronically; vote record attached to those minutes.

- The Mission Moment occurred during this informal meeting. Informal sharing took place; no board action resulted.

Financial Reporting and Accounting Processes Status

- As Assistant Treasurer, Jun provided a brief summary of the review of the October 2025 draft financial reports received from Jitasa.
- Jun and Sylvia led informal discussion of following questions and individual board members Pixie and Sylvia discussed both questions. With no quorum present, no board action was taken.
  - Does the Board want to capitalize the recent light tube and honeycomb replacement to the laser cutter? Similar question for coworking flooring.
  - What does the Board consider as Education Support with respect to the Chart of Accounts and the financial reporting?
- During the informal discussion, the officers reported that multiple accountants have been consulted and will continue to be consulted regarding financial considerations. No formal Board action was taken.
- Sylvia, Jun, and Pixie informally discussed funded depreciation as a consideration for Ace Makerspace.
- Sylvia, Jun, and Pixie informally discussed status regarding Books Closure.

Organizational Pipeline

- Sylvia and Pixie informally discussed board and officer recruitment.

- Before a quorum was present, board members Sylvia and Pixie held an informal discussion regarding succession planning for the Board Chair position. No official business was conducted and no action was taken.

Start of Official Business per Establishment of Quorum
Director Katie joined the meeting at 6:36pm, bringing the number of directors present to three. Quorum was established and remained for the rest of the meeting, with 3 directors present: Sylvia, Pixie, and Katie.

Staffing Discussion
The Chair described an upcoming proposal for an internal accounts position. The position would be responsible for coordinating accounts payable, liaising with external accountants, and ensuring that key administrative deliverables are consistently tracked and completed. No action was taken at this time.

The Board discussed the upcoming end of the two-year service agreement with the external accounting firm. No action was taken at this time.

Board Recruitment
- With quorum present, the board discussed potential board recruitment. By general consent, a board member agreed to reach out to a prospective individual; no formal motion was made.

Officer Recruitment
- With quorum present, the Board discussed officer recruitment. By general consent, the board agreed that volunteer postings for officer positions should be updated, as previous postings had expired; no formal motion was made.

Instructor Availability
With quorum present, the board discussed the possibility of providing instruction in partnership with a nonprofit organization. No formal motion was made.

The board discussed overall instructor capacity, highlighting the need to focus on the metal area.

Operations Update
The Board discussed expanding programs with respect to materials and equipment options., with the strategy of investing in higher-end equipment.

The Chair, acting as CEO, reported the administrative error that IRA contributions for participating employees were misclassified as pre-tax 401(k) deductions during 2023 and 2024, and corrective actions are underway.

The Board discussed questions regarding capitalization of the laser cutter, capitalization of the coworking flooring, and funded depreciation. No action was taken.

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East Bay Open Studios
Katie summarized that Ace Makerspace hosts East Bay Open Studios (EBOS) as a community hub twice a year.

- This year Ace Makerspace is hosting 5 EBOS artists as a community hub.
- Two of the artists are exhibiting their work for the first time.

Katie and Sylvia, as board members, had previously brainstormed ways to reduce volunteer overhead by providing independent access to the five community artists.

- The goal is to allow the EBOS artists to access their assigned display area without requiring a volunteer to supervise them.
- The Board also discussed the possibility of offering additional resources in support of the artists' displays.

Motion: Provide independent access to Ace Makerspace to the 5 or more community artists that are part of Ace Makerspace participating as a community hub for East Bay Open Studios in partnership with nonprofit Oakland Art Murmur.
Motion made by: Sylvia
Seconded by: Katie
Votes: all ayes
Outcome: Motion passes
Action: Artists will set up on Friday around 4pm December 5, 2025 and the plan is to issue fobs on that day. Setup is scheduled from 5-9pm.

The Board discussed the remaining actions needed to complete the prior fiscal year's book closure. No action was taken at this time.

Adjournment

- The Board did not enter Executive Session.
- The Board met as scheduled per Bylaws and when quorum was in effect the Board voted on a single board motion.
- The meeting was adjourned at 8:03pm.

Appendix: Approval of Minutes
Approval of November 20, 2025 Regular Board Meeting Minutes via Slack Vote
Voting Period: December 5, 2025
Motion: To approve the minutes of the November 20, 2025 Regular Board Meeting.
Votes:

Sylvia Gonzalez: 👍 Approve

Samantha "Pixie" Piszkiewicz: 👍 Approve

Katie Harrell: 👍 Approve

David R. Perry (not present at meeting): abstains

Outcome: Motion passed. The minutes are approved. All quorum-present directors (3 of 3) voted to approve.