

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, December 18, 2025

Time: 6pm

Location: Remote (on Zoom)

Type of Meeting: Regular (scheduled per the Bylaws) / Informal due to lack of Quorum

Board of Directors Present:

Sylvia Gonzalez (she/her)

Samantha "Pixie" Piskiewicz (she/her)

Vacant Board Seat: One (1) Vacant Director Seat, Recruitment is ongoing

Board of Directors Not Present:

Katie Harrell (she/her)

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

Quorum: Quorum was not established and an informal meeting was held and no board actions were taken.

Officers Present:

Sylvia Gonzalez (she/her), Chair of the Board, acting as CEO *while President role is vacant*

Officers Not Present:

Katie Harrell (she/her), Secretary

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

Jun Zou (she/her), Assistant 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 6:05pm.
- Quorum was not met with only 2 directors present for the meeting: Pixie and Sylvia



- Without quorum, no official business was conducted. An informal meeting was held. No board actions were taken during this period.

Informal Meeting

- The members of the board of directors present held an informal discussion per the agenda.
- Announcements regarding board actions taken since the last regular meeting were shared for informational purposes.

Approval of Meeting Minutes

- Regular board meeting minutes of November 20, 2025 were approved electronically; vote record attached to those minutes.
- The Mission Moment occurred at the start of the meeting and focused on Ace Makerspace serving as a community hub for East Bay Open Studios and jigsaw puzzle night was a go even with last-minute notice.

Financial Reporting and Accounting Processes Status

- Actions taken by officers since the last regular meeting were reported by the Chair.
 - The Treasurer and Chair completed previously authorized bank signatory changes.
 - The administrative error related to employee Roth IRA contributions, previously disclosed to the Board, has been addressed. A summary was provided to the Finance Advisory Committee, and corrective actions have been completed, with one remaining item pending a response.
 - Regarding Books Closure, feedback has been provided to the external accounting firm, who have yet to update last fiscal year's books accordingly.
- Pixie and Sylvia informally discussed the follow up regarding capitalization of the laser cutter, capitalization of the coworking flooring, and funded depreciation.
- No board action was taken.

Organizational Pipeline

- Sylvia and Pixie informally discussed board and officer recruitment.
- By general consent at the prior regular board meeting, a board member reached out to a prospective board candidate. Follow-up is ongoing.

Equipment Donations Discussion

Pixie and Sylvia informally discussed potential equipment purchases per donation.

Staffing Discussion

Sylvia informally proposed an entry-level internal part-time position with job title finance and operations coordinator. 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 board action was taken at this time.



Instructor Availability

Sylvia and Pixie informally discussed revisiting overall instructor capacity at the next board meeting.

Operations Update

Pixie and Sylvia informally reviewed the proposal for a 2025-2026 Strategic Plan. Pixie and Sylvia reviewed the informal meeting notes from the quarterly member meeting scheduled on December 4, 2025.

Adjournment

- The meeting was adjourned at 7:04pm.

Appendix: Review of December 18, 2025 Informal Meeting Notes

Review Period: December 18, 2025

The directors present at the December 18, 2025 meeting reviewed the informal notes of the meeting. Because a quorum was not present, no official board action could be taken.

Informal Consensus:

Sylvia Gonzalez: Agreed the notes accurately reflect discussion

Samantha "Pixie" Piskiewicz: Agreed the notes accurately reflect discussion

Katie Harrell (not present at meeting): Not applicable

David R. Perry (not present at meeting): Not applicable

Outcome: These informal notes were reviewed by those present at the informal meeting. They are for reference purposes only and do not constitute official board action.