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
Approved Meeting Minutes

Ace Monster Toys (dba Ace Makerspace) Board Meeting Agenda and Meeting Minutes

Date: Thursday, March 19, 2026
Time: 6pm
Location: Remote (on Zoom)
Type of Meeting: Regular (scheduled per the Bylaws)

Board of Directors Present:
Sylvia Gonzalez (she/her)
Samantha "Pixie" Piszkiewicz (she/her)
David R. Perry (he/him), aka drp (attendance at meeting commenced at 6:28pm)
Kayla Rakitt (she/her)
Board Member Not Present: Katie Harrell (she/her)

Officers Present:
Sylvia Gonzalez (she/her), Chair of the Board, acting as CEO *while President role is vacant*
David R. Perry (he/him), Treasurer
Jun Zou (she/her), Assistant Treasurer
Officer Not Present: Katie Harrell (she/her), Secretary
In the absence of the Secretary, the Chair acted as recording secretary for this meeting.

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

Proposed Motions for Board Consideration:

Strategic Plan Success Metrics
- Review and approve the 2025-2026 Strategic Plan Success Metrics Report for the evaluation time period of July 1, 2025 to December 31, 2025.

Meeting Minutes:
The meeting was called to order by Sylvia as Chair at 6:03pm with 3 directors in attendance: Kayla, Pixie, and Sylvia.

Quorum was met with 3 directors present from the start of the meeting.

Record of Board Motion - Electronic Vote
- Electronic vote on board motion on Slack
  Motion: to approve 20% increase for consultant's web development rate.
  Made by: Sylvia who proposed *Board voting per electronic vote on Slack*
  Voting Period: March 5, 2026 to March 6, 2026

Voting Method: Electronic vote conducted via Slack
Notice and Call to Vote: The motion and call to vote were announced to all directors in advance via Slack. Notice was provided at least 24 hours prior to the close of the voting period.
Quorum and Voting Details:
Three directors cast their votes within the first hour of the announcement, achieving quorum (3 of 5 directors).
A fourth director voted within 24 hours.
The fifth director did not vote.
Votes:

Sylvia Gonzalez: Approved (via Slack 👍reaction)

Samantha "Pixie" Piszkiewicz: Approved (via Slack 👍reaction)

Kayla Rakitt: Approved (via Slack 👍reaction)

David R. Perry: Approved (via Slack 👍reaction)

Katie Harrell: Did Not Vote

Outcome: The motion passed with 4 votes in favor.

Organizational Pipeline
The Board discussed increasing the candidate pool for the upcoming annual board elections in June 2026 per the bylaws.
The Board also discussed how to increase member and community awareness of what the Board has done and communicate that the board is operating in an efficient, effective manner.

Brainstorm ideas included:
- Preparing an org summary that is focused on Board accomplishments.
- Schedule a member meeting.
  - Utilizing the quarterly member meetings in June is too far out.
  - Members may prefer to engage in their creative interests rather than attend meetings.

David joined the meeting at 6:28pm. Quorum was met with 4 directors present for the remainder of the meeting.

Financial Status
Jun presented key discussion points from monthly financial reporting of February 2026 activity for Board discussion.
- March Budget Variances: Driven by ApproveMe license & web development support.
- Approval Required: Specific line items need board authorization for increases.
- Revenue Updates: Lower Feb class revenue vs. strong donation potential ($6k total).
- Cash, liquidity, and reserves remain within policy.

Motion: To approve the proposed budget adjustments as presented by Jun at the meeting:
- Payroll Fees: Increase from $152 to $164 on an ongoing basis for the remainder of the fiscal year, retroactive to February 2026.
- Worker's Compensation: Increase from $122 to $168 on an ongoing basis for the remainder of the fiscal year, retroactive to February 2026.
- Contractors – General: Increase from $0 to $525 for February 2026 only.
- IT Consultant: Increase from $100 to $206.25 for February 2026 only.
- IT Consultant: Increase from $100 to $577.50 for March 2026 only.
- Subscriptions: Increase from $1,100 to $1,600 for March 2026 only.
- Subscriptions: Decrease from $1,100 to $880 from April 2026 through the end of fiscal year.

Made by: Sylvia
Seconded by: David

Voting: all ayes
Outcome: Motion carried and the presented adjustments and the revised will be attached as an appendix to these meeting minutes.

Motion: To approve the current budget adjustments which may have expenses that exceed our conservative income projections and to table review until the next board meeting.
Made by: Sylvia
Seconded by: Kayla
Voting:
- Sylvia votes aye
- Pixie votes aye
- Kayla votes aye
- David abstains from voting

Outcome: The motion carried with 3 votes in favor. The review of these approved budget adjustments with respect to conservative income projections approved in budget will take place at a future board meeting.

Operations Updates
The Board discussed at a top level the state of operations.

Instructor Availability
Pixie reported on the next steps for recruitment for another textiles instructor.

Review Strategic Plan Success Metrics
Sylvia, as Chair/CEO, presented a draft of success metrics per strategic plan. The board reviewed and discussed and reached general agreement for the Chair to continue with revisions to draft for review at the next board meeting.

Additional Operations Updates
Sylvia and David, as officers, collaborated to improve secure access to Ace with 2 projects:
- Replacing door knobs with commercial locks for improved access.
  - Purchased commercial door knobs for program safety, which will be recorded as supplies expense and classified as a Program Services expense for functional expense reporting purposes.
- Replacing the power to the RFID reader on the Suite 206 magnetic lock for the doors to have a battery backup in case of power outage.

The storage area has been under review to make space in anticipation of the large 3d printer in-kind equipment donation.

The meeting adjourned at 7:44pm.

Appendix: Approval of Minutes

Approval of March 19, 2026 Regular Board Meeting Minutes via Slack Vote
Voting Period: July 12-14, 2026
Motion: To approve the minutes of the March 19, 2026 Regular Board Meeting.
Votes:
- *Sylvia Gonzalez:* Approve
- *Samantha "Pixie" Piszkiewicz*: Approve
- *David R. Perry*: Approve
- *Kayla Rakitt*: Approve

Note that Katie Harrell is ineligible to vote (not present at meeting and no longer a director during voting period).
Outcome: The motion carried. The minutes are approved. All quorum-present directors (4 of 4) voted to approve. This electronic Slack vote is included as an appendix to the official meeting minutes.

Appendix: Financial Snapshot

Preliminary February 2026 Reporting per External Accounting Firm

Based on Monthly Reports emailed to Board more than 24 hours in advance of Board meeting

- After cash was distributed to Prepaid, Loan, and other accounts, Net Cash represents the remaining balance.

	Actual	Budgeted	Financial Assessment
Income	$23,571*	$19,800	Actual Income > Budgeted Projection ✅
Expenses	$15,636*	$19,720	Actual Expenses < Budgeted ✅
Net Cash (per Statement of Cash Flows)	$5,942*	N/A	*Note: After "Cash" flowed into Prepaid, Loan and other* Per Policy: Surplus allocated to Payroll Reserve✅

2/28/2026 Total Cash = $131,834 with only $3,425 Cash on Hand/ Unallocated

Cashflow Notes

- $2414 flowed into Prepaid Expense and $1537 flowed into Unearned Revenue as top cash flows per Statement of Cash Flows.
- All Net Cash from February 2026 moved into Reserves in compliance with Board Policies.
  - Board-approved Payroll Increase resulted in a $6000 increase in Board Reserves.
- $3,425 Cash on Hand above $10k Cashflow Policy minimum available as of February 28, 2026.

Cash Holdings Snapshot

✅Liquidity = Cash on Hand = $3,425 available above $10k Policy Minimum

Cash Minimum Balance per Policy	$10,000	✅
Unallocated Cash > $0	$3,425	✅

✅Liability Holdings meet Board Policies ($17,004)

100% Cash Holding for Gift Card Liability	$6,670	✅
100% Cash Holding for Unearned Revenue	Yearly Memberships $8317 + Classes $2018	✅

✅All Reserves meet Board Reserve Policy Minimums ($101,405)

Now shown as Equity accounts on Statement of Financial Position

(as of March 1, 2026 after surplus allocated to $1,500 increased Payroll Budget approved on February 8, 2026)

Operations Reserve (3-mo)	$50,205	✅
Payroll Reserve (3-mo)	$8,400	✅
Payroll Cash Flow Coordination Reserve (1-mo)	$2,800	✅
Capital Equipment Maintenance Reserve (min $10k)	$20,000	✅
Capital Equipment Replacement Reserve (min $10k)	$20,000	✅

Appendix: Budget Variances

February 2026

All expense categories came in under budget for the month, with minor exceptions as follows:

- **Payroll Services** exceeded budget by $12 (actual: $164 vs. budget: $152) due to a planned overlap between an outgoing instructor and their replacement to support onboarding and continuity.
- **Workers' Compensation Insurance** exceeded budget by $45.16 (actual: $167.16 vs. budget: $122) due to a rate adjustment for the 2026 policy year.
- **Contractors - General** incurred $525 in expenses (budget: $0) related to Chair/CEO engaging a consultant to support organizational priorities. This engagement was communicated to the Board and represents a strategic use of funds within overall budget capacity.
- **Instructional Services** exceeded the previous budget by $100. Per the Board's general agreement at the regular board meeting held February 19, 2026, the monthly budget has increased from $1,100 to $1,200.
- **IT Consultant** contract services exceeded budget by $106.25 (actual: $206.25 vs budget: $100) due to increased services beyond monthly maintenance.

Proposed Retroactive Adjustments (as presented by Assistant Treasurer)

At this board meeting, the Assistant Treasurer proposed the following budget adjustments, retroactive to February 2026, to align authorized spending with actual activity and formally ratify variances:

- **Payroll Services:** $12 increase to align budget with actual minor variance.
- **Workers' Compensation Insurance:** $46 increase to adjust for 2026 rate change.
- **General Contractors:** One-time approval of $525 for February expenses, retroactively authorizing this previously communicated engagement.
- **IT Consultant Services:** One-time approval of $106.25 for February expenses (actual: $206.25 vs. $100 budgeted) to formally ratify the overage.

Salaries & Related Expenses – Under Budget Due to Pending Hiring

- Budgeted payroll increase, Board-approved on February 8, 2026, was intended to support hiring a part-time coordinator.
- Actual hiring has not yet occurred, resulting in a favorable variance of $2,025.81.
- The **board-approved payroll increase remained unused in February and through March** and will be utilized in future months pending hiring decisions.
- *Note:* The board approved a capacity to spend, not a requirement to spend. Payroll increase reflects authorized budget; actual spending depends on execution (hiring).

Summary

Overall, expenses in February remain below board-approved levels, and the organization operated within its authorized budget capacity. Variances were primarily due to timing, rate adjustments, and strategic, Board-communicated decisions.

Review of the projected budget deficit tied to approved budget increases in March 2026 was tabled and will be addressed at a future Board meeting.