



Ace Monster Toys (dba Ace Makerspace) Board Meeting Minutes

Date: Thursday, June 18, 2026

Time: 6pm

Location: Remote (on Zoom)

Type of Meeting: Regular (scheduled per the Bylaws)

Board of Directors Present:

Sylvia Gonzalez (she/her), (2025-2026 Board term)

Kayla Rakitt (she/her), (2025-2026 Board term)

Samantha "Pixie" Piskiewicz (she/her), (2025-2026 Board term)

David R. Perry (he/him), aka drp, (2025-2026 Board term)

Board of Directors Absent: Katie Harrell (she/her), (2025-2026 Board term)

Officers Present:

Sylvia Gonzalez (she/her), Chair / CEO

David R. Perry (he/him), Treasurer

(President role is vacant)

Officers Absent:

Jun Zou (she/her), Assistant Treasurer

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

Minutes:

The meeting was called to order by Sylvia as Chair at 6:00pm with 4 directors in attendance. Quorum is met with 4 directors in attendance: Kayla, Pixie, Sylvia, and David.

The proposed agenda and pending motions were reviewed. The Board agreed to a revised order of business and proceeded accordingly.

Approval of Meeting Minutes

The Board acknowledged that the following minutes were contemporaneously taken but not yet approved as of today's date:

- Regular Board Meeting – March 19, 2026
- Regular Board Meeting – April 16, 2026

- Regular Board Meeting – May 21, 2026

Motion: Table the approval of the minutes for the regular board meeting held on March 19, 2026.

Made by: Sylvia

Seconded by: David

Voting: Sylvia: Aye; David Aye; Kayla Aye; Pixie: Abstains

Outcome: The motion carried.

Motion: Table the approval of the minutes for the regular board meeting held on April 16, 2026.

Seconded by: David

Voting: Sylvia Aye; David: Aye; Kayla Aye; Pixie Abstained

Outcome: The motion carried.

Motion: To approve the minutes for the regular board meetings held on May 21, 2026.

Seconded by: David

Voting: Sylvia; Aye; Kayla Aye; David Aye; Pixie Abstained

Outcome: The minutes are approved and will be posted on the Wiki.

Acting Secretary for 2026 Board Election

Motion: To appoint David R Perry as Acting Secretary for the purpose of recording and certifying the results of the 2026 Board election.

Made by: Sylvia

Seconded by: Kayla

Voting: Sylvia Aye; Pixie Aye; Kayla Aye; David Abstains

Outcome: The motion carried.

Whistleblower Policy Adoption

Motion: To adopt and recognize the whistleblower policy from the current Ace Employee Handbook as applicable to the Board and Officers.

Made by: Sylvia

Seconded by: David

Voting: Sylvia Aye; Pixie Aye; David Aye; Kayla Aye

Outcome: The motion carried.

Document Retention Policy

Motion: To approve the proposed document retention policy.

Made by: Sylvia

Seconded by: David

Voting: Sylvia Aye; David Aye; Kayla Aye; Pixie Abstained

Outcome: The motion carried.

DOCUMENT RETENTION AND DESTRUCTION POLICY

Ace Monster Toys shall maintain records necessary to document its governance, finances, programs, and legal obligations.

The following records shall be maintained permanently:

- Articles of Incorporation
- Bylaws and amendments
- IRS determination letter

- Board and committee minutes
- Annual Form 990 filings

Financial records and supporting documentation shall be retained for at least seven (7) years.

Records may be destroyed when no longer needed, provided they are not subject to any pending or reasonably anticipated audit, investigation, litigation, or legal proceeding.

Next Year's Budget Approval

Motion: To approve the proposed budget for next fiscal year.

Made by: Sylvia

Seconded by: David

Voting: Sylvia Aye; Kayla Aye; David Aye; Pixie Aye

Outcome: The motion carried.

The Chair called for a recess of the meeting with the Board to reconvene at 8pm following the Annual Members Meeting and Board Election held at 7:30pm..

Following a recess for the Annual Members Meeting and Board Election held at 7:30 p.m. pursuant to the Bylaws, the Board meeting reconvened at 8:02pm and was called to order by Sylvia.

2026-2027 Board of Directors Present:

Sylvia Gonzalez (she/her), *re-elected to 2026-2027 Board*

Kayla Rakitt (she/her), *re-elected to 2026-2027 Board*

Samantha "Pixie" Piskiewicz (she/her), *re-elected to 2026-2027 Board*

David R. Perry (he/him), aka drp, *re-elected to 2026-2027 Board*

2025-2026 Holdover Board of Directors Absent: Katie Harrell (she/her), *director (2025-2026 Board)*

Quorum established with 4 elected directors of the 2026-2027 board term present. One Director position was not filled through the election process.

Motion: To remove Katie Harrell from the office of Director, effective immediately, and declare a vacancy in the office of Director.

Moved by: Sylvia Gonzalez

Seconded by: David

Votes: Sylvia Aye; David Aye; Kayla Aye; Pixie Aye

Outcome: The motion carried. The Director position was declared vacant.

The meeting proceeded with 4 elected directors and a vacancy for the 2026-2027 board term.

Board of Directors Present as of [time]:

Sylvia Gonzalez (she/her), *re-elected to 2026-2027 Board*

Kayla Rakitt (she/her), *re-elected to 2026-2027 Board*

Samantha "Pixie" Piskiewicz (she/her), *re-elected to 2026-2027 Board*

David R. Perry (he/him), aka drp, *re-elected to 2026-2027 Board*

Vacant Director Position

Motion: To remove Katie Harrell from the office of Secretary, effective immediately, and to declare the office vacant.

Moved by: Sylvia Gonzalez

Seconded by: David

Votes: All Ayes

Outcome: The motion carried. The Secretary position was declared vacant.

Motion: To appoint Kayla Rakitt to the office of Secretary, effective immediately.

Moved by: Sylvia

Seconded by: David

Votes: Kayla abstain; Sylvia Aye; David Aye; Pixie Aye

Outcome: The motion carried. Kayla Rakitt is appointed as Secretary.

Officers Present as of 8:07pm:

Sylvia Gonzalez (she/her), Chair / CEO

David R. Perry (he/him), Treasurer

Kayla Rakitt (she/her), Secretary

The board discussed the new time for Regular Board meeting time and accompanying Bylaws Change.

Motion: To amend the bylaws to move the regular board meeting from Third Thursdays at 6pm to Second Tuesdays at 7pm.

Made by: David

Seconded by: Kayla

Votes: All Ayes

Outcome: The motion carried. The regular board meeting is Second Tuesdays at 7pm. Kayla will update the bylaws in Github.

Motion: To approve these meeting minutes for the regular board meeting held on June 18, 2026.

Seconded by: David

Votes: All Ayes

Outcome: The minutes are approved and will be posted on the Wiki.

The meeting was adjourned at 8:18pm.

Appendix: May 2026 Financial Snapshot

Preliminary May 2026 Reporting from Jitasa Accounting Team

*Based on Preliminary Monthly Reporting in QuickBooks

- After cash allocations to Prepaid, Loan, and other accounts, Net Cash reflects the remaining balance per the Statement of Cash Flows.

Performance vs Budget

	Actual	Budgeted	Financial Assessment
<i>Income</i>	\$19,422*	\$19,800	Actual Income > Budgeted Projection (-1.9%) <input checked="" type="checkbox"/>
<i>Expenses</i>	\$17,539*	\$20,302	Actual Expenses < Budgeted <input checked="" type="checkbox"/>
<i>Net Cash (per Statement of Cash Flows)</i>	\$2,193*	N/A	<i>Note: After "Cash" flowed into Prepaid, Loan and other</i> Per Board Resolution: Surplus allocated to TBD <input checked="" type="checkbox"/>

5/31/26 Total Cash = \$146,230 with \$21,462 Cash on Hand/ Unallocated

Cash Movement Summary

- \$782 flowed out of Prepaid Expense
- \$1,079 Loan Principal Repayment
- Remaining net cash to be allocated per Board resolution at a future meeting.

Cash Holdings Snapshot

Liquidity = Cash on Hand = **\$21,462** available above \$10k Policy Min

Cash Minimum Balance per Policy	\$10,000	<input checked="" type="checkbox"/>
Unallocated Cash above the \$10k min > \$0	\$21,462	<input checked="" type="checkbox"/>

Liability Holdings meet Board Policies (\$13,363)

100% Cash Holding for Gift Card Liability	\$6,670	<input checked="" type="checkbox"/>
100% Cash Holding for Unearned Revenue	Yearly Memberships \$5,900 + Classes \$793	<input checked="" type="checkbox"/>

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

Now shown as Equity accounts on Statement of Financial Position

(as of March 31, 2026 after surplus allocated to \$1,500 increase in Payroll Budget approved on February 8, 2026; No hiring yet)

Operations Reserve (3-mo)	\$50,205	<input checked="" type="checkbox"/>
Payroll Reserve (3-mo)	\$8,400	<input checked="" type="checkbox"/>
Payroll Cash Flow Coordination Reserve (1-mo)	\$2,800	<input checked="" type="checkbox"/>
Capital Equipment Maintenance Reserve (min \$10k)	\$20,000	<input checked="" type="checkbox"/>
Capital Equipment Replacement Reserve (min \$10k)	\$20,000	<input checked="" type="checkbox"/>