



Diamond Business Association, Inc.
dba Southeastern Diamond Business Association (SDBD)
Board of Directors Meeting November 15, 2016 at 5:30pm
Tubman Chavez Community Center, 415 Euclid Avenue, San Diego, CA 92114

MINUTES of the SDBD Meeting November 15, 2016

Board Members Present: Carlos Vasquez (CIVIC San Diego), Marion McCord (Alpha Center), R. Daniel Hernandez (San Ysidro Health Center), Omar Passons (Jacobs Center for Neighborhood Innovation).

Absent: Hugh Muhammad (RBW Security), Brian Maty (Metro PCS).

Others Present: Liliana Garcia-Rivera (Executive Director, SDBD), Donald Canteen (US Bank), Clovis Honore (GRID Alternatives), Eric L. Miller (Representing Councilmember Cole).

Board Meeting was called to order by President Carlos Vasquez at 5:43pm. Quorum was present (4 of 6 members).

Public Comment - Eric Miller introduced himself. He reported that City Council approved the street name change from Benson Avenue to Timothy J. Winters Street. Liliana Garcia-Rivera Rivera introduced Clovis Honore representing our newest associate member, Grid Alternatives.

Approval of the Agenda

Amendment to the Agenda: Liliana pointed out that an action item needed to be added: Approval to donate towards Warren Simon's Celebration of Life Ceremony; R. Daniel Hernandez added that the board should also consider approving a donation to charitable organization on behalf of the late Dr. Richard Butcher who was a civic leader and local business owner.

Motion made by R. Daniel Hernandez to add two action items to the agenda. Second by Omar Passons. Vote: 4-0-0. Motion passed.

Consent Agenda

- a. Approval of Board Meeting Minutes of October 18, 2016
- b. Resignation of Karely Diaz, Diaz Brothers Catering

Motion made by Marion McCord to approve the consent agenda. Second by Carlos Vasquez. Vote: 4-0-0. Motion passed.

President's Report/Executive Committee - Carlos Vasquez

- a. Approval of 2015 Audit - The final 2015 Audit was circulated. The audit was clean with no derogatory marks.

Motion made by R. Daniel Hernandez to approve the 2015 Audit. Second by Omar Passons. Vote: 4-0-0. Motion passed.

- b. Approval of 2015 Tax Return - The final 2015 Federal and California Tax Returns were circulated.

Motion made by R. Daniel Hernandez to approve and file the 2015 Federal and California State Tax Returns. Second by Marion. Vote: 4-0-0. Motion passed.

- c. **[CLOSED SESSION]]San Diegans for Open Government v. Diamond Business Association, et al.- Action Item [RECONVENE OPEN SESSION]-No action item to report.**

- d. US Bank Credit Card

A concern was raised by Hugh Muhammad at the last meeting about the solicitation and acquisition of a company credit card. The bank offered the credit card (with cash back dollars for office supply purchases and cell phone payments) as an add-on when we were given the line of credit. The intent was to build credit, earn cash back with zero percent interest for a time by purchasing office supplies and paying cell phone payments. Carlos Vasquez accepted it without board approval as an oversight. The question is do we want to keep or cancel the \$12,000 credit card. After discussion and agreement that the financial policies and procedures needed to be tightened, Omar volunteered to work with the Executive Director on reviewing and updating the financial policies and procedures for board approval.

Motion made by Omar Passons to keep the company credit card with additional controls to be incorporated into the updated financial policies and procedures. Second by Marion McCord. Vote: 4-0-0. Motion passed.

- e. Mid-Year Budget Review/Modification - As we approach the mid-year point in our fiscal year we need to revise and modify our budget to take into account the projected personnel expense.
- f. Organizational Retreat/Holiday Lunch on December 10, 2016 - Carlos Vasquez reminded the board members that we agreed to meet in December to review the mini-retreat results and close the year off with a business member luncheon. Three of the board members present confirmed attendance. Omar Passons said he would not be able to attend and also informed the board of a possible transition from him to another JCNi representative.
- g. Banner Policy - **Tabled**
- h. Approval to donate towards Warren Simon's Celebration of Life Ceremony

- i. A Celebration of Life for Warren Simon will take place on Tuesday, November 29th. 5:30 p.m. - 8:00 p.m. at The Prado in Balboa Park. The BID Council has asked all BIDs to contribute toward the cost of the celebration of life. Warren Simon's volunteer service to the Diamond BID is greatly appreciated and recognized. Carlos Vasquez asked Liliana Garcia-Rivera to find out from the BID Council how much other BIDs are contributing and then to determine what is appropriate between \$250-\$500.

Motion made by Omar Passons to approve a donation of \$250-\$500, exact amount at the discretion of the Executive Director. Second by Marion McCord. Vote: 4-0-0. Motion passed.

- i. Donation in Memory of Dr. Richard Butcher - Marion McCord will find out if a nonprofit organization has been identified for Memorial Donations - **No action to report.**

Financial Report - Although no financial reports were not available, Liliana Garcia-Rivera reported that balance in the bank account as of today is \$42,135.18 and that our October assessment is pending deposit in the amount of \$3,336.42.

Executive Director's Report - Liliana Garcia-Rivera

Purchase of generator - We rent a generator each time for each event and we will need one for the upcoming holiday bridge lighting ceremony. Approval for the purchase of a generator was requested.

Motion made by Omar Passons to purchase a generator for future events. Second by R. Daniel Hernandez. Vote: 4-0-0. Motion passed.

Further Executive Reports as follows:

- a. We need to do an annual review of our Policies and Procedures.
- b. Fund Development:
 - SBEP came in at \$16,454
 - JCNI Love Live Laugh Learn sponsorship came in at \$2.500
 - Civic Capital Partnership Grant Pending - \$10k
 - JCNI Placemaking - Granted - \$10k
 - CPPS CD9 - Reimbursement Pending \$5,000
 - TOT - D4 Reimbursement Pending \$1,200
 - SBEP Technical Assistance Grant balance left \$1,800
 - CDBG - RFQ Due November 14, 2016
- c. Upcoming Events
 - Shop Small Saturday - November 28th
 - Holiday Bridge Lighting Ceremony, Saturday, December 3rd
 - Ugly Dog Pub Joint Mixer with the College Area BID, Thursday, December 8th

Economic Development Committee Report - Carlos Vasquez

Economic Development Committee Chair reported on the following:

- d. Carlos Vasquez reported that two developers presented at the Economic Development Committee: National Core (63rd & Imperial) and Hilltop & Euclid.
- e. Neighborhood Initiative for Access to Capital with Civic San Diego - We are still looking to recruit an AmeriCorps member.
- f. Social Enterprise Commercial Kitchen - Gustavo Bidart of CIVIC San Diego has been working with our organization and two others to see if they can leverage the funds for CDBG funds and the Promise Zone benefit to build out an Edu-Kitchen Culinary/Activation Program at the 63rd & Imperial Development. The next meeting for Diamond BID/National CORE is scheduled for 11/29/16.

Announcements - None.

The meeting was adjourned at 7:02pm

Drafted by Karina Velazquez, SDBD Program Manager

Finalized by Liliana Garcia-Rivera, SDBD Executive Director