



Diamond Business Association, Inc.
dba Southeastern Diamond Business Association (SDBD)
Executive Committee Meeting
Alpha Center 6323 Imperial Avenue, San Diego, CA 92114
February 13, 2017 from 5:30-6:30 PM
www.info@sdbd.org | www.sdbd.org

MINUTES of the SDBD Executive Committee Meeting February 13, 2017

Committee Members Present: Carlos Vasquez (President), Marion McCord (Treasurer), R. Daniel Hernandez (Secretary)

Members Absent: None (Vice-President position is vacant)

Others Present: Liliana Garcia-Rivera (Executive Director), Karina Velazquez (Program Manager), Francisca Polanka (Small Business Community Initiative Officer)

The meeting was called to order by President Carlos Vasquez at 5:30pm. Quorum was present (3 out of 3 members).

Organizational Items: None.

Informational Item:

January Financials - Liliana Garcia-Rivera stated that the financials are pending but will be ready in time for the board meeting.

Review and Consider Forwarding Action Recommendation to the Full Board

1. Board Meeting Minutes of January 17, 2017 - Liliana Garcia-Rivera stated that the minutes are completed and will be presented at the Board Meeting.
2. Rental Agreement with Neighborhood House - Liliana stated we should have received the agreement back in September. She stated there have been changes to the extension terms and received a prorated invoice. She is not happy with all the terms so she is currently negotiating the contract but it will be ready by board meeting.
3. Review and approval of Budget and Work-plan for FY 2018 - Liliana stated the only change since the Officers last saw it was an increased income to allocate for health insurance for staff.
4. Approve entering into an amendment to the agreement with the City of San Diego - Liliana stated this is for yearly contract with the City.
5. Approve FY 2018 Authorized Signatures - Liliana stated she needs authorization from the board to authorize who can sign certain forms.
6. Elect Vice-President - Liliana stated the Board needs to fill the vacancy that is the VP seat and that R. Daniel Hernandez, Secretary, had previously expressed interest in position.

Carlos Vasquez stated the Board shouldn't elected a VP until they have someone to step into Secretary position.

7. Approve Authorization Liliana Garcia-Rivera and Carlos Vasquez to apply for County Grants (Neighborhood Reinvestment Grant) - Liliana stated it is standard procedure to ask board for approval to apply for any specific grant.
8. Authorize LGR to enter into contract with Jovita Juarez and Tayari Howard for DSF - Marion discussed how the meeting with Tayari went. Liliana stated since then, Tayari has submitted a proposal. Marion proposed some guarantee in 2,500 payment, add language about Cox spots, weekly radio show (psa for sponsors), Carlos suggests tiered commission; proprietary list; time frame (so he doesn't wait until last minute); he uses our contract to secure performers;
9. board wants to see contract; LGR asked about oversight, maybe an attorney look at it (Monica Montgomery); CV concern over ownership of event; \$1500 to commission & 10% 1 - \$10k) then 15% (\$10.01K-up) (he has to close that account) hard money (no in-kind)
 - a. Jovita \$2,500 both events in one contract. Recommend a raise for liability insurance (Possibly \$200-\$250) talk about performance.
 - i. Marion proposes to talk to other event planners as well.
10. Mid-Year Budget Review/Modification - [Information Item] schedule for payments. needs to be done by end of fiscal year

Executive Director's Report:

1. Monthly Activity Report
 - a. D4 homeless count, WeAllCount RTFH w/ QoL → community profile; mayor's nonprofit asked 2 restaurants for neighborhood experience; mtg w/ CP Cole; mtg w/ City on march 7th; photoshoot mixer 2/15
2. Marketing Committee
 - a. Met to discuss printed directory work; ECC mtg to exchange ad & membership in exchange for printing; ads in annual printed newsletter (at least cost to print itself)
 - b. Diamond Street Festival
3. Economic Development Committee
 - a. Ouchi Courtyard Office Space and Executive Suites - Information free rent is great w/ build out pay; part of efforts would be to activate area;
 - b. AMCAL Multi-Housing, Inc. Presentation on Villa Encantada Mixed Use Housing on 62nd and Imperial
 - c. New development in creating a Maintenance Assessment District (MAD) - [Informational Item]

The meeting was adjourned at 7:03pm.

Written by Francisca Orellana Polanka, AmeriCorps
Finalized by Karina Velazquez
Liliana Garcia-Rivera, SDBD Executive Director