



Diamond Business Association, Inc.
dba Southeastern Diamond Business Association (SDBD)
Board of Directors
Alpha Center 6323 Imperial Avenue, San Diego, CA 92114
July 18 , 2017 from 5:30-6:30 PM
www.info@sdbd.org | www.sdbd.org

MINUTES of the SDBD Board of Directors Meeting. Tuesday, July 18, 2017

Committee Members Present: Carlos Vasquez (President), Marion McCord (Treasurer), Richard Seges (Secretary) Donald Canteen

Members Absent: R. Daniel Hernandez, Brian Maty.

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

The meeting was called to order by President Carlos Vasquez at 5:56 pm. Quorum present (4 out of 6 members).

Review and Consider Forwarding Action Recommendation to the Full Board

1. Approval of Board Meeting Minutes of June 20, 2017
2. Approval of Annual Meeting Minutes of June 20, 2017
3. Approval of Special Meeting Minutes of July 5, 2017
4. Ratify Associate Membership Applications of
 - a. Greenwood Memorial
 - b. V6 Photography
 - c. Beachin Bobba
 - d. Snack Grill
 - e. Mesheeka

Richard motioned to approved. Second by Marion. 0-0-4

Organizational Items:

1. Ratification of Board Members to be seated FY 2018
 - Hugh Muhammad has not paid his dues to qualify to be seated. Once his dues are current, he will contact the association to be reinstated or run again.
 - Seating only two members. Marion McCord and Brian Maty.
 - **Richard Seges made a motion to seat both members to the board. Second by Marion McCord. Vote: 4-0-0. Motion Carried.**

2. Election of Officers for terms for FY 2018

Carlos Vasquez, President

Marion McCord, Treasurer

Richard Seges, Secretary

Richard Seges made a motion to install officers. Second by Donald Canteen.

Vote: 4-0-0. Motion Carried.

3. Authorization to contract Andres Garcia for FY 2017 Audit.

Liliana Garcia-Rivera has spoken with Mary Joseph about the average fees charged by accountants for audits and returns. Mary Joseph recommends Andres Garcia as the most reliable and affordable. Last year he was paid \$3,000. Carlos Vasquez proposes that the easiest thing to do this year is to move forward with this contract and next maybe circulate another RFP. **Donald Canteen motioned to authorize a budget cap of \$3,000-\$3,500 to contract Andres Garcia to prepare audit and returns. Marion McCord second 4-0-0. Motion Carried.**

4. Budget Modification in September 2018

Liliana Garcia-Rivera reported that Ouchi Courtyard and the Alpha Center will bring revenue. Mary Joseph wants to wait until September to reassess. We've reduced staffing so additional personnel budget is now available.

5. Commercial Kitchen Use Agreement with Roger and Kareena Tatem

Liliana Garcia-Rivera reported that Roger and Kareena Tatem were good candidates to enter into a contract to rent the commercial kitchen space at the Alpha Center. Discussion centered around hours and staffing for use. Richard Seges requested time to review a contract. Richard Seges asked Francisca Orellana to prepare a draft agreement for his review.

6. Enter into Lease with Ouchi Courtyard

Richard Seges reported that upon review of the lease agreement he is concerned that an unrelated third party (Ito Girard & Associates) is building it out. We need user agreement for shared spaces. Richard Seges suggested that before entering the agreement we need a legal review of the lease. Liliana Garcia-Rivera is concerned about the time frame because all parties are waiting for the BID to finalize the contract. Liliana Garcia-Rivera asked board for authorization to retain legal counsel. A line item should be added to the budget for legal counsel. We can email budget to all board (free to \$500). **Donald Canteen made a motion to authorize an email vote to review the budget with a \$500 line item for legal fees included. If there is consensus through email, then we move forward with the project, if there is a problem then there should be a special meeting called. Marion McCord second. 4-0-0 Motion Carried.**

7. Executive Director Contract

Carlos Vasquez informed the board that Liliana Garcia-Rivera's contract needs to be renewed along with her performance evaluation. Marion McCord and Brian Matty will be part of the review committee.

8. Letter of Support for Jeanne Waterford

The information for the letter was not received.

Financial Report:

Liliana Garcia-Rivera reviewed the Financial Report with the board. The financial reports were received and filed.

Executive Director's Report:

Liliana reported on the status of the grants received to date and the highlights of the written reported distributed for review.

Announcements

Special thanks given to US Bank for their sponsorship of the Food Truck and Music Fest.

The meeting was adjourned at 7:04

Written by Francisca Orellana Polanka, AmeriCorps

Finalized by Liliana Garcia-Rivera, SDBD Executive Director