



Diamond Business Association, Inc.  
dba Southeastern Diamond Business Association (SDBD)

Minutes of the Board of Directors

Via Zoom

August 19, 2021 from 12:00 PM to 1:00 PM

[info@sdbd.org](mailto:info@sdbd.org) | [www.sdbd.org](http://www.sdbd.org)

## 1. ORGANIZATIONAL BUSINESS

Board Members Present: Marco Ortiz (Farmers Insurance), Denise Sanchez (Taxes 4 Less San Diego), Karla Ruiz (Bilingual Notaries) and Marc Ritchey (Big Cuts Barber Salon).

Members Absent: Carlos Vasquez (Civic Community Partners), Eddie Muhhamad (RBW Security), Chris Machado (US Bank)

Others Present: Liliana Garcia-Rivera (Diamond BID), Kathy Beas (Diamond BID), Nancy Juarez (La Fresheria), and Brian Buggs (Buggs Postal Service)

The meeting was called to order by President Ortiz at 12:09 pm. Quorum present (4 out of 7)

## 2. APPROVAL OF THE AGENDA

**Motion: Karla Ruiz Second: Marc Ritchey | Yes: 4 | No: 0 | Abstain: 0**

## 3. PUBLIC COMMENT - None

## 4. PRESENTATION - None

## 5. CONSENT ITEMS

- Remove Liliana Garcia Rivera and Marion McCord from the bank authorization.
- Approve the FY2022 authorized bank signers: Marco Ortiz, President and Denise Sanchez, Treasurer.
- Extend the Line of Credit under Carlos Vazquez, Secretary for 6 months.
- Apply for the line of credit under the Diamond Business Association.
- Order new debit cards for the President and the Treasurer.
- Ask Board Members to form a committee to create and review the Administrator Contract.

**Motion: Karla Ruiz | Second: Marc Ritchey | Yes: 4 | No: 0 | Abstain: 0**

[Nancy Juarez joins meeting 12:20 pm]

## 6. ACTION ITEMS

- Nomination and election of Marco Ortiz for President of the Board for a two year term.

**Motion: Karla Ruiz | Second: Marc Ritchey | Yes: 4 | No: 0 | Abstain: 0**

- Nomination and election of Karla Ruiz for Vice President of the Board for a two year term.

**Motion: Denise Sanchez | Second: Marc Ritchey | Yes: 4 | No: 0 | Abstain: 0**

- Nomination and election of Denise Sanchez for Treasurer of the Board for a two year term.

**Motion: Karla Ruiz | Second: Marc Ritchey | Yes: 3 | No: 0 | Abstain: Denise Sanchez**

- Appointment of Nancy Juarez owner of La Fresheria to the Board of Directors of the Diamond Business Association.

**Motion: Karla Ruiz | Second: Denise Sanchez | Yes: 4 | No: 0 | Abstain: 0**

- ★ **Marco A Ortiz, President of the Board requested a correction addendum to the Action Items in line 6 to include “Nomination and Election” of the President, Vice President and Treasurer of the Board. The Board unanimously approved the correction.**

## **7. STAFF REPORT**

Small Business Technical Assistance Manager Report - Kathy Beas

Kathy Beas reported that the Diamond BID was awarded a grant by LISC of San Diego for Small Business Technical Assistance; she applied for the grant on behalf of the organization. We have not received the contract yet, just notification from LISC that we were a grant recipient. She also announced to the Board that for the FY 2021 - 2022 the Executive Committee meeting will take place on the 2nd Friday of the month via Zoom. The Board of Directors meeting will continue to be held on the 3rd Thursday of the month via Zoom. She also mentioned that the Conflict of Interest Policy, Administration Policy and NonDisclosure Agreement will be emailed to each Board Member and needs to be signed and returned.

## **8. FINANCIAL REPORT**

Small Business Technical Assistance Manager Report - Kathy Beas reported that the bank balance is \$24,809.85.

## **9. ECONOMIC DEVELOPMENT ACTIVITIES REPORT**

Michelle Harris Price was absent from the meeting.

## **10. BOARD MEMBER REPORTS**

- Karla Ruiz, Vice President nominated herself to lead the committee for the Administrator Contract, Marc Ritchey second her nomination. She also volunteered to pay for a photographer to come and take professional pictures of the Diamond BID Board of Directors. Finally she commented that we should hire a consultant to update the website.
- Kathy Beas will source consultants to update the website and report back to the Board at the next meeting.
- Marc Ritchey asked about the timeline of the Banner projects that Lilita Garcia Rivera committed to completing before her resignation. Marco Ortiz responded that the Banner projects need to be completed as soon as possible.
- Marco A Ortiz - President reported that Kathy and himself met via Zoom with the Council Member Monica Montgomery as a meet and greet meeting where both sides expressed eagerness to help each other for the good of the BID members and community at large.
- Marco A Ortiz also reported meeting with the Oak Park community leaders via Zoom also to meet and greet and likewise both sides expressed the desire to cooperate to improve both communities.

## **12. ADJOURNMENT 1:09 pm**

**NEXT REGULAR MEETING DATE** | September 16 , 2021 via Zoom

Minutes prepared by: Kathy Beas

Reviewed by: Marco A. Ortiz