



Diamond Business Association, Inc.  
dba Southeastern Diamond Business Association (SDBD)  
Minutes of the Board of Directors  
Via Zoom  
September 16, 2021, 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), Marc Ritchey (Big Cuts Barber Salon) and Christopher Machado (US Bank).

**Members Absent:** Carlos Vasquez (Civic Community Partners), Hugh Muhhamad / Eddie Muhhamad (RBW Security, Inc.) and Nancy Juarez (La Fresheria).

**Others Present:** Kathy Beas (Diamond BID), and Matt Griffith (Office of the Mayor).

The meeting was called to order by President Ortiz at 12:05 pm. Quorum present (5 out of 8)

## 2. APPROVAL OF THE AGENDA

**Motion: Marc Ritchey | Second: Karla Ruiz | Yes: 5 | No: 0 | Abstain: 0**

## 3. PUBLIC COMMENT:

- Matt Griffith, Representative with the Office of the Mayor informed us about the following resources: COVID Testing site and treatment center available to the community at no cost, housing funds are still available for rental assistance. He will follow up with an email to send us more details.

## 4. PRESENTATION - None

## 5. CONSENT ITEMS:

**Marco A. Ortiz, President and Board Meeting Chair recused himself from this part of the agenda due to the Conflict of Interest with the D&O Insurance renewal.**

**[Marco A. Ortiz, President logged off the meeting at 12:10 pm]**

**Denise Sanchez, Treasurer, chaired the Consent Items on the agenda.**

- Approval of the July Board Minutes, Annual Meeting Minutes, August Minutes and August Financials.
- Approval of the New Associate Members:
  - Brian Ware, Best Ware Construction Services
  - David and Andrea Smith, Friends for Friends Foundation
  - Rosalind Johnson, Clara's Kitchen
- Approval to post the part-time position for Technical Assistance pursuant to the LISC grant.
- Approval of the D&O insurance renewal with the Ortiz Insurance Agency.
- Approval of Karla Ruiz, Vice President as a bank signer / no bank card.

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

**[Marco A. Ortiz, President joins meeting 12:20 pm]**

## **6. ACTION ITEMS**

- Approval of Andres D. Garcia, CPA with Bonk, Cushman, Eagle, and Garcia to conduct the FY2021 Audit. [Correction from the agenda which stated FY2022]

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

- Approval to collaborate with Urban Collaborative to organize the Southeast Day of the Dead Celebration on October 30, 2021.

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

- Approval to apply for a permit to host a Small Business Saturday event on November 27, 2021 at Huffman's Plaza. .

**Motion: Denise Sanchez | Second: Christopher Machado | Yes: All | No: 0 | Abstain: 0**

## **7. STAFF REPORT**

Small Business Technical Assistance Manager Report - Kathy Beas

Update on the LISC Grant: We have not received the contract to move forward with the grant, but we have submitted all the requested documents. We need to begin with the programs detailed in the grant agreement; e-commerce for Diamond BID Members, completion of the Diamond BID Assessment Survey, and hiring a part-time Technical Assistance Coordinator.

## **8. FINANCIAL REPORT**

Small Business Technical Assistance Manager Report - Kathy Beas reported that the bank balance is \$38,561.33, line of credit and credit card zero balance.

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

Michelle Harris Price was absent from the meeting. The September Economic Development Meeting was canceled because the presenter had a calendar conflict.

## **10. ADJOURNMENT 12:51 pm**

**Motion: Christopher Machado | Second: Marc Ritchey | Yes: All | No: 0 | Abstain: 0**

**NEXT REGULAR MEETING DATE | October 21, 2021 via Zoom**

Minutes prepared by: Kathy Beas

Reviewed by: Marco A. Ortiz