

**Bixby Knolls Business Improvement Association
Executive Director Report: April 27, 2017**

- **Veterans Day Parade to stay north:** After more discussion between the 9th district council office and the parade committee, it was decided that the parade would stay put and keep the same route and festival location. The caveat being that if attendance doesn't increase this year then the parade would move south in 2018.
- **City Audit of all BIDs** – On Monday, May 1, the city auditor's office will be coming to the BKBIA to discuss the upcoming audit taking place of all business improvement districts. This will be less of a financial audit but more so about an "administrative" one. The goal is to create consistency among all BIDs for requirements and reporting back to the city as well as the internal oversight of BIDs from city staff. Currently, some BIDs have many more requirements than others. I will share all details after the meeting next week.
- **Tuttle Cameras** – The last Bixby Knolls "institution" is leaving the neighborhood. In summary, with the death of the landlords and the family properties being divided up, the family member who inherited the building has aggressively approached Tuttle about doubling rent almost immediately. Tuttle had maintained the building for years and was responsible for repairs to the 70 year old building. Unfortunately the new ownership isn't so sentimental about the business and may have a building on his hands that could remain empty for a while.
- **Abrams Clark** – According to the brokers a lease may be signed this week for the entire building. We will get all the details including business name and owner contacts once the lease has been executed.
- **3853 Atlantic** – The new owners are now taking bids from general contractors for demo and construction costs. They have also been meeting with potential tenants that we have sent their way. The project will take about a year from start to finish.
- **Edgar & James** – We were told that construction is supposed to begin in a couple of weeks and a grand opening would happen at the end of June. No movement there as of yet but we will keep on top of it.
- **Other:** Cannot seem to get any information about Smart & Final in the BK Shopping Center. And the only thing we have been told about Chick-Fil-A is that construction should start "soon."

LONG BEACH



Business Improvement Association

Servando Orozco- President- At Large
Michael Mora -Vice President-Long Beach BL
Norm Cauntay – Secretary - Atlantic
Anthony Wingfield – Treasurer – Wardlow Road
Anthony Puente -Atlantic Ave
Bill Larson- Long Beach Blvd.
Katherine Galanty- Wardlow Rd
Jane Ho – Bixby Knolls Shopping Center

4321 Atlantic Avenue
Long Beach, CA 90807
562-595-0081
562-595-0281
info@bixbyknollsinfo.com
www.bixbyknollsinfo.com

Lourdes Valles-At Large
Debbie Peurrung- Long Beach Blvd.
Jahaziel Romero -Long Beach Blvd
Cheryl Jacobs- Community Liaison
Mark Hawkins-Community Liaison
Roy Robbins- Community Liaison
Andrea Testa -Community Liaison
Blair Cohn-Executive Director
Cait Yoshioka – Project Manager

BOARD OF DIRECTORS MEETING

Thursday, April 27, 2017, 7:45 a.m. at Expo Arts Center

AGENDA

1. CALL TO ORDER/ROLL CALL

Excused Absences:

2. WELCOME & INTRODUCTIONS

-

3. APPROVAL OF MINUTES

- Approval of Minutes from March 23, 2017

4. Public Comment (limited to 3 minutes)

-

5. 7th DISTRICT COUNCIL REPORT – 7th District Council Representative

6. 8th DISTRICT COUNCIL REPORT - 8th District Council Representative

7. Committee Reports:

- Treasurer Report – Susan Cooper
- Welcome Kits – Cait, Jane, Cheryl
- City Lease – Bill
- New Business Recruitment & Retention – Bill, Blair
- Security & Code Enforcement Report – Mike
- Promotion Report – Cait
- Executive Director's Report – Blair
- Project Manager's Report – Cait

8. OLD BUSINESS

- Banners – Norm

9. NEW BUSINESS

-

10. ADJOURNMENT



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10. ADJOURNMENT

BIXBY KNOLLS BUSINESS IMPROVEMENT BOARD OF DIRECTORS MEETING MINUTES

DATE March 23, 2017

TIME 7:45am

PLACE The Pan – Meeting moved to West Bistro

CHAIR Servando Orozco

RECORDER Blair Cohn

ADJOURNED 9:03 a.m.

Present

Servando Orozco, President
Norm Cauntay, Secretary
Anthony Wingfield, Treasurer
Anthony Puente
Bill Larson
Jane Ho
Katherine Galanty
Debbie Peurrung
Cheryl Jacobs – Community Liaison
Blair Cohn – BKBIA
Cait Yoshioka – BKBIA

Excused Absences

Mike Mora, Lourdes Valles, Jahaziel Romero

Unexcused Absences

Guests:

Jim Fisk, City of Long Beach
Eric Romero, City of Long Beach
Susan Cooper, BKBIA
Jonathan Kraus, 8th District Council Office
Sandra Setti, 7th District Council Office
Berenice Dena, About U Boutique

Call Meeting to Order

- Servando called the meeting to order at 8:01am.

Welcome & Introductions

-

Approval of Minutes

- Approval of Minutes from February 23, 2017. Anthony W. made a motion to approve. Bill seconded the motion. Motion approved unanimously.

Community Participation Report (limited to 3 minutes)

- N/A

7th District Council Office Report

- Sandra Zetti reported: Police Safety Breakfast, April 1, 8am -10am; Community Conversation with Councilman Uranga at Bixby Knolls Car Wash, March 24, 2:30pm – 5:30pm

8th District Council Report

- Jonathan reported: Councilman Austin is hosting his “Celebrate the 8th” event on March 28, 6pm-8pm, at Expo Arts Center

Old Business:

- Veterans Day Parade - Blair and Jonathan reported that after further discussions among the parade committee and the 9th council district office, the parade will remain in North Long Beach.
- BKBIA lease for Expo Building: Blair and Bill will meet with the city attorney's office to discuss the new lease for the BKBIA. The lease will define our actual office space for the county assessor's office and reiterate that the BKBIA shall control the programming of the building.
- Board Member Projects: Blair outlined in his Executive Director's Report the areas where board members can get involved to help out the staff. Member Outreach, Sponsorship, Office & Building Maintenance, District Patrols, and Broker & Property Owner Outreach are the specific categories and board members should sign up to participate regularly in these.

New Business

- Roberts Rules of Order/Parliamentary Procedures – Jim Fisk reported the basic information on how public meetings should be run. This included information on public notification of meetings, public participation during a meeting, agenda items and how to address non-agenda items brought up by board members. We will change the format of BKBIA meetings to better follow the structure of Robert's Rules.

Reports:

- **Treasurer's Report:** Susan discussed the monthly report and status of cash on hand.
- **Executive Director's Report** – Blair also reported on the new mural project on Long Beach Boulevard at Power of One and updates on business recruitment efforts. In particular, the new owners of the Nino's property has meet with us to discuss plans for the building. BKBIA is sending possible tenant leads to the property owners.
- **Project Manager's Report** – Cait: Past-event recaps including March Supper Club, Kidical Mass, Outreach to Membership Committee; Upcoming Action Items/Events including First Fridays County Fair, Earth Day Bixby Knolls, Business Breakfast (April 19).
- **Committee Reports**
- **Security and Code Enforcement Report:** Blair & Debbie: According to LBPd it was a quiet month for activity in the district. There was a reported theft at Rite Aid; LBPd reminds everyone not to leave valuables in cars as there is an increase in car burglaries city-wide. CSI is managing the homeless issue in the district; general discussion ensued.
- **Promotion Report:** Cheryl reported on a new concept called "Micro Flash Event." These would cost the BKBIA only \$50-\$100 where an item or service is pre-paid to a business and then through social media the public would be notified to go to that business to claim the prize/treat/etc; LB County Fair at First Fridays will have all the local farmers and harvesters plus great music and food; next Business Breakfast is on April 19 with John Keisler, Director of Economic Development, as the guest speaker; the Bixby 'A Bloom fashion show at the Virginia Country Club was a great event featuring our local boutiques.

Adjournment

- No additional public comment made.
- Bill made a motion to adjourn the meeting at 9:10am. Anthony W. seconded the motion. Meeting was adjourned.
- Next meeting is April 27, 2017, at 7:45 a.m., Expo Arts Center.

Respectfully submitted,
Norm Cauntay

Bixby Knolls Business Improvement Association
STATEMENT OF FINANCIAL POSITION
As of March 31, 2017

| | Mar 31, 17 |
|---------------------------------------|------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Bixby Knolls RDA Acct | 27,188.10 |
| BKZIA Oper Acct | 18,957.53 |
| Total Checking/Savings | 46,145.63 |
| Total Current Assets | 46,145.63 |
| Fixed Assets | |
| Holiday Decorations | |
| Holiday Decorations- Acc Deprec | -46,427.00 |
| Holiday Decorations - Other | 52,013.49 |
| Total Holiday Decorations | 5,586.49 |
| Total Fixed Assets | 5,586.49 |
| TOTAL ASSETS | 51,732.12 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Credit Cards | |
| VISA | 1,926.68 |
| Total Credit Cards | 1,926.68 |
| Total Current Liabilities | 1,926.68 |
| Total Liabilities | 1,926.68 |
| Equity | |
| Opening Bal Equity | 0.15 |
| Retained Earnings | 126,339.66 |
| Unrestrict (retained earnings) | -98,582.09 |
| Net Income | 22,047.72 |
| Total Equity | 49,805.44 |
| TOTAL LIABILITIES & EQUITY | 51,732.12 |

7:22 PM

04/24/17

Cash Basis

Bixby Knolls Business Improvement Association

OPERATING STATEMENT

March 2017

| | Mar 17 | Jul '16 - Mar 17 |
|----------------------------|-----------|------------------|
| Ordinary Income/Expense | | |
| Income | | |
| Assessment Income | 38,957.85 | 172,206.47 |
| Contributions | 1,780.68 | 13,554.11 |
| Corporate Sponsorship | 0.00 | 6,364.70 |
| RDA Grant Funds | 30,719.90 | 143,046.41 |
| Reimbursements | 0.00 | 991.08 |
| Rental Income | 1,220.00 | 15,333.95 |
| Total Income | 72,678.43 | 351,496.72 |
| Gross Profit | 72,678.43 | 351,496.72 |
| Expense | | |
| Administration | 6,868.17 | 48,898.01 |
| Building Supplies | 0.00 | 459.74 |
| Business Gift | 0.00 | 27.95 |
| Finance Charges | 0.00 | 194.59 |
| On-Going Promotions | 656.72 | 17,868.22 |
| Promotional Event Expenses | 0.00 | 100.00 |
| RDA Spec Proj | 18,629.90 | 169,572.21 |
| Salaries/Benefits | 12,129.91 | 80,682.65 |
| Special Programs | 0.00 | 13,645.63 |
| Total Expense | 38,284.70 | 331,449.00 |
| Net Ordinary Income | 34,393.73 | 20,047.72 |
| Other Income/Expense | | |
| Other Income | | |
| Other Income | 0.00 | 2,000.00 |
| Total Other Income | 0.00 | 2,000.00 |
| Net Other Income | 0.00 | 2,000.00 |
| Net Income | 34,393.73 | 22,047.72 |

Bixby Knolls Business Improvement Association

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| Gross Profit | 72,678.43 | 351,496.72 |
| Expense | | |
| Administration | | |
| Accounting | | |
| Tax Return Prep | 0.00 | 2,625.00 |
| Accounting - Other | 0.00 | 1,379.25 |
| Total Accounting | 0.00 | 4,004.25 |
| Bank Charges | 6.00 | 169.00 |
| Board Dev and Training | 0.00 | 360.74 |
| Board Meeting Expenses | 0.00 | 50.61 |
| COBA meeting expense | 0.00 | 200.00 |
| Concession Supplies | 0.00 | 534.95 |
| Dues & Subscriptions | 0.00 | 495.00 |
| Employee Meals | 0.00 | 322.61 |
| EXPO Supplies | 0.00 | -566.37 |
| Fees | 0.00 | 20.00 |
| Insurance | | |
| Commercial Liability | 2,214.00 | 2,714.00 |
| Directors & Officers | 0.00 | 1,641.00 |
| Insurance - Other | 924.00 | 924.00 |
| Total Insurance | 3,138.00 | 5,279.00 |
| Janitorial Services | 0.00 | 38.00 |
| Licenses and Permits | 0.00 | 613.85 |
| Miscellaneous | 0.00 | 798.30 |
| Office Equipment | 273.28 | 2,782.09 |
| Office Expense | 0.00 | 209.98 |
| Office Maintenance | 75.00 | 338.00 |
| Office Supplies | 105.31 | 1,624.96 |
| Outside Services | 1,075.00 | 12,387.41 |
| Postage | 0.00 | 97.20 |
| Repairs and Maintenance | 0.00 | 30.00 |
| Taxes | 0.00 | 50.00 |
| Telecommunications | 246.05 | 2,436.91 |
| Utilities/Trash | 1,949.53 | 16,621.52 |
| Total Administration | 6,868.17 | 48,898.01 |
| Building Supplies | 0.00 | 459.74 |
| Business Gift | 0.00 | 27.95 |
| Finance Charges | 0.00 | 194.59 |
| On-Going Promotions | | |
| Advertising & Marketing | 290.00 | 12,806.15 |
| Median Maint Utilities | 71.72 | 1,532.07 |
| Median Maintenance | 295.00 | 3,455.00 |
| Tree Maintenance | 0.00 | 75.00 |
| Total On-Going Promotions | 656.72 | 17,868.22 |
| Promotional Event Expenses | | |
| Annual Meeting | 0.00 | 100.00 |
| Business Networking Events | 0.00 | 0.00 |
| Promotional Event Expenses - Other | 0.00 | 0.00 |
| Total Promotional Event Expenses | 0.00 | 100.00 |
| RDA Spec Proj | | |

7:22 PM
04/24/17
Cash Basis

Bixby Knolls Business Improvement Association

OPERATING STATEMENT

March 2017

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|---------------------------------|------------------|-------------------|
| Art Alley Project | 0.00 | 4,800.00 |
| Clean + Safe | 3,564.60 | 27,704.10 |
| Clean Team | 354.00 | 3,874.50 |
| Executive Director PR | 3,583.77 | 23,891.80 |
| EXPO Building Improv & Repairs | 0.00 | 2,000.00 |
| Facade/Streetscape Improvements | 0.00 | 23,682.60 |
| First Fridays | 3,740.00 | 31,635.00 |
| Good Spirits | 0.00 | 600.00 |
| Intern Payroll | 2,055.00 | 12,394.62 |
| Marketing | 893.33 | 5,118.33 |
| Misc Events | 1,375.00 | 9,533.26 |
| Small Business Saturday | 0.00 | 2,210.00 |
| Support Staff PR | 3,064.20 | 20,428.00 |
| Trees & Landscaping | 0.00 | 1,700.00 |
| Total RDA Spec Proj | 18,629.90 | 169,572.21 |
| Salaries/Benefits | | |
| Executive Director | 7,140.90 | 47,606.00 |
| Payroll Preparation | 387.00 | 2,349.62 |
| Payroll Tax - Employer Contrib | 1,525.66 | 10,855.82 |
| Project Manager | 2,831.94 | 18,245.01 |
| Workers Comp Insurance | 244.41 | 1,626.20 |
| Total Salaries/Benefits | 12,129.91 | 80,682.65 |
| Special Programs | | |
| Business Breakfast | 0.00 | 2,342.73 |
| Business Networking | 0.00 | 200.00 |
| Concerts | 0.00 | 5,586.10 |
| Expo Center Events | 0.00 | 567.31 |
| First Fridays | 0.00 | 2,010.06 |
| Flash Events | 0.00 | 802.29 |
| Good Spirits Club | 0.00 | 260.00 |
| Kidical Mass | 0.00 | 993.01 |
| Landscape Upgrades | 0.00 | -400.00 |
| Literary Society | 0.00 | 500.00 |
| Movie Night | 0.00 | 316.99 |
| Strollers | 0.00 | 300.00 |
| Supper Club | 0.00 | 167.14 |
| Total Special Programs | 0.00 | 13,645.63 |
| Total Expense | 38,284.70 | 331,449.00 |
| Net Ordinary Income | 34,393.73 | 20,047.72 |
| Other Income/Expense | | |
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LONG BEACH

Project Manager Report: March - April 2017

Event Recaps

- March Supper Club at Blackbird Cafe
 - Had some no-shows, which was unusual, but the event overall was successful and the owners and community were happy
- Good Spirits Club – Weiland Brewery
 - Switched from Smog City due to weather.
- New mural by DabsMyla on Long Beach Boulevard
 - On the south wall of Power of One Self Defense Institute
- Business Breakfast
 - Another great turn out!
 - Speaker John Keisler gave an informative presentation on the new Economic Blueprint for the City

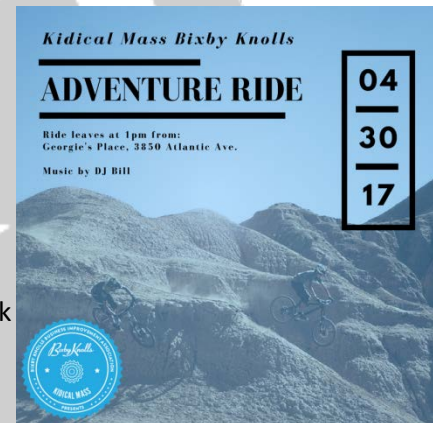


Outreach to Membership Committee

- Continued efforts to update handouts for new/current members
 - Including the “welcome packet” for new businesses and looking at ways to best track new businesses coming in

Current Projects

- BKBIA Branding
 - Successful meeting with Commune Communications has led to:
 - A full brand guideline packet
 - Designs for printed materials (business cards, letterhead, etc.)
 - Templates for social media posts
 - Expected delivery of these items is set for end of the week
- Clean Team contracted for Long Beach Blvd.
 - Willow to 8th Street
 - We’ve already driven the street and noted the problem areas. City Departments have been contacted and our contractors have begun work
 - Tokotah is spearheading the utility box painting by finding and coordinating the artists
- Small Business Saturday – May 20th (see below)

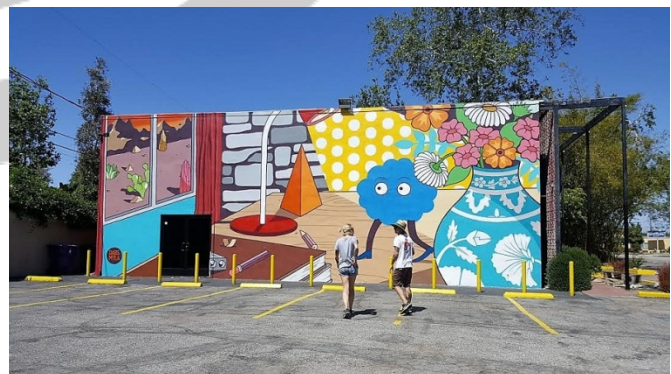


Upcoming Action Items/Events

- Kidical Mass – April 30th
 - This month’s theme is “Big Adventure” and we’ll take the kids through the Dominguez Gap
- COBA – May 3rd
- First Fridays – Spring Awakening, May 5th
- Supper Club – Phil Trani’s, May 1st, 6:30pm

Small Business Saturday – May 20th

- Same concept as last year, but no live music. Instead, we’re designing new ways to get the community to get out and “discover” the businesses right around the corner.
- We’re waiting on the branding to make the Facebook Event page and add the materials to the website.



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| Building Supplies | 0.00 | 459.74 |
| Business Gift | 0.00 | 27.95 |
| Finance Charges | 0.00 | 194.59 |
| On-Going Promotions | 656.72 | 17,868.22 |
| Promotional Event Expenses | 0.00 | 100.00 |
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| Other Income/Expense | | |
| Other Income | | |
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| Total Other Income | <u>0.00</u> | <u>2,000.00</u> |
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| Accounting - Other | 0.00 | 1,379.25 |
| Total Accounting | 0.00 | 4,004.25 |
| Bank Charges | 6.00 | 169.00 |
| Board Dev and Training | 0.00 | 360.74 |
| Board Meeting Expenses | 0.00 | 50.61 |
| COBA meeting expense | 0.00 | 200.00 |
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| Commercial Liability | 2,214.00 | 2,714.00 |
| Directors & Officers | 0.00 | 1,641.00 |
| Insurance - Other | 924.00 | 924.00 |
| Total Insurance | 3,138.00 | 5,279.00 |
| Janitorial Services | 0.00 | 38.00 |
| Licenses and Permits | 0.00 | 613.85 |
| Miscellaneous | 0.00 | 798.30 |
| Office Equipment | 273.28 | 2,782.09 |
| Office Expense | 0.00 | 209.98 |
| Office Maintenance | 75.00 | 338.00 |
| Office Supplies | 105.31 | 1,624.96 |
| Outside Services | 1,075.00 | 12,387.41 |
| Postage | 0.00 | 97.20 |
| Repairs and Maintenance | 0.00 | 30.00 |
| Taxes | 0.00 | 50.00 |
| Telecommunications | 246.05 | 2,436.91 |
| Utilities/Trash | 1,949.53 | 16,621.52 |
| Total Administration | 6,868.17 | 48,898.01 |
| Building Supplies | 0.00 | 459.74 |
| Business Gift | 0.00 | 27.95 |
| Finance Charges | 0.00 | 194.59 |
| On-Going Promotions | | |
| Advertising & Marketing | 290.00 | 12,806.15 |
| Median Maint Utilities | 71.72 | 1,532.07 |
| Median Maintenance | 295.00 | 3,455.00 |
| Tree Maintenance | 0.00 | 75.00 |
| Total On-Going Promotions | 656.72 | 17,868.22 |
| Promotional Event Expenses | | |
| Annual Meeting | 0.00 | 100.00 |
| Business Networking Events | 0.00 | 0.00 |
| Promotional Event Expenses - Other | 0.00 | 0.00 |
| Total Promotional Event Expenses | 0.00 | 100.00 |
| RDA Spec Proj | | |

7:22 PM
04/24/17
Cash Basis

Bixby Knolls Business Improvement Association

OPERATING STATEMENT

March 2017

| | Mar 17 | Jul '16 - Mar 17 |
|---------------------------------|------------------|-------------------|
| Art Alley Project | 0.00 | 4,800.00 |
| Clean + Safe | 3,564.60 | 27,704.10 |
| Clean Team | 354.00 | 3,874.50 |
| Executive Director PR | 3,583.77 | 23,891.80 |
| EXPO Building Improv & Repairs | 0.00 | 2,000.00 |
| Facade/Streetscape Improvements | 0.00 | 23,682.60 |
| First Fridays | 3,740.00 | 31,635.00 |
| Good Spirits | 0.00 | 600.00 |
| Intern Payroll | 2,055.00 | 12,394.62 |
| Marketing | 893.33 | 5,118.33 |
| Misc Events | 1,375.00 | 9,533.26 |
| Small Business Saturday | 0.00 | 2,210.00 |
| Support Staff PR | 3,064.20 | 20,428.00 |
| Trees & Landscaping | 0.00 | 1,700.00 |
| Total RDA Spec Proj | 18,629.90 | 169,572.21 |
| Salaries/Benefits | | |
| Executive Director | 7,140.90 | 47,606.00 |
| Payroll Preparation | 387.00 | 2,349.62 |
| Payroll Tax - Employer Contrib | 1,525.66 | 10,855.82 |
| Project Manager | 2,831.94 | 18,245.01 |
| Workers Comp Insurance | 244.41 | 1,626.20 |
| Total Salaries/Benefits | 12,129.91 | 80,682.65 |
| Special Programs | | |
| Business Breakfast | 0.00 | 2,342.73 |
| Business Networking | 0.00 | 200.00 |
| Concerts | 0.00 | 5,586.10 |
| Expo Center Events | 0.00 | 567.31 |
| First Fridays | 0.00 | 2,010.06 |
| Flash Events | 0.00 | 802.29 |
| Good Spirits Club | 0.00 | 260.00 |
| Kidical Mass | 0.00 | 993.01 |
| Landscape Upgrades | 0.00 | -400.00 |
| Literary Society | 0.00 | 500.00 |
| Movie Night | 0.00 | 316.99 |
| Strollers | 0.00 | 300.00 |
| Supper Club | 0.00 | 167.14 |
| Total Special Programs | 0.00 | 13,645.63 |
| Total Expense | 38,284.70 | 331,449.00 |
| Net Ordinary Income | 34,393.73 | 20,047.72 |
| Other Income/Expense | | |
| Other Income | | |
| Other Income | 0.00 | 2,000.00 |
| Total Other Income | 0.00 | 2,000.00 |
| Net Other Income | 0.00 | 2,000.00 |
| Net Income | 34,393.73 | 22,047.72 |

BIXBY KNOLLS BUSINESS IMPROVEMENT BOARD OF DIRECTORS MEETING MINUTES

DATE March 23, 2017

TIME 7:45am

PLACE The Pan – Meeting moved to West Bistro

CHAIR Servando Orozco

RECORDER Blair Cohn

ADJOURNED 9:03 a.m.

Present

Servando Orozco, President
Norm Cauntay, Secretary
Anthony Wingfield, Treasurer
Anthony Puente
Bill Larson
Jane Ho
Katherine Galanty
Debbie Peurrung
Cheryl Jacobs – Community Liaison
Blair Cohn – BKBIA
Cait Yoshioka – BKBIA

Excused Absences

Mike Mora, Lourdes Valles, Jahaziel Romero

Unexcused Absences

Guests:

Jim Fisk, City of Long Beach
Eric Romero, City of Long Beach
Susan Cooper, BKBIA
Jonathan Kraus, 8th District Council Office
Sandra Setti, 7th District Council Office
Berenice Dena, About U Boutique

Call Meeting to Order

- Servando called the meeting to order at 8:01am.

Welcome & Introductions

-

Approval of Minutes

- Approval of Minutes from February 23, 2017. Anthony W. made a motion to approve. Bill seconded the motion. Motion approved unanimously.

Community Participation Report (limited to 3 minutes)

- N/A

7th District Council Office Report

- Sandra Zetti reported: Police Safety Breakfast, April 1, 8am -10am; Community Conversation with Councilman Uranga at Bixby Knolls Car Wash, March 24, 2:30pm – 5:30pm

8th District Council Report

- Jonathan reported: Councilman Austin is hosting his “Celebrate the 8th” event on March 28, 6pm-8pm, at Expo Arts Center

Old Business:

- Veterans Day Parade - Blair and Jonathan reported that after further discussions among the parade committee and the 9th council district office, the parade will remain in North Long Beach.
- BKBIA lease for Expo Building: Blair and Bill will meet with the city attorney's office to discuss the new lease for the BKBIA. The lease will define our actual office space for the county assessor's office and reiterate that the BKBIA shall control the programming of the building.
- Board Member Projects: Blair outlined in his Executive Director's Report the areas where board members can get involved to help out the staff. Member Outreach, Sponsorship, Office & Building Maintenance, District Patrols, and Broker & Property Owner Outreach are the specific categories and board members should sign up to participate regularly in these.

New Business

- Roberts Rules of Order/Parliamentary Procedures – Jim Fisk reported the basic information on how public meetings should be run. This included information on public notification of meetings, public participation during a meeting, agenda items and how to address non-agenda items brought up by board members. We will change the format of BKBIA meetings to better follow the structure of Robert's Rules.

Reports:

- **Treasurer's Report:** Susan discussed the monthly report and status of cash on hand.
- **Executive Director's Report** – Blair also reported on the new mural project on Long Beach Boulevard at Power of One and updates on business recruitment efforts. In particular, the new owners of the Nino's property has meet with us to discuss plans for the building. BKBIA is sending possible tenant leads to the property owners.
- **Project Manager's Report** – Cait: Past-event recaps including March Supper Club, Kidical Mass, Outreach to Membership Committee; Upcoming Action Items/Events including First Fridays County Fair, Earth Day Bixby Knolls, Business Breakfast (April 19).
- **Committee Reports**
- **Security and Code Enforcement Report:** Blair & Debbie: According to LBPd it was a quiet month for activity in the district. There was a reported theft at Rite Aid; LBPd reminds everyone not to leave valuables in cars as there is an increase in car burglaries city-wide. CSI is managing the homeless issue in the district; general discussion ensued.
- **Promotion Report:** Cheryl reported on a new concept called "Micro Flash Event." These would cost the BKBIA only \$50-\$100 where an item or service is pre-paid to a business and then through social media the public would be notified to go to that business to claim the prize/treat/etc; LB County Fair at First Fridays will have all the local farmers and harvesters plus great music and food; next Business Breakfast is on April 19 with John Keisler, Director of Economic Development, as the guest speaker; the Bixby 'A Bloom fashion show at the Virginia Country Club was a great event featuring our local boutiques.

Adjournment

- No additional public comment made.
- Bill made a motion to adjourn the meeting at 9:10am. Anthony W. seconded the motion. Meeting was adjourned.
- Next meeting is April 27, 2017, at 7:45 a.m., Expo Arts Center.

Respectfully submitted,
Norm Cauntay

Project Manager Report: March - April 2017

Event Recaps

- March Supper Club at Blackbird Cafe
 - Had some no-shows, which was unusual, but the event overall was successful and the owners and community were happy
- Good Spirits Club – Weiland Brewery
 - Switched from Smog City due to weather.
- New mural by DabsMyla on Long Beach Boulevard
 - On the south wall of Power of One Self Defense Institute
- Business Breakfast
 - Another great turn out!
 - Speaker John Keisler gave an informative presentation on the new Economic Blueprint for the City

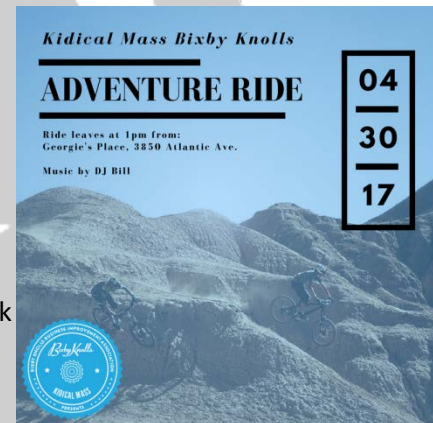


Outreach to Membership Committee

- Continued efforts to update handouts for new/current members
 - Including the “welcome packet” for new businesses and looking at ways to best track new businesses coming in

Current Projects

- BKBIA Branding
 - Successful meeting with Commune Communications has led to:
 - A full brand guideline packet
 - Designs for printed materials (business cards, letterhead, etc.)
 - Templates for social media posts
 - Expected delivery of these items is set for end of the week
- Clean Team contracted for Long Beach Blvd.
 - Willow to 8th Street
 - We’ve already driven the street and noted the problem areas. City Departments have been contacted and our contractors have begun work
 - Tokotah is spearheading the utility box painting by finding and coordinating the artists
- Small Business Saturday – May 20th (see below)



Upcoming Action Items/Events

- Kidical Mass – April 30th
 - This month’s theme is “Big Adventure” and we’ll take the kids through the Dominguez Gap
- COBA – May 3rd
- First Fridays – Spring Awakening, May 5th
- Supper Club – Phil Trani’s, May 1st, 6:30pm

Small Business Saturday – May 20th

- Same concept as last year, but no live music. Instead, we’re designing new ways to get the community to get out and “discover” the businesses right around the corner.
- We’re waiting on the branding to make the Facebook Event page and add the materials to the website.

