



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

Lourdes Valles-At Large
Debbie Peurrung- Long Beach Blvd.
Vacant -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, August 31, 2017, 7:45 a.m. at the Pan Restaurant

AGENDA

1. CALL TO ORDER/ROLL CALL

Excused Absences:

2. WELCOME & INTRODUCTIONS

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3. APPROVAL OF MINUTES

- Approval of Minutes from July 27, 2017 & August 8, 2017

4. Public Comment (limited to 3 minutes)

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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
- Continued First Fridays Discussion – rules and regulations
 - Recommend a motion that the BKBIA shall maintain full control of programming the Expo Arts Center on First Fridays and no other (sub-)event shall be able to rent, operate, or control the use of the Expo Arts Center on First Fridays.
- Security & Code Enforcement Report – Mike
- Promotion Report – Cheryl
- Executive Director's Report – Blair
- Project Manager's Report – Cait

8. OLD BUSINESS

- Light Pole Banners – response to member letter

9. NEW BUSINESS

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Bixby Knolls Business
Improvement Association

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BIXBY KNOLLS BUSINESS IMPROVEMENT BOARD OF DIRECTORS MEETING MINUTES

DATE July 27, 2017

TIME 7:45am

PLACE The Pan Restaurant

CHAIR Servando Orozco

RECORDER Blair Cohn

ADJOURNED 9:12 a.m.

Present

Servando Orozco, President
Mike Mora, Vice President
Anthony Wingfield, Treasurer
Norm Cauntay, Secretary
Katherine Galanty
Debbie Peurrung
Jane Ho
Lourdes Valles
Cheryl Jacobs – Community Liaison
Roy Robbins -- Community Liaison
Andrea Testa – Community Liaison
Blair Cohn – BKBIA
Cait Yoshioka – BKBIA

Excused Absences

Anthony Puente, Bill Larson

Unexcused Absences

Jahaziel Romero

Guests:

Jim Fisk, City of Long Beach
Eric Romero, City of Long Beach
Jonathan Kraus, 8th District Council Office
Sandra Zetti, 7th District Council Office
Susan Cooper, BKBIA

Call Meeting to Order

- Servando called the meeting to order at 7:53am.

Welcome & Introductions

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Approval of Minutes

- Approval of Minutes from June 22, 2017. Mike Mora made a motion to approve with corrected date on top. Anthony W. seconded the motion. Motion approved unanimously.

Community Participation Report (limited to 3 minutes)

- LB Alliance for Food & Fitness & American Heart Association presented on “Healthy Kids’ Choice” for restaurants.
- Human-I-T presented on donations of old computers to be given to low income homes needing them.

7th District Council Office Report

- Sandra reported: Long Beach Water Department launched a new program for restaurants to help save water. First business was on the west side.

8th District Council Report

- Jonathan reported: EIR for 710 freeway, exploring separate freight corridors, etc. Seeking public comment, public meetings set by Cal Trans for August 31 at Chavez Park; city budget will be released next week. The first study session is on August 1 and budget must be adopted by September 15; Back to School event on August 12, Scherer Park, 10am to 1pm, giving away back packs, health screenings; Cheryl asked about the Land Use Element being brought forward to council.

Committee Reports:

- a. Treasurer Report: Susan reported that she is working with Blair on the FY '17-'18 budget.
- b. Welcome Kits – Completed. Cait discussed the distribution to members. Norm asked about the members directly being updated and if the resident volunteer (Stuart) could help maintain the list again.
- c. Vacant Board Seat – Servando reported that Jahaziel Romero had missed all board meetings since January, and per the bylaws Jahaziel would be receiving a letter notifying him that he has been removed from the board.
- d. Continued First Fridays Discussion – Blair and Cait reported on the new Rules & Regulations sheet that will be distributed to all members. Cait also discussed the importance of the BKBIA retaining control of the Expo Arts Center on First Fridays and not having any other event use the building that night. Events such as Uptown Village Market operating during First Fridays piggyback on the event and cause conflicts within our mission for the BKBIA and First Fridays. Norm suggested making a motion to approve this concept but it will have to be tabled until August.
- e. Security & Code Enforcement – Mike reported that there were six burglaries around the district. First Fridays in July was much better with the kids coming and being disruptive. CSI only had to deal with moving kids along at the end of the night.
- f. Promotion Report – Cheryl reported on the first Concert in the Park(ing Lot) on June 26 at Georgie's Place featuring the Buttertones and over 700 attendees, and a successful Good Spirits at the Petroleum Club.
- g. Executive Director's Report – Blair reported the updates for new businesses and development in the district; all requested information by the city auditor's office has been submitted and we are awaiting the next steps of the audit.
- h. Project Manager's Report – Cait reported on the Business Breakfast on July 19, largest one yet with over 90 attendees. New Business Member Packet was distributed to all attendees; Also, event recaps, events at Expo Arts Center, and continued outreach to members.

Old Business

- No old business was discussed.

New Business

- No new business was discussed.

Adjournment

- Anthony made a motion to adjourn the meeting at 9:16am. Mike seconded the motion. Meeting was adjourned. Next meeting is August 31 2017, 7:45am at The Pan.

Respectfully submitted,
Norm Cauntay

BIXBY KNOLLS BUSINESS IMPROVEMENT BOARD OF DIRECTORS SPECIAL MEETING MINUTES – BUDGET REVIEW

DATE August 8, 2017
TIME 7:45am
PLACE Expo Arts Center

CHAIR Servando Orozco
RECORDER Blair Cohn
ADJOURNED 8:55 a.m.

Present

Servando Orozco, President
Mike Mora, Vice President
Anthony Wingfield, Treasurer
Norm Cauntay, Secretary
Anthony Puente
Bill Larson
Jane Ho
Lourdes Valles
Blair Cohn – BKBIA
Cait Yoshioka – BKBIA

Excused Absences

Katherine Galanty, Debbie Peurrung

Unexcused Absences

Guests:

Jonathan Kraus, 8th District Council Office
Susan Cooper, BKBIA

Call Meeting to Order

- Servando called the meeting to order at 7:54am.

Welcome & Introductions

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Public Comment

- No public comment

Proposed FY '17-'18 Budget:

- a. Budget Review: Recommendation to approve proposed budget – Blair reported on all line items of the proposed budget. Mike suggested removing CSI security patrol services out of “Outside Services” and creating a separate Security Services line item. Brief discussion ensued. This will be created moving forward. Anthony W. made a motion to approve the proposed budget. Mike seconded the motion. Motion passed unanimously.
- b. Annual Report Review: Recommendation to approve report – Blair summarized the report that will be submitted to the city for the BKBIA renewal. Bill made a motion to approve the report. Lourdes seconded the motion. Motion passed unanimously.

Adjournment

- Anthony made a motion to adjourn the meeting at 8:55am. Mike seconded the motion. Meeting was adjourned. Next meeting is August 31 2017, 7:45am at The Pan.

Respectfully submitted,
Norm Cauntay

2:46 PM
08/07/17
Cash Basis

Bixby Knolls Business Improvement Association

OPERATING STATEMENT

July 2017

	Jul 17	Jul 17
Ordinary Income/Expense		
Income		
Contributions	160.72	160.72
RDA Grant Funds	15,717.70	15,717.70
Rental Income	1,300.00	1,300.00
Total Income	17,178.42	17,178.42
Gross Profit	17,178.42	17,178.42
Expense		
Administration		
Accounting	150.00	150.00
Janitorial Services	63.00	63.00
Licenses and Permits	25.00	25.00
Office Equipment	273.28	273.28
Outside Services	1,500.00	1,500.00
Telecommunications	3.38	3.38
Utilities/Trash	2,241.85	2,241.85
Administration - Other	0.00	0.00
Total Administration	4,256.51	4,256.51
On-Going Promotions		
Advertising & Marketing	2,664.98	2,664.98
Median Maint Utilities	167.92	167.92
Total On-Going Promotions	2,832.90	2,832.90
RDA Spec Proj		
Art Alley Project	800.00	800.00
Clean + Safe	2,580.00	2,580.00
Clean Team	501.50	501.50
Executive Director PR	2,389.18	2,389.18
First Fridays	3,180.00	3,180.00
Intern Payroll	1,050.00	1,050.00
Misc Events	2,500.00	2,500.00
Support Staff PR	2,042.80	2,042.80
Total RDA Spec Proj	15,043.48	15,043.48
Salaries/Benefits		
Executive Director	4,760.60	4,760.60
Payroll Preparation	257.35	257.35
Payroll Tax - Employer Contrib	980.92	980.92
Project Manager	1,887.96	1,887.96
Workers Comp Insurance	162.49	162.49
Total Salaries/Benefits	8,049.32	8,049.32
Special Programs		
Kidical Mass	145.00	145.00
Total Special Programs	145.00	145.00
Total Expense	30,327.21	30,327.21
Net Ordinary Income	-13,148.79	-13,148.79
Net Income	-13,148.79	-13,148.79

2:47 PM
08/07/17
Cash Basis

Bixby Knolls Business Improvement Association
OPERATING STATEMENT
July 2017

	<u>Jul 17</u>	<u>Jul 17</u>
Ordinary Income/Expense		
Income		
Contributions	160.72	160.72
RDA Grant Funds	15,717.70	15,717.70
Rental Income	1,300.00	1,300.00
Total Income	<u>17,178.42</u>	<u>17,178.42</u>
Gross Profit	17,178.42	17,178.42
Expense		
Administration	4,256.51	4,256.51
On-Going Promotions	2,832.90	2,832.90
RDA Spec Proj	15,043.48	15,043.48
Salaries/Benefits	8,049.32	8,049.32
Special Programs	145.00	145.00
Total Expense	<u>30,327.21</u>	<u>30,327.21</u>
Net Ordinary Income	<u>-13,148.79</u>	<u>-13,148.79</u>
Net Income	<u><u>-13,148.79</u></u>	<u><u>-13,148.79</u></u>

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

	Jul 31, 17
ASSETS	
Current Assets	
Checking/Savings	
Bixby Knolls RDA Acct	40,574.55
BKBIA Oper Acct	27,561.23
Total Checking/Savings	68,135.78
Total Current Assets	68,135.78
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	73,722.27
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
VISA	2,395.40
Total Credit Cards	2,395.40
Total Current Liabilities	2,395.40
Total Liabilities	2,395.40
Equity	
Opening Bal Equity	0.15
Retained Earnings	126,339.66
Unrestrict (retained earnings)	-41,864.15
Net Income	-13,148.79
Total Equity	71,326.87
TOTAL LIABILITIES & EQUITY	73,722.27

Bixby Knolls Business Improvement Association
Executive Director Report: August 31, 2017

General updates from around the district:

- **Former Tuttle Cameras space** – Ambitious Ales has signed a lease for the Tuttle Space. They will brew-on-site. We will help them through the permitting process and recommend contractors to check out the status of the building.
- **Cheese Addiction:** Construction has begun and they are still shooting to open up in October. It's important that they do so in order to capture the whole holiday season.
- **4262** – The restaurant may be opening up again with the same owner. We are trying to get more details on what the plan is.
- **Niky's Sports** – Waiting on city approvals to begin build out. All plans have been approved and work should start in the next few weeks.
- **Oil tanks on LB Blvd.** – We reached out to the owners of the oil property just south of Phil Trani's to inquire about painting the oil tanks. This would (finally) beautify that stretch of the boulevard which is an eyesore. The issue is a matter of insurance and I have explained that the BKBIA is insured and will insure our artists/contractors. Hoping to get a yes or no any day now.
- **Alex Automotive** – 3360 Atlantic Avenue, Just learned that his semi-abandoned property is in escrow. We are looking into who is purchasing the lot and what the plans will be for the business/land.
- **West Bistro** -- Still no movement on construction of this site. Code Enforcement is trying to track down the owner since the torn open roof has it looking like a blighted property.
- **Homeless encampments** – We have been told that small homeless camps have been found in the back of Island Pacific Market, Chase Bank in the BK Shopping Center, and sometimes behind the patio wall at the 4262. CSI is trying to their best to stay on top of this ever-growing issue.
- **New mural for LB Blvd.** – We had a meeting with artist Jeff Fawley and Martin Howard to discuss having a mural painted on the southern wall of 3745 LB Blvd (where we have our final concert). Pow! Wow! had started a mural there but the artist had to get back to The Netherlands so it was painted over. Jeff Fawley lives on Virginia and Roosevelt, does work for major companies like Hurley, Roxy, and used to work for Quiksilver. The mural will really make that wall pop and add to the vibrancy of the boulevard.

Project Manager Report: July - August 2017

Event/Projects Recaps

- July Good Spirits Club at the Petroleum Club
 - A good turnout for our July Good Spirits Club. The Petroleum Club was very happy and a board member thanked the group and the BIA for hosting the event and bringing the community to their club.
- August Supper Club at Aura Thai and Bella Pizza
 - A very small turnout, we think due to the weather being so warm.
 - Folks that were able to attend enjoyed their meals.
 - Both Bella Pizza and Aura Thai were extremely accommodating and delivered the best food and best service.
- August COBA Meeting (at SteelCraft)
 - Great monthly COBA meeting, but especially nice since we were able to host and highlight a business. The other BID leaders enjoyed their breakfast from Waffle Love and coffee/tea from Steelhead Coffee. Everyone was impressed with the crowd SteelCraft drew, even at such an early time in the day. Kristine, the new SteelCraft manager was very accommodating and a great host.
- August Kidical Mass – “Iron Kid Ride” at Georgie’s Place
 - Small turnout due to vacations and heat, but everyone had a great time.
 - One rider mentioned that she only comes because she loves Baskin Robbins ice cream so much.
 - We anticipate a much larger crowd in September for the “School Spirit Ride.”
- August Good Spirits Club at the Concert in the Park(ing Lot)
 - Due to scheduling, we decided to host the August Good Spirits in conjunction with the last Concert – featuring Lola’s Mexican Cuisine’s famous margaritas and beer.
 - It was an extra draw to the concert and added a little fun to the last summer event.
 - Some “members” have already completed their second membership card and are awaiting their new prize. The first prize was a glass with the Good Spirits badge engraved on both sides.
- August Concert in the Park(ing Lot) featuring The Delirians in the SteelCraft Parking Lot
 - Another success!
 - Lola’s Mexican Cuisine sold out of their food and margaritas. As the event sponsors they were very happy with the turnout.
- Spotlight on Business – The Better Half Boutique
 - Our first Spotlight on Business was a huge success! The business was very happy to see how much the community loved it.
 - Our spotlights will feature businesses in the order the submissions were received (to make it fair) and any one of our businesses are invited to fill out the form. They can find the form on our website and it’s been shared in the members only Facebook group.

EXPO Arts Center

- Recent events:
 - Weekly broker tours by Bixby Knolls Mortgage
 - Weekly (Tuesday and Thursday) senior activities ran by the 8th District Council Office
 - Monthly “Lunch and Learns” by the Bixby Knolls Mortgage.

- Plus tenant events (TKTC – The Kids Theatre Company and Held2Gether Improv)

Outreach to Membership Committee

- Preparing for Small Business Saturday
 - We'll be bringing the BINGO cards back and plan to roll it out so that it begins on October 1st and ends on November 30th. This gives folks two months to make all these stops and make a big last effort on Small Business Saturday.
 - We are looking for donation items for the BINGO card prizes.
- Next step is distributing the packets to all current members and creating a plan to meet with any new businesses as they open.

Current Projects / Action Items

- Scheduling more Mobile Office Hours and Flash Events
- Next Spotlight on Business: "X L SERVICES a div of A T Vardi Inc" owned by Debbie Vardi
- Small Business Saturday – November 25th
 - Planning will begin right after Labor Day as we want to get a head start on this year's Small Business Saturday event.
 - With the support of the national "Small Business Saturday" sponsored by American Express, we think that this event will be great for our businesses.
 - We're planning on bringing back the BINGO card earlier so the neighborhood can have a few months to complete it.
- Dispersing of New Member Welcome Packets to current members as well as new businesses
- Upcoming monthly event prep (First Fridays, Supper Club, Literary Society, Kidical Mass) including emails, graphics, social media, etc.
- EXPO Arts Center building management
- Collecting proposals for a new BKBIA website

New Ideas

- Unique "flash event" combined with a scavenger hunt for free items
- SBDC event specifically for our businesses, possibly in a speed workshop format

Upcoming Events

- First Fridays – September 1st
- COBA – September 6th at DLBA
- Supper Club – September 11th at Georgie's Place
- Good Spirits Club – September 28th at Rasselbock
- Literary Society – September 13th at Elise's Tea Room
- Kidical Mass – September 17th at Georgie's Place
- Business Breakfast – September 21st at the Long Beach Petroleum Club
- **Beach Streets – October 28th**
- **Small Business Saturday – November 25th**