



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.
Aaron Hovis - Wardlow Rd
Kris Allen – At Large

Vacant - At Large
Vacant - Long Beach Blvd.
Jeff Beasley -Long Beach Blvd
Cheryl Jacobs- Community Liaison
Roy Robbins- Community Liaison
Andrea Testa -Community Liaison
Blair Cohn-Executive Director
Katie Phillips – Project Manager

BOARD OF DIRECTORS MEETING
Thursday, May 30, 2019 7:45 a.m. at the Pan Restaurant
AGENDA

1. CALL TO ORDER/ROLL CALL

- Excused Absences: Norm Cauntay

2. WELCOME & INTRODUCTIONS

3. APPROVAL OF MINUTES

- Approval of Minutes April 25, 2019

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:

- a. Treasurer Report – Susan Cooper
- b. Security & Code Enforcement Report – Mike
- c. Promotion Report – Cheryl
- d. Executive Director's Report – Blair
- e. Project Manager Report -- Katie

8. OLD BUSINESS

9. NEW BUSINESS

10. ADJOURNMENT

Bixby Knolls Business
Improvement Association

4321 Atlantic Ave.
Long Beach, CA 90807

(562) 595-0081

info@bixbyknollsinfo.com
www.bixbyknollsinfo.com



BIXBY KNOLLS BUSINESS IMPROVEMENT BOARD OF DIRECTORS MEETING MINUTES

<u>DATE</u>	April 25, 2019	<u>RECORDER</u>	Norm Cauntay
<u>CHAIR</u>	Servando Orozco	<u>PLACE</u>	The Pan
<u>TIME</u>	7:45am	<u>ADJOURNED</u>	9:16 a.m.

Servando Orozco, President
Mike Mora, Vice President
Norm Cauntay – Secretary
Anthony Wingfield, Treasurer
Anthony Puente
Jeff Beasley

Cheryl Jacobs – Community Liaison
Mark Hawkins – Community Liaison
Blair Cohn – BKBIA
Katie Phillips -- BKBIA

Excused Absences

Bill Larson, Kris Allen, Aaron Hovis

Guests:

- Sean Bernhoft, 7th District Council Office, City of Long Beach
- Jonathan Kraus, 8th District Council Office, City of Long Beach
- Eric Romero, Economic Development Department, City of Long Beach
- Susan Cooper
- Brian Savala, Nova Home Loans

Call Meeting to Order

Servando called the meeting to order at 7:56am.

Welcome & Introductions

Introductions were made around the table.

Approval of Minutes

Approval of Minutes from March 28, 2019. Anthony W. made a motion to approve the minutes. Mike seconded the motion. Motion approved unanimously.

Public Comment (limited to 3 minutes)

No public comment

7th District Council Office Report

Sean reported: New roundabout coming to Pepper Street & Pine; larger speed limit signs are being installed on Wardlow between Atlantic & LB Blvd to help control speeds; new storm water captures are being installed on the 710 freeway; Mosquito Hotline: 570-4132; West Nile Virus Hotline: 877-

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968-2473; Beach Streets on Pacific Avenue is this Saturday, 10am-4pm; the council recently recognized Summer Hansen for her work with “Children’s Day”; Hudson Park clean-up this Saturday at noon; May 2, 6pm-7pm, Safety meeting for Cal Heights w/ PD & FD, Miller Family Health Center; June 26 is the CD7 Harbor Tour; CD7 Night at the Aquarium October 3;

8th District Council Report

Jonathan reported: Mid-year fee adjustments from Development Services reducing façade improvement applications to \$1,200 from \$6,000; FY2020 street improvements: San Antonio repaving (LB Blvd to Atlantic); more senior programming funding approved, 40K to “seniors at Expo”, Parks & Rec will now help the program; Congratulations to Employee of the Month: Eric Romero!

Committee Reports:

a. Treasurer Report: Susan had submitted reports for review.

b. Security and Code Enforcement Report: Mike reported: Updates on crime incidents from LBPd and CSI Patrol Service; Mike read all incidents on Gaska property, especially a Vons & Marshalls; Discussion ensued about proposed legislation on blighted motels becoming homeless shelters

c. Promotion Report – Cheryl reported proposed new event “Bixby Saturday Nights”, live music in our restaurants; Supper Club at Ejs Pub; Good Spirits Club at Knolls Restaurant; Beer Trolley will run this Sunday.

d. Executive Director’s Report – Blair reported: Seeking new location for our business breakfasts, Mason Lodge on Locust is the likely site; Expo repairs in the works from Measure A funds; shared community feedback to local real estate agents regarding the wants/needs of the neighborhood; Norm presented on setting up a Business Recruitment Committee with objectives to reach out to landlords and new business owners

e. Project Manager Report – Katie reported: Gave a recap on the whole process of creating the business directory and the amount of hours it took to correct and reformat the book for printing and distribution; Katie also discussed upcoming events.

Old Business

- Business Directory – was discussed in Project Manager report.
- Strategic Planning Session – 501c3

New Business

No new business was discussed.



Adjournment

At 9:16am Anthony W. made a motion to adjourn. Mike seconded. Meeting was adjourned.

Next meeting is May 30, 2019, 7:45am at The Pan.

Respectfully submitted,
Norm Cauntay

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BIXBY KNOLLS BUSINESS IMPROVEMENT ASSOCIATION EXECUTIVE DIRECTOR REPORT: MAY 2019

GENERAL UPDATES & INFO.

- **ESHIP SUMMIT – Ecosystem Building for Entrepreneurs – Kansas City**

What: “The ESHIP Summit is a multi-year initiative designed to bring early adopters of ecosystem building together to think about — and collaboratively create — the programs, practices and policies that the field needs to more effectively do the work of creating communities that empower entrepreneurs.

- Starting in 2017, the Kauffman Foundation, in collaboration with more than 850 ecosystem builders and 50+ national resource providers (NRPs) that support them, have taken up the charge to accelerate the emerging field through a process to **discover, design** and **deliver** the foundational pillars needed for the field of ecosystem building to gain widespread adoption. No one can do this alone. No single individual or organization can build the field. Only through mass collaboration across many practitioners, communities and support organizations, can we build the programs, policies and practices needed to make ecosystem building a more effective approach to economic and community development.”
- Estimated 450 attendees at the summit in KC. All were involved in some level of economic development: city/state staff, department heads, entrepreneurs/business owners, organizers, non-profits, resource centers, offices of equity.
- Take away: I truly believe Long Beach is on the forefront and has many more resources than other cities. There are so many organizations, individuals, non-profits, and city departments working in the right direction that other cities should take notice and follow the lead.
- The biggest question is how the city can tie it all together.
- Bixby Knolls has done/tried so many things without putting a title on it that I had a great sense of satisfaction of going in the right direction
- **Forward Cities Retreat** – Prior to the big summit there was a retreat hosted by Forward Cities, Attendees were from the following cities: Kansas City, Albuquerque, Santa Fe, Baltimore, Long Beach
- Sessions included how/where to provide resources for entrepreneurs; sharing breakthroughs in our work; economic equity and inclusion.
- The city is seeking to be a Kauffman Foundation Grant recipient to serve as a pilot city to further the mission of building successful ecosystems

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BUSINESS ASSISTANCE

- I will be attending a meeting with city staff and the owner of the Roosevelt development (at Atlantic) to discuss parking issues for potential multiple restaurant spaces
- Requesting help from the Planning Department regarding the former Abrams Clark space. "Jumpers Jungle" is looking to take over all 7,000 sq. ft. There is a parking issue raised by the Planning Department because it want to call the business an "athletic club" to accommodate the usage. I believe there must be a better category for this type of business. This will be the third location for this operator (Vegas, L.A.) so there must be a way to make this work.
- Taboon Mediterranean needs help with the status of the application for its liquor license. No response from Planning just yet. We will follow up on this.

Pilot Program/Consultants: P.U.M.A. – Progressive Urban Management Associates

- Strategic Plan for Bixby Knolls is in final negotiation with the city. BK will be the pilot program to have these consultants come with the goal to identify funding sources post-RDA.
- Economic Development will pay \$25,000 for the consultant. BKBIA has been asked to pay the balance of \$2,550 of the total. This is the opportunity we need and I recommend we be a good partner and agree to pay the balance of the invoice (this will cover remaining travel expenses)

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PROJECT MANAGER REPORT: MAY 2019

General Updates and Recaps

Commune Communications Meeting about our new Bixby Knolls as a destination: Our new slogan is "Bixby Knolls Is More Like It" which will be on our entry banners. The slogan lends itself to a variety of uses such as "Health is More Like It" and "Beauty is More Like It" (for our salons and doctors), etc.

Websites: Currently we have 4 websites. One for COBA, one for First Fridays, one for the Expo, and one for the BIA. I'm asking Commune to help consolidate us to just one site which will help me streamline everything.

Tenants: I'm regularly in touch with all of the tenants in the Expo to coordinate calendars when we have events.

Kidical Mass: Our last KM got rained out, so we're doubling up on the one in June. We're having our Father's Day ride combined with our 7th Anniversary and Annual Blessing of the Bikes. After the ride, we'll end up over in back of Pixie Toys where there will be an ice cream man, pizza from Porkys, and Norm is going to do hot dogs and popcorn in a shaded area.

Other updates:

- Website gets updated monthly
- Facebook events get added to and updated monthly
- We've started using Later, a program that lets me schedule posts and puts them up automatically on Instagram, Facebook, and Twitter
- Our Concert in the Park(ing Lot) poster is finished and we'll be walking around posting it up in businesses asap.

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3:50 PM
05/20/19
Cash Basis

Bixby Knolls Business Improvement Association
OPERATING STATEMENT
April 2019

	Apr 19	Jul '18 - Apr 19
Ordinary Income/Expense		
Income		
Assessment Income	0.00	197,905.33
Contributions	848.72	10,889.02
Corporate Sponsorship	0.00	13,700.00
RDA Grant Funds	0.00	139,994.81
Rental Income	5,419.00	32,049.00
Total Income	6,267.72	394,538.16
Gross Profit	6,267.72	394,538.16
Expense		
Administration	7,557.18	68,762.57
Building Supplies	0.00	1,279.03
EXPO Concession Supplies	0.00	146.29
EXPO Repairs and Maintenance	0.00	2,590.24
Finance Charges	0.00	343.88
On-Going Promotions	1,824.63	9,665.89
Payroll Expenses	0.00	4,173.06
Promotional Event Expenses	1,809.80	8,469.33
RDA Spec Proj	15,474.68	208,101.29
Salaries/Benefits	8,684.30	73,997.16
Special Programs	803.84	15,891.51
Total Expense	36,154.43	393,420.25
Net Ordinary Income	-29,886.71	1,117.91
Other Income/Expense		
Other Income		
Other Grant Income LB BI Pilot	0.00	35,820.75
Other Income	0.00	871.18
Total Other Income	0.00	36,691.93
Other Expense		
LB Blvd Pilot Program	0.00	10,395.75
Total Other Expense	0.00	10,395.75
Net Other Income	0.00	26,296.18
Net Income	-29,886.71	27,414.09

Bixby Knolls Business Improvement Association

OPERATING STATEMENT

April 2019

	Apr 19	Jul '18 - Apr 19
Ordinary Income/Expense		
Income		
Assessment Income	0.00	197,905.33
Contributions	848.72	10,889.02
Corporate Sponsorship		
Light Pole Banners	0.00	10,000.00
Corporate Sponsorship - Other	0.00	3,700.00
Total Corporate Sponsorship	0.00	13,700.00
RDA Grant Funds	0.00	139,994.81
Rental Income	5,419.00	32,049.00
Total Income	6,267.72	394,538.16
Gross Profit	6,267.72	394,538.16
Expense		
Administration		
Accounting	0.00	1,325.08
Bank Charges	0.00	40.00
Board Meeting Expenses	0.00	83.26
COBA meeting expense	0.00	800.00
Concession Supplies	0.00	685.56
Consultants	0.00	520.00
Dues & Subscriptions	0.00	545.00
Employee Meals	219.03	1,135.66
EXPO Supplies	0.00	1,164.09
Fees		
Credit Card Processing Fees	0.00	31.92
Fees - Other	0.00	30.00
Total Fees	0.00	61.92
Insurance		
Commercial Liability	0.00	2,223.00
Directors & Officers	0.00	1,339.00
Insurance - Other	974.00	974.00
Total Insurance	974.00	4,536.00
Licenses and Permits	0.00	4,373.42
Meals & Entertainment	0.00	110.25
Miscellaneous	0.00	0.00
Office Equipment	307.72	5,145.18
Office Expense	217.74	1,500.24
Office Maintenance	-30.00	554.25
Office Supplies	0.00	1,374.49
Outside Services	4,843.00	23,569.00
Postage	0.00	135.70
Printing	0.00	137.59
Repairs and Maintenance	0.00	86.96
Telecommunications	169.81	2,867.92
Utilities/Trash	0.00	5,968.05
Utilities/Trash - EXPO	855.88	12,042.95
Administration - Other	0.00	0.00
Total Administration	7,557.18	68,762.57
Building Supplies	0.00	1,279.03
EXPO Concession Supplies	0.00	146.29
EXPO Repairs and Maintenance	0.00	2,590.24
Finance Charges	0.00	343.88
On-Going Promotions		
Advertising & Marketing	666.78	13,100.49
Banner Installation/Maintenance	0.00	1,185.00
Median Maint Utilities	792.85	2,170.40
Median Maintenance	365.00	3,210.00
Sponsored Light Pole Banners	0.00	-10,000.00
Total On-Going Promotions	1,824.63	9,665.89
Payroll Expenses	0.00	4,173.06
Promotional Event Expenses		

3:48 PM
05/20/19
Cash Basis

Bixby Knolls Business Improvement Association

OPERATING STATEMENT

April 2019

	Apr 19	Jul '18 - Apr 19
Annual Holiday Party	0.00	5,442.30
Annual Meeting	543.53	1,710.22
New Promotions	0.00	238.14
Promotional Event Expenses - Other	1,266.27	1,078.67
Total Promotional Event Expenses	1,809.80	8,469.33
RDA Spec Proj		
2nd Saturday	0.00	9,182.83
Art Alley Project	300.00	3,800.00
Clean + Safe	6,255.50	44,605.90
Clean Team	915.00	8,507.70
Executive Director PR	2,389.18	25,086.39
EXPO Building Improv & Repairs	0.00	550.00
Facade/Streetscape Improvements	0.00	26,930.11
First Fridays	4,100.00	23,252.50
Good Spirits	0.00	150.00
Intern Payroll	0.00	0.00
Marketing	0.00	15,715.95
Member Outreach	365.00	6,240.82
Misc Events	1,150.00	19,187.15
Mural Project	0.00	746.15
Outside Services	0.00	1,455.00
Small Business Saturday	0.00	120.00
Support Staff PR	0.00	17,592.63
Trees & Landscaping	0.00	4,550.00
RDA Spec Proj - Other	0.00	428.16
Total RDA Spec Proj	15,474.68	208,101.29
Salaries/Benefits		
Executive Director	4,760.60	51,082.80
Payroll Preparation	204.20	2,360.86
Payroll Tax - Employer Contrib	820.58	9,617.67
Project Manager	2,770.00	9,530.00
Workers Comp Insurance	128.92	1,405.83
Total Salaries/Benefits	8,684.30	73,997.16
Special Programs		
Business Breakfast	0.00	3,908.30
First Fridays	803.84	6,646.12
Good Spirits Club	0.00	144.52
Kidical Mass	0.00	352.87
Literary Society	0.00	1,000.00
Misc Special Events	0.00	3,034.96
Strollers	0.00	775.48
Supper Club	0.00	29.26
Total Special Programs	803.84	15,891.51
Total Expense	36,154.43	393,420.25
Net Ordinary Income	-29,886.71	1,117.91
Other Income/Expense		
Other Income		
Other Grant Income LB BI Pilot	0.00	35,820.75
Other Income	0.00	871.18
Total Other Income	0.00	36,691.93
Other Expense		
LB Blvd Pilot Program	0.00	10,395.75
Total Other Expense	0.00	10,395.75
Net Other Income	0.00	26,296.18
Net Income	-29,886.71	27,414.09

3:49 PM
05/20/19
Cash Basis

Bixby Knolls Business Improvement Association
STATEMENT OF FINANCIAL POSITION
As of April 30, 2019

	Apr 30, 19
ASSETS	
Current Assets	
Checking/Savings	
Bixby Knolls RDA Acct	52,360.18
BKBIA Oper Acct	49,794.92
Total Checking/Savings	102,155.10
Total Current Assets	102,155.10
Fixed Assets	
Holiday Decorations	
Holiday Decorations- Acc Deprec	-51,575.00
Holiday Decorations - Other	52,013.49
Total Holiday Decorations	438.49
Total Fixed Assets	438.49
TOTAL ASSETS	102,593.59
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Staples	-8.81
VISA	-3,766.52
Total Credit Cards	-3,775.33
Total Current Liabilities	-3,775.33
Total Liabilities	-3,775.33
Equity	
Opening Bal Equity	0.15
Retained Earnings	121,303.66
Unrestrict (retained earnings)	-42,348.98
Net Income	27,414.09
Total Equity	106,368.92
TOTAL LIABILITIES & EQUITY	102,593.59



FORWARD CITIES

ESHIP Communities Retreat | Tuesday, May 21 8:30am-12pm

Location: Sheraton Kansas City Hotel at Crown Center | 2345 McGee St, Kansas City, MO 64108
Meeting Room: Benton A/B, Mezzanine Level

Agenda

Please arrive at least 15 minutes prior to the beginning of the session to get settled.

- 8:30am - 8:40am **Welcome & Introductions | “Connecting People”**
Christopher Gergen - President & CEO, Forward Cities
Meet the ESHIP Communities team and your fellow local leaders.
- 8:40am - 8:45am **ESHIP Communities | “Starting & Being Patient”**
Fay Horwitt - VP of Community Innovation, Forward Cities
Get a quick overview of ESHIP Communities and our retreat goals/agenda.
- 8:45am - 9:00am **Kauffman Foundation | State of the ESHIP Communities**
Philip Gaskin - Director of Entrepreneurial Communities, Kauffman Foundation
Learn about the most recent updates of the ESHIP initiatives at the Kauffman Foundation, as well as upcoming milestones for the ESHIP Communities work.
- 9:00am - 9:45pm **Human-Centered Design Challenge | “Enlisting Collaborators”**
Forward Cities Team | Cross-Community Groups
Engage in a shared discovery process that will help you build more connected, engaged, and committed local councils.
- 9:45am – 10:45am **Local Ecosystem-Building | “Living The Values”**
Fay Horwitt | Community Teams
Explore the key ingredients of a holistic approach to local ecosystem building.
- 10:45am – 11:00am **Break & Breakthroughs | “Fostering Conversations”**
Take a short break. Grab some caffeine and someone you don’t know.
Share your most significant recent breakthrough in your life or local work.
- 11:00am - 11:45am **The KC Pilot Part 1: “Telling the Community’s Authentic Story”**
Gabriel Munoz - ESHIP Local Director, Forward Cities | KC Council
Meet members of the KC coalition and learn about their first year journey.
- The KC Pilot - Part 2: “Putting Entrepreneurs Front & Center”**
Nic Gunkel - VP of Research & Strategic Partnerships, Forward Cities
Learn about challenges to and solutions for surveying local entrepreneurs.
- 11:50am - 12:00pm **Next Steps & Wrap**
Discuss upcoming milestones and share reflections from the retreat experience.



FORWARD CITIES

Attendee Contact List

Name	Community	Email	Phone
Andre Robinson	Baltimore	andre@ivcities.com	917-250-1530
Mike Binko	Baltimore	mbinko@startupmd.org	
Paulo Gregory Harris	Baltimore	ingomafoundation@gmail.com	443-794-1688
Blair Cohn	Long Beach	blair@bixbyknollsinfo.com	562 - 595 - 0081
Takotah Ashcraft	Long Beach	tokotah.ashcraft@intertrend.com	
Rebecca Kauma	Long Beach	rebecca.kauma@longbeach.gov	(562) 587-8089
Eric Renz-Whitmore	Albuquerque, NM	erenz-whitmore@cabq.gov	505-227-1086
Kelli Cooper	Albuquerque, NM	Kelli@abqcf.org	505-269-2104
Robin Brule	Albuquerque, NM	rbrule@nusunda.org	
Vangie Trujillo	Los Alamo, NM	vangie@lanl.gov	
Nia Richardson	Kansas City	Nia.Richardson@kcmo.org	
Evette Causby	Kansas City	Rancos@msn.com	
Matthew Marcus	Kansas City	matthew@kcstartupfoundation.org	
Eze Redwood	Kansas City	ezeredwood@gmail.com	

Forward Cities Contact

Christopher Gergen	Durham	cgergen@forwardcities.org	
Fay Horwitt	Durham	fhorwitt@forwardcities.org	336-829-6310
Gabe Munoz	Kansas City	gmunoz@forwardcities.org	816-309-2063
Megan North Shuford	Durham	mshuford@forwardcities.org	865-274-1373
Nic Gunkel	Durham	ngunkel@forwardcities.org	
Stacey Williams	Durham	swilliams@forwardcities.org	

Meals: We will join the Mayor's Conference breakfast 7-8am and Lunch 12-1pm located in the Sheraton hotel Exhibit Hall (follow signs for the Collaboration Café). Beverages and light snacks will also be provided during the Retreat.