



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
Stephanie Gray- Long Beach Blvd.
Jeff Beasley -Long Beach Blvd
Cheryl Jacobs- Community Liaison
Mark Hawkins-Community Liaison
Roy Robbins- Community Liaison
Andrea Testa -Community Liaison
Blair Cohn-Executive Director
Katie Phillips – Project Manager

BOARD OF DIRECTORS MEETING

Thursday, January 24, 2019 7:45 a.m. at the Pan Restaurant

AGENDA

1. CALL TO ORDER/ROLL CALL

- Excused Absences:

2. WELCOME & INTRODUCTIONS

3. APPROVAL OF MINUTES

- Approval of Minutes November 29, 2018

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

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BIXBY KNOLLS BUSINESS IMPROVEMENT BOARD OF DIRECTORS MEETING MINUTES

<u>DATE</u>	November 29, 2018	<u>RECORDER</u>	Norm Cauntay
<u>CHAIR</u>	Servando Orozco	<u>PLACE</u>	The Pan
<u>TIME</u>	7:45am	<u>ADJOURNED</u>	9:07 a.m.

Servando Orozco, President
Mike Mora, Vice President
Norm Cauntay – Secretary
Anthony Wingfield - Treasurer
Aaron Hovis
Bill Larson
Kris Allen

Sam Hall
Stephanie Gray
Cheryl Jacobs – Community Liaison
Mark Hawkins – Community Liaison
Andrea Testa – Community Liaison
Blair Cohn – BKBIA
Katie Phillips -- BKBIA

Excused Absences

Jeff Beasley

Guests:

- Sean Bernhoft, 7th District Council Office
- Jonathan Kraus, 8th District Council Office
- Susan Cooper
- Esmerelda, Economic Development Department, City of Long Beach
- Myra -- Kiwanis

Call Meeting to Order

Servando called the meeting to order at 7:59am.

Welcome & Introductions

Approval of Minutes

Approval of Minutes from October 25, 2018. Mike made a motion to approve the minutes. Anthony W. seconded the motion. Motion approved unanimously.

Public Comment (limited to 3 minutes)

No public comment

7th District Council Office Report

Sean reported: Grand opening of Honey's Salon on Wardlow next to Roxanne's; Homeless camp next to Target; Foasberg's trucks keep blocking the alley and CD7 working with Signal Hill on this; street repair happening at

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2100 Carson; Daisy Lane Parade is in another week; December 14 there will be entertainment in the median on Daisy Lane

8th District Council Report

Jonathan reported: Council revised the slots available at the airport. Airlines can't just hold and not use their slots; Short-term rentals (Air BnB) coming to council for legislation; December 8 is a community bike ride from Houghton Park to Steelcraft; CD8 toy and food drive will begin soon.

Committee Reports:

- a. Treasurer Report: Susan reported on financial reports.
- a. 501c3 status: Filed with IRS and received our tax i.d.#; State filing is next; need to set up a strategic planning session to write mission and bylaws.
- b. Security and Code Enforcement Report – Mike reported: LBPD reports an uptick in crimes during the holiday season; 9 incidents over the last month throughout the district. Businesses must take steps to protect themselves; safety discussion ensued.
- c. Promotion Report – Cheryl reported: Small Business Saturday, First Fridays Day of the Dead and the Holiday Edition; Holiday Party; Knights of the Round (Turn)Table
- d. Executive Director's Report – Blair reported business recruitment and RDA funds sunseting.
- e. Project Manager Report – Katie reported: We will be meeting with Commune Communication to discuss ways to increase attendance at some of our monthly program. This will also extend our reach beyond the neighborhood.

Old Business

No old business was discussed.

New Business

Expo building repairs – Blair reported that the city will having a new roof put on the main building of Expo and install new carpet in the back theater. There will also be floor repairs by the women's bathrooms.

Adjournment

- At 9:07am Bill made a motion to adjourn. Anthony made the motion and Norm seconded. Meeting was adjourned.

Next meeting is December 20, 2018, 7:45am at The Pan.

Respectfully submitted,
Norm Cauntay



BIXBY KNOLLS BUSINESS IMPROVEMENT ASSOCIATION EXECUTIVE DIRECTOR REPORT: JANUARY 2019

GENERAL UPDATES & INFO.

- **Directory status/update**

- o We received the file from the Signal Tribune's graphic artist. The file was far from being correct or accurate. Katie has worked hard on the design of it to make it more attractive. She has also been working on Thor on adding/deleting businesses as needed to make it more up-to-date.

- **First Fridays**

- o Things are fine and we have been doing the programming for the event; more so from November-January. No incidents of trouble. Attendance is slowly picking back up and we assess the event each month before starting to plan for the next one. February = Black History Month & Valentine's Day. March = Women's History Month & Mardi Gras Parade. April = LB County Fair. Businesses are encouraged to participate and activate their spaces.

- **501c3 – Next steps**

- o Strategic planning session with John Glaza to write mission and bylaws. John is gone from 2/15-3/15 so we need to get something on the calendar.

- o Bank account – need contribution from board members

- **Recruiting**

- o Ellie's
 - o Corner Café
 - o Urban Pie

- **Changes**

- o O Paloma space
 - o Share & Do Good
 - o The Mirage
 - o Hashtag Burgers
 - o LB Petroleum Club
 - o Tenants at 3853 Atlantic

- We provided letters of support for Laserfiche (Planning Commission) and The Green Olive (city council). Both applications were approved and the businesses can work towards their next phases of their projects and permits.

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- **Facades:**

- o Healthway Foods – will be painted in another week
- o Lucy's Boudoir – new banners for the building that will definitely attract more business
- o Rolly's Tax Service building – a Killingsworth building, and we will help patch, paint, and plant new landscaping.
- o Two the Root beauty supply – painting the interior and coaching to upgrade the space

- **Annual Meeting – February 21**

RDA Funds

- CD8 and Public Works will put a parking study in motion
- Eric Romero from Economic Development said that there is a consultant being hired that has experience on raising funds for BIDs. Will get more information to share.

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PROJECT MANAGER REPORT: JANUARY 2019

Current Events and Projects Recaps

- **Commune Meeting:** We had our second meeting with Commune to go over their pitch for getting more people to come to our monthly events. They propose a poster and digital campaign aimed at people living outside our neighborhood (like downtown) for the following events: Knights, Literary Society, and Good Spirits Club. We discussed doing a longer campaign highlighting all of the different varieties of businesses we have in BK, such as Brewery Knolls, our service industry including lawyers, doctors, fitness centers, etc that don't get as much love as retail. This longer campaign will focus on Bixby Knolls being a destination.

Upcoming Events

- **Friday, Feb 1st** - First Fridays Black History Month and Valentine's Day. Black History Month kicks off today at the Expo with panel speakers, awards ceremonies, featuring: The history of the Caribbean islands including exhibits from Jamaica, Haiti, Trinidad & Tobago, and St. Croix, one of the U.S. Virgin Islands and the travelling Fogotten Images exhibit.
- **Monday, Feb 11th** - Makersville comes to the Expo. Makersville is a week-long camp for Chinese and American students, pairing up to create things like robots, costumes, computer programming, ect.
- **Saturday, Feb 16th** - Housing LB at 3:00pm in the Main Room of the Expo
- **Thursday, Feb 21** - 8:00am - BKBIA Annual Meeting at the LB Petroleum Club
- **Friday, Feb 22nd** - Boy Scouts of America dinner at the Expo
- **Saturday, Feb 23** - V-Day Long Beach feat. the Vagina Monologues and related topics. Doors at 6:00pm
- **Thursday, Feb 28th** - shhhh - Knights of the Round (Turn)Table feat. "Harvest" by Neil Young

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Bixby Knolls Business Improvement Association

11/28/18 – 1/22/19

Report			
LOCATION	DATE	TIME	
3750 Long Beach Blvd	11/28/18	10:29 a.m.	One of the windows was shattered, and graffiti was found as well.
4829 Long Beach Blvd	11/28/18	11:09 a.m.	One of the windows was shattered. No suspect information.
Papa John's 3910 Long Beach Blvd	11/30/18	10:17 a.m.	Two suspects parked outside the parking lot, and somehow they entered the back of the business (no force entry). Suspects turned off the power to the security cameras and took the safe.
Marshalls 4450 Atlantic Ave	12/02/18	2:44 p.m.	The loss prevention officer recognized the suspect from previous incidents, so he decided to follow her. Loss prevention officer was able to recover all the items from her.
Vons 4550 Atlantic Ave	12/8/18	4:20 p.m.	Suspect took several items and did not make any attempt to pay for them. Loss prevention officer detained him until PD got there. Suspect was cited.
CVS 4570 Atlantic Ave	12/12/18	6:04 p.m.	Two female Blacks walked into the store and took several goods as well as an iPad mini used by the store. The two females walked out of the store without making any attempt to pay for the items.
Crunch 4280 Long Beach Blvd	12/17/18	8:21 p.m.	Victims were walking to their cars when a male Black tried to take one of the victim's necklace. They started to struggle. The suspect fled and got into a silver vehicle without the necklace.
Verizon 4270 Long Beach Blvd	12/20/18	7:35 p.m.	Suspect took two iPhones from the display table. Suspects were two male Blacks. One of the suspects had tattoos on his face and neck.
The Tea Room 3924 Atlantic Ave	12/21/18	1:06 p.m.	The glass to the front door was shattered. Nothing was missing, no surveillance cameras, and no suspect information.
CVS 3575 Atlantic Ave	12/22/18	8:38 a.m.	Three different incidents were suspect used the coin machine and gave false receipts to the cashier. The total loss was around \$600.
Vons 4550 Atlantic Ave	12/22/18	4:53 a.m.	Suspect took four packages of shrimp and made no attempt to pay for them. The loss prevention officer detained them and got the packages back. Suspect fled the scene. Female Black and male Black in their late 20s. Possible license plate was 5EMB674, white sedan.

Sushi West 4105 Atlantic Ave	1/6/19	11:29 a.m.	Unknown suspect broke the glass door and entered the business. Loss was \$50 dollars in miscellaneous change. No suspect information.
Marshalls 4450 Atlantic Ave	1/20/19	4:21 p.m.	The loss prevention officer recognized the subjects as frequent suspects who have a long history of stealing throughout Marshalls and TJ Maxx. Two male Blacks in their 20s. Loss was around \$1,600 in merchandise. Suspect fled in a grey 2000 Pontiac G6 with unknown paper plates.

Bixby Knolls Business Improvement Association
OPERATING STATEMENT
December 2018

	Dec 18	Jul - Dec 18
Ordinary Income/Expense		
Income		
Assessment Income	0.00	113,998.62
Contributions	2,930.23	8,545.47
Corporate Sponsorship		
Light Pole Banners	0.00	10,000.00
Corporate Sponsorship - Other	0.00	1,500.00
Total Corporate Sponsorship	0.00	11,500.00
RDA Grant Funds	18,020.22	106,889.51
Rental Income	5,235.00	17,235.00
Total Income	26,185.45	258,168.60
Gross Profit	26,185.45	258,168.60
Expense		
Administration		
Accounting	0.00	600.08
Bank Charges	0.00	10.00
Board Meeting Expenses	0.00	83.26
COBA meeting expense	0.00	600.00
Consultants	0.00	520.00
Employee Meals	60.29	431.94
EXPO Supplies	118.11	1,164.09
Fees		
Credit Card Processing Fees	31.92	31.92
Fees - Other	0.00	30.00
Total Fees	31.92	61.92
Licenses and Permits	306.00	4,373.42
Meals & Entertainment	0.00	110.25
Miscellaneous	0.00	0.00
Office Equipment	289.26	2,529.92
Office Expense	290.32	879.23
Office Maintenance	150.00	509.25
Office Supplies	0.00	884.66
Outside Services	770.00	11,654.00
Postage	56.50	79.10
Repairs and Maintenance	0.00	79.75
Telecommunications	0.00	1,531.28
Utilities/Trash	1,407.43	5,968.05
Utilities/Trash - EXPO	0.00	6,391.20
Administration - Other	0.00	0.00
Total Administration	3,479.83	38,461.40
Building Supplies	0.00	209.28
EXPO Concession Supplies	146.29	146.29
EXPO Repairs and Maintenance	0.00	498.24
Finance Charges	39.17	250.59
On-Going Promotions		
Advertising & Marketing	1,500.23	9,388.22
Banner Installation/Maintenance	0.00	790.00
Median Maint Utilities	187.49	1,022.09
Median Maintenance	295.00	2,115.00
Sponsored Light Pole Banners	0.00	-10,000.00
Total On-Going Promotions	1,982.72	3,315.31
Promotional Event Expenses		
Annual Holiday Party	4,240.36	4,240.36
New Promotions	238.14	238.14
Total Promotional Event Expenses	4,478.50	4,478.50
RDA Spec Proj		
2nd Saturday	0.00	9,182.83
Art Alley Project	0.00	1,600.00
Clean + Safe	3,684.22	22,935.90
Clean Team	742.50	5,115.00
Executive Director PR	2,389.18	15,529.67

5:53 PM
01/22/19
Cash Basis

Bixby Knolls Business Improvement Association

OPERATING STATEMENT

December 2018

	Dec 18	Jul - Dec 18
Facade/Streetscape Improvements	0.00	13,600.00
First Fridays	2,001.25	8,902.50
Intern Payroll	0.00	0.00
Marketing	1,400.00	9,337.50
Member Outreach	1,010.00	1,010.00
Misc Events	200.00	14,280.25
Mural Project	0.00	746.15
Small Business Saturday	120.00	120.00
Support Staff PR	2,410.00	13,730.00
Trees & Landscaping	0.00	3,350.00
RDA Spec Proj - Other	0.00	428.16
Total RDA Spec Proj	13,957.15	119,867.96
Salaries/Benefits		
Executive Director	4,760.60	30,943.90
Payroll Preparation	253.56	1,340.35
Payroll Tax - Employer Contrib	788.14	5,461.72
Project Manager	0.00	2,615.00
Workers Comp Insurance	120.27	835.66
Total Salaries/Benefits	5,922.57	41,196.63
Special Programs		
Business Breakfast	0.00	2,567.22
First Fridays	28.49	1,303.15
Good Spirits Club	0.00	144.52
Kidical Mass	0.00	206.75
Literary Society	0.00	700.00
Misc Special Events	241.47	2,373.46
Strollers	200.00	200.00
Total Special Programs	469.96	7,495.10
Total Expense	30,476.19	215,919.30
Net Ordinary Income	-4,290.74	42,249.30
Other Income/Expense		
Other Income		
Other Grant Income LB BI Pilot	0.00	30,825.00
Other Income	871.18	871.18
Total Other Income	871.18	31,696.18
Other Expense		
LB Blvd Pilot Program	0.00	10,095.75
Total Other Expense	0.00	10,095.75
Net Other Income	871.18	21,600.43
Net Income	-3,419.56	63,849.73

5:53 PM
01/22/19
Cash Basis

Bixby Knolls Business Improvement Association

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RDA Spec Proj	13,957.15	119,867.96
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Total Expense	<u>30,476.19</u>	<u>215,919.30</u>
Net Ordinary Income	-4,290.74	42,249.30
Other Income/Expense		
Other Income		
Other Grant Income LB BI Pilot	0.00	30,825.00
Other Income	871.18	871.18
Total Other Income	<u>871.18</u>	<u>31,696.18</u>
Other Expense		
LB Blvd Pilot Program	0.00	10,095.75
Total Other Expense	<u>0.00</u>	<u>10,095.75</u>
Net Other Income	871.18	21,600.43
Net Income	<u><u>-3,419.56</u></u>	<u><u>63,849.73</u></u>

Bixby Knolls Business Improvement Association
STATEMENT OF FINANCIAL POSITION
As of December 31, 2018

	Dec 31, 18
ASSETS	
Current Assets	
Checking/Savings	
Bixby Knolls RDA Acct	89,822.25
BKBIA Oper Acct	53,843.69
Total Checking/Savings	143,665.94
Total Current Assets	143,665.94
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	144,104.43
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
VISA	1,299.87
Total Credit Cards	1,299.87
Total Current Liabilities	1,299.87
Total Liabilities	1,299.87
Equity	
Opening Bal Equity	0.15
Retained Earnings	121,303.66
Unrestrict (retained earnings)	-42,348.98
Net Income	63,849.73
Total Equity	142,804.56
TOTAL LIABILITIES & EQUITY	144,104.43