



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

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Lourdes Valles-At Large
Debbie Peurrung- Long Beach Blvd.
Michelle Jouvence -Long Beach Blvd
Cheryl Jacobs- Community Liaison
Mark Hawkins-Community Liaison
Roy Robbins- Community Liaison
Andrea Testa -Community Liaison
Blair Cohn-Executive Director

BOARD OF DIRECTORS MEETING

Thursday, June 23, 2016, 7:45 a.m. at West Bistro

AGENDA

1. CALL TO ORDER/ROLL CALL

Excused Absences: Norm Cauntay

2. WELCOME & INTRODUCTIONS

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3. APPROVAL OF MINUTES

- Approval of Minutes from May 26, 2016

4. COMMUNITY PARTICIPATION (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. OLD BUSINESS

- n/a

8. NEW BUSINESS

- Separated bike lane at First Fridays

9. REPORTS:

- Treasurer's Report
- Executive Director's Report: Blair
- Security & Code Enforcement Report: Mike
- Promotion Report: Cheryl

10. ADJOURNMENT

BIXBY KNOLLS BUSINESS IMPROVEMENT BOARD OF DIRECTORS MEETING MINUTES

DATE May 26, 2016
TIME 7:45am
PLACE Breakfast Club of Long Beach

CHAIR Servando Orozco
RECORDER Blair Cohn
ADJOURNED 9:14 a.m.

Present

Servando Orozco, President
Mike Mora, Vice-President
Norm Cauntay, Secretary
Anthony Wingfield, Treasurer
Michelle Jouvence
Debbie Peurrung
Katherine Galanty
Anthony Puente
Jane Ho
Bill Larson
Lourdes Valles
Mark Hawkins
Roy Robbins
Andrea Testa
Blair Cohn – BKBIA
Cait Yoshioka – BKBIA

Excused Absences

Unexcused Absences

Guests:

Jessica Chetsawang, 7th District Council Office, City of Long Beach
Jonathan Kraus, 8th District Council Office, City of Long Beach
Jim Fisk, City of Long Beach
Susan Cooper, BKBIA
Berenice Dena, About U Boutique

Call Meeting to Order

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

Welcome & Introductions

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Approval of Minutes

- Approval of Minutes from April 28, 2016. Debbie made a motion to approve. Michelle seconded the motion. Motion approved unanimously.

Community Participation Report (limited to 3 minutes)

- n/a

7th District Council Office Report

- Jessica reported: The district held a successful Library amnesty program; Homeless issues – working with health department on the local issues, the county will be cleaning the riverbed on May 31 from Wardlow to Anaheim which may push some homeless into the neighborhoods; Cabrillo High School swimming pool will have free swim lessons for summer; Memorial Day ceremonies will take place at Gold Star Manor and at Forest Lawn; 5000 Pies on Santa Fe will be celebrating its 5000th pie sold by giving away free pizza slices today from 11am to 4pm.

8th District Council Report

- Jonathan reported: 3rd annual Share Your Heart event is set for Saturday, June 11 at LBCC; Chipotle opens its doors today; if Measure A passes the Expo will receive \$200K for improvements; Al brought forward to council the “donation meter program” that would benefit homeless services. Jonathan will keep us updated on the status.

Old Business:

- No old business was discussed.

New Business

- What's new – Status of things: Blair reported: x
- Strategic Planning Session II – June 28: Mike reported:

Reports:

- **Treasurer's Report:** Susan discussed the monthly report and status of cash on hand.
- **Executive Director's Report** – Blair reported: We have two new murals in the works. One is organized by the local Camp Fire USA and is located on the south wall of Alsace Lorraine Bakery. Second is the "Don Gibbs" mural just south of George's 50s Diner; July First Fridays will be the implementation of the separated bike lane from Public Works. This is a showcase of the city's (possible) bike infrastructure around the city; We have been involved with the city's Innovation Team to help fine tune the Biz Port online tool for businesses.
- **Promotion Report:** Blair reported: we are considering a Flash Mob event for Long Beach Cyclery that had another break-in recently; Tonight is the Good Spirits Club meeting at Sonnocco Real Estate beginning at 6:30pm; First Fridays "Summer Session" is on June and will include the Camp Fire mural dedication and a special tribute to Prince by MOVE; we begin our concerts in the park(ing lot) series on June 27 at Georgie's Place featuring The Jazz Angels.

Committee Reports

- **Security & Code Enforcement:** Mike reported from LBPD that there is an uptick in commercial burglaries across the city. General discussion ensued regarding safety and the importance of calling LBPD.
- **Promotion Report:** Blair gave report as included in the E.D. Report

Adjournment

- Anthony made a motion to adjourn the meeting at 9:14am. Mike seconded the motion. Meeting was adjourned.
- Next meeting is June 23, 2016, at 7:45 a.m., West Bistro.

Respectfully submitted,
Norm Cauntay

Bixby Knolls Business Improvement Association

OPERATING STATEMENT

May 2016

	May 16	Jul 15 - Apr 16	May 15	Oct '14 - Apr 15
Ordinary Income/Expense				
Income				
Assessment Income	-250.00	193,496.12	0.00	160,130.41
Contributions	776.85	13,383.48	1,740.14	19,369.80
Grant Awards	0.00	500.00	0.00	10,000.00
RDA Grant Funds	16,226.46	196,181.07	5,170.44	218,930.18
Rental Income	2,625.00	16,065.00	0.00	0.00
Total Income	19,378.31	419,625.67	6,910.58	408,430.39
Expense				
Administration	4,631.33	51,423.74	4,074.25	49,000.90
Building Supplies	0.00	438.63	0.00	0.00
EXPO Repairs and Maintenance	0.00	1,583.24	0.00	1,200.00
On-Going Promotions	3,784.00	25,726.83	2,407.24	16,817.67
Promotional Event Expenses	1,954.54	7,293.65	0.00	1,421.05
RDA Spec Proj	21,796.06	214,106.81	10,070.07	176,738.05
Salaries/Benefits	7,587.57	96,473.47	10,654.42	87,102.98
Special Programs	400.00	11,348.59	1,287.91	12,691.55
Total Expense	40,153.50	408,394.96	28,493.89	344,972.20
Net Gain (Loss)	(20,775.19)	11,230.71	(21,583.31)	63,458.19

Bixby Knolls Business Improvement Association
OPERATING STATEMENT
May 2016

	May 16	Jul '15 - May 16
Ordinary Income/Expense		
Income		
Assessment Income	-250.00	193,496.12
Contributions	776.85	13,383.48
Grant Awards	0.00	500.00
RDA Grant Funds	16,226.46	196,181.07
Rental Income	2,625.00	16,065.00
Total Income	19,378.31	419,625.67
Expense		
Administration		
Accounting	200.00	1,814.00
Bank Charges	0.00	20.00
Concession Supplies	38.47	339.35
Dues & Subscriptions	110.00	410.00
Employee Meals	0.00	560.02
EXPO Supplies	0.00	731.20
Fees	0.00	25.00
Insurance		
Commercial Liability	0.00	3,740.00
Directors & Officers	0.00	1,641.00
Insurance - Other	0.00	924.00
Total Insurance	0.00	6,305.00
Licenses and Permits	0.00	50.00
Meals & Entertainment	0.00	72.53
Miscellaneous	0.00	545.00
Office Equipment	542.82	3,400.10
Office Expense	0.00	2,189.09
Office Maintenance	0.00	958.18
Office Supplies	101.35	2,199.78
Outside Services	1,873.00	10,274.25
Postage	0.00	274.00
Printing	0.00	185.68
Repairs and Maintenance	0.00	629.23
Repairs and Maintenance - EXPO	0.00	14.53
Taxes	85.00	112.94
Telecommunications	482.61	2,877.55
Utilities/Trash	1,198.08	16,670.46
Total Administration	4,631.33	50,657.89
Building Supplies	0.00	438.63
EXPO Concession Supplies	0.00	611.44
EXPO Equipment	0.00	493.24
EXPO Repairs and Maintenance	0.00	1,090.00
Finance Charges	0.00	154.41
On-Going Promotions		
Advertising & Marketing	3,271.18	19,107.10
Banner Installation/Maintenance	0.00	1,295.00
Median Maint Utilities	117.82	1,261.59
Median Maintenance	395.00	3,555.00
Website Update/Maintenance	0.00	508.14
Total On-Going Promotions	3,784.00	25,726.83
Promotional Event Expenses		
Annual Meeting	0.00	2,257.09
Business Networking Events	1,954.54	4,539.96
New Promotions	0.00	212.77
Promotional Event Expenses - Other	0.00	283.83
Total Promotional Event Expenses	1,954.54	7,293.65
RDA Spec Proj		
Art Alley Project	2,000.00	2,400.01
Banners for District	0.00	1,436.10
Beach Streets Programming	0.00	20.25
Clean + Safe	3,120.00	39,838.95

3:14 PM
06/20/16
Cash Basis

Bixby Knolls Business Improvement Association

OPERATING STATEMENT

May 2016

	May 16	Jul '15 - May 16
Clean Team	681.00	3,534.00
Executive Director PR	2,389.18	28,670.16
EXPO Building Improv & Repairs	0.00	7,061.80
Facade/Streetscape Improvements	1,800.00	27,399.00
First Fridays	6,340.00	38,095.60
Intern Payroll	923.08	11,076.94
Marketing	1,300.00	9,537.50
Misc Events	1,200.00	12,087.91
Small Business Saturday	0.00	2,150.00
Support Staff PR	2,042.80	24,182.24
Trees & Landscaping	0.00	6,116.35
RDA Spec Proj - Other	0.00	500.00
Total RDA Spec Proj	21,796.06	214,106.81
Salaries/Benefits		
Executive Director	4,760.60	56,443.02
Payroll Preparation	217.85	2,429.60
Payroll Tax - Employer Contrib	984.51	12,660.12
Project Manager	1,464.90	18,889.15
Support Staff	0.00	3,636.21
Support Staff 2	0.00	555.00
Workers Comp Insurance	159.71	1,860.37
Total Salaries/Benefits	7,587.57	96,473.47
Special Programs		
Business Networking	0.00	2,131.80
First Fridays	300.00	3,310.14
Good Spirits Club	0.00	84.75
Happy Hour	100.00	1,807.28
Kidical Mass	0.00	685.38
Literary Society	0.00	1,000.00
Strollers	0.00	1,481.03
Supper Club	0.00	242.21
Trees	0.00	90.00
Special Programs - Other	0.00	516.00
Total Special Programs	400.00	11,348.59
Total Expense	40,153.50	408,394.96
Net Ordinary Income	-20,775.19	11,230.71
Net Income	-20,775.19	11,230.71

Bixby Knolls Business Improvement Association
STATEMENT OF FINANCIAL POSITION
As of May 31, 2016

	<u>May 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Bixby Knolls RDA Acct	23,267.94
BKBA Oper Acct	8,206.43
Total Checking/Savings	<u>31,474.37</u>
Total Current Assets	31,474.37
Fixed Assets	
Holiday Decorations	5,586.49
Total Fixed Assets	<u>5,586.49</u>
TOTAL ASSETS	<u>37,060.86</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
VISA	-33.27
Total Credit Cards	<u>-33.27</u>
Total Current Liabilities	<u>-33.27</u>
Total Liabilities	-33.27
Equity	
Opening Bal Equity	0.15
Retained Earnings	126,339.66
Unrestrict (retained earnings)	-100,476.39
Net Income	11,230.71
Total Equity	<u>37,094.13</u>
TOTAL LIABILITIES & EQUITY	<u>37,060.86</u>

**Bixby Knolls Business Improvement Association
Executive Director Report: June 23, 2016**

- **New budget:** Susan and I will now work together the proposed FY '16-'17 budget for the board to review. After we receive our assessment check this month we will have our "actual" revenue amount based on the increased fees. This will help us make the necessary adjustments to security, events, and promotions/advertising for the year. I will also begin to work on our Annual Report that gets submitted to the city council for review. The draft report will be sent to the board for approval.
- **Requests to Public Works** – We have put a request into public works to look at a few different issues in the district. First issue is parking along Atlantic near Lola's and trying to maximize spaces as well as on Cartagena. The same goes for parking along Long Beach Blvd, near Steelcraft at Bixby Road. Public Works is willing to do a study for the installation of "t-spaces" but I learned that you can actually lose parking rather than gaining some. Removal of old yellow zones, green zones, and reducing the sizes of some red zones will help. The second issue is addressing the incredible traffic speeds on Long Beach Blvd. There are very few speed limit signs posted and the boulevard is used like a freeway. We will work closely with the council offices and public works
- **Mobile Office Hours:** Went to Made by Miss Hilde on LB Blvd. this week for mobile office hours. The benefit to doing this with any business is the valuable time we get to speak directly with our members. We learned about how her business has been growing and some of the good problems of success. We have sent the SBDC her way to provide some needed resources and an electrician will swing by to help with the installation of security lights. It was a really beneficial hour for the BKBIA and our member.
- **Expo news:** Martin Howard came and walked the building to begin putting together bids for work for the building. These bids will begin the "wish list" of improvements to the building when the Measure A money becomes available. We also requested that the AC units get serviced before we get too deep into summer. The city came out and took care of the termite damage to the wood along the front entrance. This is helping with the prepping of the building for painting after the Pow! Wow! Mural goes up.
- **Upcoming events:**
 - July 1 First Fridays
 - July 6 COBA
 - July 10 Sunday Social
 - July 11 Supper Club
 - July 13 Literary Society
 - July 17 Kidical Mass
 - July 28 Board Meeting