



## 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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Long Beach, CA 90807  
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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

## BOARD OF DIRECTORS MEETING

Thursday, January 26, 2017, 7:45 a.m. at The Pan

### AGENDA

#### 1. CALL TO ORDER/ROLL CALL

##### Excused Absences:

#### 2. WELCOME & INTRODUCTIONS

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#### 3. APPROVAL OF MINUTES

- Approval of Minutes from December 15, 2016

#### 4. COMMUNITY PARTICIPATION (limited to 3 minutes)

- Port of Long Beach - presentation

#### 5. 7<sup>th</sup> DISTRICT COUNCIL REPORT – 7<sup>th</sup> District Council Representative

#### 6. 8<sup>th</sup> DISTRICT COUNCIL REPORT - 8<sup>th</sup> District Council Representative

#### 7. OLD BUSINESS

- n/a

#### 8. NEW BUSINESS

- BKBIA officers
- Annual Meeting

#### 9. REPORTS:

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

#### 10. ADJOURNMENT

# BIXBY KNOLLS BUSINESS IMPROVEMENT BOARD OF DIRECTORS MEETING MINUTES

**DATE** December 15, 2016  
**TIME** 7:45am  
**PLACE** The Pan

**CHAIR** Servando Orozco  
**RECORDER** Blair Cohn  
**ADJOURNED** 9:02 a.m.

## **Present**

Servando Orozco, President  
Mike Mora, Vice President  
Norm Cauntay, Secretary  
Jane Ho  
Bill Larson  
Jahaziel Romero  
Anthony Puente  
Lourdes Valles  
Debbie Peurrung  
Cheryl Jacobs – Community Liaison  
Mark Hawkins – Community Liaison  
Roy Robbins – Community Liaison  
Blair Cohn – BKBIA  
Cait Yoshioka – BKBIA

## **Excused Absences**

Katherine Galanty, Anthony Wingfield, Jahaziel Romero

## **Unexcused Absences**

## **Guests:**

Jonathan Kraus, 8<sup>th</sup> District Council Office, City of Long Beach  
Susan Cooper, BKBIA

## **Call Meeting to Order**

- At 7:57am Servando called the meeting to order.

## **Welcome & Introductions**

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## **Approval of Minutes**

- Approval of Minutes from November 17, 2016. Mike made a motion to approve. Anthony Puente seconded the motion. Motion approved unanimously.

## **Community Participation Report** (limited to 3 minutes)

- n/a

## **7<sup>th</sup> District Council Office Report**

- No report provided

## **8<sup>th</sup> District Council Report**

- Jonathan reported: The post office is now open; no drop off mail box there, however; January 24 will be the vote for the FIS at the airport; City council will discuss an audit of the BIDs at the December 20<sup>th</sup> meeting; Recycle your trees after Christmas days are December 26 through January 6; Cheryl asked about the change of flight patterns at the airport.

## **Old Business:**

- Annual Review of BKBIA Bylaws – Update: Blair discussed the changes: Blair worked with Jim Fisk to review and update the bylaws to make the language current and clear. Following the example of the DLBA that does an annual review of the bylaws, it was time to do so for the BKBIA. The California Streets and Highways Code for governing BIDs was added. Language for how to communicate with members was clarified. Bill made a motion to accept the updates/changes. Anthony Puente seconded the motion. Motion passes unanimously.

**New Business**

- No new business was discussed.

**Reports:**

- **Treasurer's Report:** Susan discussed the monthly report and status of cash on hand.
- **Executive Director's Report** – Blair reported on the Work Plan Projects as of the end of year. New security lights for businesses are now priority to keep the district lighted and safe. More of these types of projects as well as façade painting are planned for the new year. Blair also announced the opening of Mod Pizza in The Knolls Shopping Center/
- **Project Manager's Report** – Cait reported on the Holiday Party plans and features as well as the status of Steelcraft.
- **Committee Reports**
- **Security and Code Enforcement Report:** Mike reported details from LBPD and CSI Patrol Service. It is important that all businesses take extra precautions during the holiday season. Never leave cash in the registers. Keep lights on. Report all suspicious activity.
- **Promotion Report:** Cheryl reported on the Holiday Party.

**Adjournment**

- Anthony Puente made a motion to adjourn the meeting at 9:02am. Norm seconded the motion. Meeting was adjourned.
- Next meeting is January 26, 2017, at 7:45 a.m., The Pan.

Respectfully submitted,  
Norm Cauntay

# Bixby Knolls Business Improvement Association

## OPERATING STATEMENT

December 2016

	Dec 16	Jul - Dec 16
<b>Ordinary Income/Expense</b>		
Income		
Assessment Income	0.00	104,303.38
Contributions	848.54	10,480.07
Corporate Sponsorship	2,364.70	5,364.70
RDA Grant Funds	15,996.45	94,996.11
Reimbursements	0.00	300.00
Rental Income	1,400.00	9,733.95
<b>Total Income</b>	<b>20,609.69</b>	<b>225,178.21</b>
Expense		
Administration		
Accounting		
Tax Return Prep	0.00	2,625.00
Accounting - Other	0.00	950.00
<b>Total Accounting</b>	<b>0.00</b>	<b>3,575.00</b>
Bank Charges	60.00	163.00
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	195.00
Employee Meals	0.00	322.61
EXPO Supplies	0.00	-566.37
Fees	0.00	20.00
Janitorial Services	0.00	38.00
Licenses and Permits	275.00	375.00
Miscellaneous	376.30	498.30
Office Equipment	170.00	1,964.12
Office Expense	0.00	99.99
Office Maintenance	75.00	263.00
Office Supplies	0.00	1,315.91
Outside Services	1,200.00	7,712.41
Postage	0.00	97.20
Repairs and Maintenance	0.00	30.00
Taxes	0.00	50.00
Telecommunications	245.91	1,707.04
Utilities/Trash	1,237.16	11,998.32
<b>Total Administration</b>	<b>3,639.37</b>	<b>31,004.83</b>
Building Supplies	0.00	459.74
Business Gift	0.00	27.95
Finance Charges	0.00	112.10
On-Going Promotions		
Advertising & Marketing	1,468.94	9,487.53
Median Maint Utilities	232.94	1,322.11
Median Maintenance	790.00	2,370.00
<b>Total On-Going Promotions</b>	<b>2,491.88</b>	<b>13,179.64</b>
Promotional Event Expenses		
Business Networking Events	0.00	0.00
Promotional Event Expenses - Other	0.00	0.00
<b>Total Promotional Event Expenses</b>	<b>0.00</b>	<b>0.00</b>
RDA Spec Proj		
Art Alley Project	0.00	3,200.00
Clean + Safe	4,163.00	19,762.50
Clean Team	441.00	3,256.50
Executive Director PR	2,389.18	15,529.67
EXPO Building Improv & Repairs	0.00	1,200.00
Facade/Streetscape Improvements	3,858.00	21,456.60
First Fridays	3,350.00	20,995.00
Good Spirits	0.00	600.00
Intern Payroll	1,537.50	7,812.12
Marketing	825.00	4,225.00

6:37 PM  
01/20/17  
Cash Basis

# Bixby Knolls Business Improvement Association

## OPERATING STATEMENT

December 2016

	Dec 16	Jul - Dec 16
Misc Events	3,140.95	7,358.26
Small Business Saturday	0.00	2,210.00
Support Staff PR	2,042.80	13,278.20
Trees & Landscaping	740.00	1,700.00
<b>Total RDA Spec Proj</b>	<b>22,487.43</b>	<b>122,583.85</b>
<b>Salaries/Benefits</b>		
Executive Director	4,760.60	30,943.90
Payroll Preparation	177.85	1,362.34
Payroll Tax - Employer Contrib	1,010.66	6,430.30
Project Manager	1,887.96	11,637.15
Workers Comp Insurance	168.94	1,058.91
<b>Total Salaries/Benefits</b>	<b>8,006.01</b>	<b>51,432.60</b>
<b>Special Programs</b>		
Business Breakfast	0.00	1,249.92
Business Networking	0.00	200.00
Concerts	285.00	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
Supper Club	0.00	167.14
<b>Total Special Programs</b>	<b>285.00</b>	<b>12,252.82</b>
<b>Total Expense</b>	<b>36,909.69</b>	<b>231,053.53</b>
<b>Net Ordinary Income</b>	<b>-16,300.00</b>	<b>-5,875.32</b>
<b>Other Income/Expense</b>		
Other Income		
Other Income	2,000.00	2,000.00
<b>Total Other Income</b>	<b>2,000.00</b>	<b>2,000.00</b>
<b>Net Other Income</b>	<b>2,000.00</b>	<b>2,000.00</b>
<b>Net Income</b>	<b>-14,300.00</b>	<b>-3,875.32</b>

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

	Dec 31, 16
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Bixby Knolls RDA Acct	18,329.61
BKBIA Oper Acct	3,175.50
Total Checking/Savings	21,505.11
Total Current Assets	21,505.11
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
<b>TOTAL ASSETS</b>	<b>27,091.60</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
VISA	3,209.20
Total Credit Cards	3,209.20
Total Current Liabilities	3,209.20
Total Liabilities	3,209.20
Equity	
Opening Bal Equity	0.15
Retained Earnings	126,339.66
Unrestrict (retained earnings)	-98,582.09
Net Income	-3,875.32
Total Equity	23,882.40
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>27,091.60</b>

**Bixby Knolls Business Improvement Association  
Executive Director Report: January 26, 2017**

- **Long Beach Heritage Museum** – We were approached by a local resident Marshall Pumphrey who is the chief caretaker for the Long Beach Heritage Museum about storage space at Expo. The “museum” is actually a vast collection of historic pieces from The Pike and many buildings no longer around. The original collector gathered up furniture, signage, and other fixtures from buildings before being torn down and had kept them in multiple storage units across town. Marshall Pumphrey has now taken over the collection and had to move a lot of his archives out of Seaside Printing once they announced that they were closing after 100+ years. The BKBIA has allocated a section of the vacant space upstairs for Marshall to store his archives. He will add the BKBIA as an additional insured to his policy (as well as the City of Long Beach) and invest in fencing to protect the collection. He is going to reach out to the seniors about having them help to archive and file everything in the boxes as part of the senior activities. It’s a win for the museum, the city now houses the collection again, the BKBIA gets credit for the save, and Marshall has a location to clean up and fix the collection. He has already put some pieces into Esquire Barber Shop, Roxanne’s, and will soon have more pieces at Long Beach Clothing.
- **The Merchant** – The business owner says that construction will be completed early next month and she will use February to work on her kitchen and get her recipes down. She plans to open up in March with her breads, jams, cookies, sandwiches, and coffee.
- **Press:** Gayle Anderson from KTLA will be broadcasting live from Expo next Thursday to promote the Black History Month exhibit.
  - **Steelcraft:** The site has been getting press in all the location publications and news sources. The official grand opening will be Super Bowl weekend, February 3, 4, and 5. The invite-only event is set for Thursday the 2<sup>nd</sup> and will be the ribbon cutting for Steelcraft.

# BKBIA PROJECT MANAGER REPORT

JANUARY 2017 BOARD OF DIRECTORS MEETING

## BUSINESS BREAKFAST

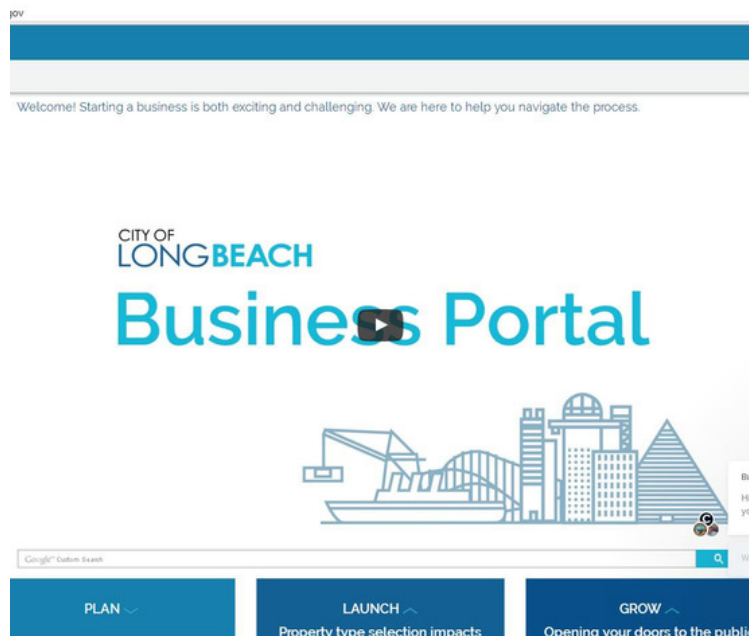
JANUARY 19TH

### By the numbers:

- 85+ Attendees
- 50+ Businesses
- 2 Presentations
- 2 Other BID Presidents

### Outcomes:

- 2 Requests for BizPort/ BKBIA presentations to businesses
- Positive response
- Rise in users
- Praise for real info about clean LB



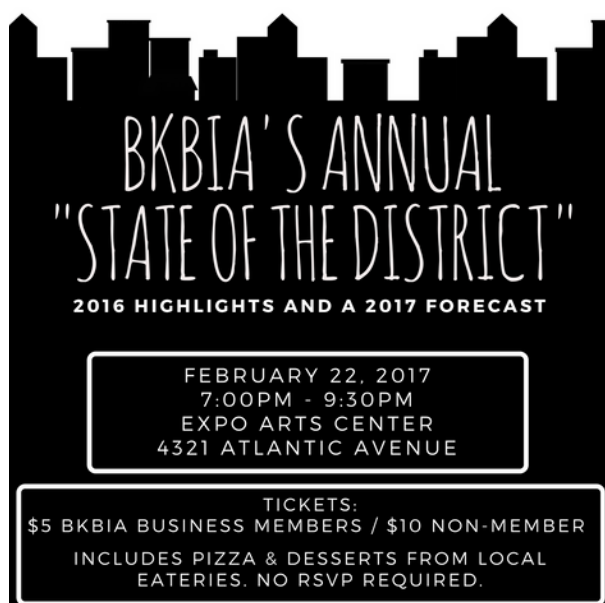
We received extremely positive feedback about the breakfast as a whole. Both the BizPort and Clean Long Beach presentations were informative and we've already seen a rise in folks taking advantage and utilizing both services. Our office will also be giving a BizPort/BKBIA presentation to the business owners inside of the Bixby Executive Offices in the coming weeks.

## ANNUAL MEETING

WEDNESDAY, FEBRUARY 22ND | 7-10PM  
EXPO ARTS CENTER

### Updates:

- Location change means new layout and more room to showcase BKBIA accomplishments and programs
- Updated presentation
- New focus in 2017 on Safety & Security
- New menu selection



## UPCOMING EVENTS

Monday, February 6th: Supper Club at The 4262  
Thursday, February 16: Good Spirits at Dutch's Brewhouse  
Sunday, February 19th: Kidical Mass  
Wednesday, February 22nd: Annual Meeting