



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, January 25, 2018, 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 from December 14, 2017

**4. Public Comment (limited to 3 minutes)**

•

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

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

**7. Recommendation to make a motion to approve the 2016 BKBIA tax statements as prepared by Onisko & Schultz**

**8. 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's Report – Cait

**9. OLD BUSINESS**

•

**10. NEW BUSINESS**

•

**11. ADJOURNMENT**

Bixby Knolls Business  
Improvement Association

4321 Atlantic Avenue  
Long Beach, CA 90807

P: 562 - 595 - 0081  
info@bixbyknollsinfo.com

www.bixbyknollsinfo.com

2:26 PM  
01/20/18  
Cash Basis

# Bixby Knolls Business Improvement Association

## OPERATING STATEMENT

December 2017

	Dec 17	Jul - Dec 17
<b>Ordinary Income/Expense</b>		
Income		
Assessment Income	0.00	82,631.65
Contributions	3,138.87	8,369.00
Corporate Sponsorship		
Light Pole Banners	0.00	20,000.00
Corporate Sponsorship - Other	2,000.00	8,750.00
Total Corporate Sponsorship	2,000.00	28,750.00
RDA Grant Funds	31,455.34	93,381.85
Rental Income	2,200.00	9,780.00
Total Income	38,794.21	222,912.50
Gross Profit	38,794.21	222,912.50
Expense		
Administration		
Accounting	150.00	900.00
Bank Charges	20.00	20.00
Board Meeting Expenses	0.00	69.43
COBA meeting expense	0.00	595.39
Concession Supplies	0.00	1,976.12
Employee Meals	0.00	418.03
EXPO Supplies	0.00	117.17
Janitorial Services	0.00	101.00
Licenses and Permits	1,559.06	5,025.38
Office Equipment	274.52	1,979.19
Office Expense	170.00	654.63
Office Maintenance	75.00	150.00
Office Supplies	165.41	846.14
Outside Services	1,563.00	7,444.00
Parking Expense	0.00	4.00
Postage	0.00	54.00
Printing	0.00	148.84
Repairs and Maintenance	0.00	153.30
Telecommunications	247.66	1,320.96
Utilities/Trash	0.00	8,434.64
Utilities/Trash - EXPO	1,365.95	3,382.05
Administration - Other	0.00	0.00
Total Administration	5,590.60	33,794.27
Business Gift	0.00	35.99
EXPO Equipment	0.00	2,724.29
Finance Charges	52.93	269.99
On-Going Promotions		
Advertising & Marketing	2,634.52	13,757.42
Litter & Weed Abatement	0.00	300.00
Median Maint Utilities	223.33	1,095.62
Median Maintenance	295.00	1,575.00
Sponsored Light Pole Banners	0.00	15,514.32
Total On-Going Promotions	3,152.85	32,242.36
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Clean + Safe	4,533.00	18,892.06
Clean Team	637.50	2,326.50
Executive Director PR	2,389.18	15,529.67
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First Fridays	3,450.00	19,270.00
Good Spirits	0.00	100.00
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RDA Spec Proj - Other	0.00	3,153.00
<b>Total RDA Spec Proj</b>	<b>16,825.48</b>	<b>99,615.41</b>
<b>Salaries/Benefits</b>		
Executive Director	4,760.60	30,943.90
Payroll Preparation	186.35	1,412.96
Payroll Tax - Employer Contrib	976.91	6,341.11
Project Manager	1,887.96	12,271.74
Workers Comp Insurance	154.18	1,036.56
<b>Total Salaries/Benefits</b>	<b>7,966.00</b>	<b>52,006.27</b>
<b>Special Programs</b>		
Business Breakfast	0.00	2,619.72
Concerts	0.00	2,571.14
First Fridays	0.00	124.92
Flash Events	0.00	366.19
Good Spirits Club	0.00	285.99
Kidical Mass	0.00	395.83
Literary Society	0.00	500.00
Petroleum Club Events	1,927.74	1,927.74
Strollers	0.00	796.17
<b>Total Special Programs</b>	<b>1,927.74</b>	<b>9,587.70</b>
<b>Total Expense</b>	<b>35,703.46</b>	<b>231,440.18</b>
<b>Net Ordinary Income</b>	<b>3,090.75</b>	<b>-8,527.68</b>
<b>Other Income/Expense</b>		
Other Income		
Other Grant Income LB BI Pilot	0.00	7,725.00
<b>Total Other Income</b>	<b>0.00</b>	<b>7,725.00</b>
Other Expense		
LB Blvd Clean Up Pilot Program	1,800.00	5,075.55
<b>Total Other Expense</b>	<b>1,800.00</b>	<b>5,075.55</b>
<b>Net Other Income</b>	<b>-1,800.00</b>	<b>2,649.45</b>
<b>Net Income</b>	<b>1,290.75</b>	<b>-5,878.23</b>

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

	Dec 31, 17
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Bixby Knolls RDA Acct	56,460.86
BKBIA Oper Acct	19,413.84
Total Checking/Savings	75,874.70
Total Current Assets	75,874.70
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>81,461.19</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
VISA	3,028.61
Total Credit Cards	3,028.61
Total Current Liabilities	3,028.61
Total Liabilities	3,028.61
Equity	
Opening Bal Equity	0.15
Retained Earnings	126,339.66
Unrestrict (retained earnings)	-42,029.00
Net Income	-5,878.23
Total Equity	78,432.58
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>81,461.19</b>



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Anthony Puente -Atlantic Ave  
Bill Larson- Long Beach Blvd.  
Katherine Galanty- Wardlow Rd  
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Lourdes Valles-At Large  
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Vacant -Long Beach Blvd  
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Mark Hawkins-Community Liaison  
Roy Robbins- Community Liaison  
Andrea Testa -Community Liaison  
Blair Cohn-Executive Director  
Cait Yoshioka – Project Manager

## BOARD OF DIRECTORS MEETING

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**2. WELCOME & INTRODUCTIONS**

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# **BIXBY KNOLLS BUSINESS IMPROVEMENT BOARD OF DIRECTORS MEETING MINUTES**

**DATE** December 14, 2017  
**TIME** 7:45am  
**PLACE** The Pan Restaurant

**CHAIR** Servando Orozco  
**RECORDER** Blair Cohn  
**ADJOURNED** 8:47 a.m.

## **Present**

Servando Orozco, President  
Norm Cauntay, Secretary  
Anthony Puente  
Bill Larson  
Jane Ho  
Lourdes Valles  
Cheryl Jacobs – Community Liaison  
Roy Robbins -- Community Liaison  
Blair Cohn – BKBIA  
Cait Yoshioka -- BKBIA

## **Excused Absences**

Mike Mora, Anthony Wingfield, Katherine Galanty, Debbie Peurrung

## **Unexcused Absences**

## **Guests:**

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

## **Call Meeting to Order**

- Servando called the meeting to order at 8:00am.

## **Welcome & Introductions**

- 

## **Approval of Minutes**

- Approval of Minutes from November 16, 2017. Bill made a motion to approve the minutes. Lourdes seconded the motion. Motion approved unanimously.

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

- 

## **7th District Council Office Report**

- No report given.

## **8th District Council Report**

- Al Austin reported: Happy Holidays to the board and BKBIA staff, thank you for all efforts; 25 boxes were distributed for the annual toy drive to support the YMCA; Looking to get feedback from area businesses about the Land Use Element. Planning Commission sent recommendations to council; the council faces tough issues all the time, trying gain consensus and public discourse while negative mailers have gone out. The council office does not vote or work alone.

**Committee Reports:**

- a. Treasurer Report: Susan reported on monthly financials as provided in packet.
- b. Security and Code Enforcement Report – Blair reported from notes provided by LBPB and CSI Patrol Service.
- c. Promotion Report – Cheryl reported that Supper Club will be back after the first of the year. It's important to always change it up and keep it interesting, a progressive dinner will be planned; BK Pub Crawl will be scheduled for Good Spirits Club walking from Willmore to Weiland; First Fridays is already being planned for January and February. Tokotah left great notes and got a lot started; tonight is the Holiday Party and all board members are encouraged to attend.
- d. Executive Director's Report – Blair reported on general updates around the district including the status of Cheese Addiction, Liberation Brewing, Ambitious Ales, Niky's Sports, West Bistro, and the Bixby Business Center; Thank you to the Holiday Party sponsors: Laserfiche, Howad CDM, and Bixby Knolls Mortgage; Alyssandra Nighswonger will be stepping in to be the First Fridays Coordinator. We will help her get used to the tasks for the event. She is very enthusiastic to begin.
- e. Project Manager's Report –Cait reported a recap on Small Business Saturday, BK Bingo, and November Kidical Mass; Cait provided a detailed report of current projects and the next outreach to members for end of year message and the next Business Breakfast in January. Construction will begin in the building beginning in January; Cait also reported that the city gave the authorization to explore tiered membership programs for the district.

**Old Business**

- No old business discussed.

**New Business**

- 501c3 formation – Discussion ensued about the need to find revenue sources to supplement the BKBIA when the RDA funds are gone. Blair reported that he and Susan Cooper had met with our CPA to discuss the formation of a charitable non-profit so the BKBIA could receive donations and grants. The Executive Committee could be made to be the officers of the 501c3 temporarily as it got started. Costs may be \$1,000 to do the paperwork and filing. Norm made a motion to pursue the formation of the 501c3. Anthony Puente seconded the motion. Motion passed unanimously. Al Austin commented that it was a great idea to move ahead with this. Create a specific goal/mission/focus for this.
- First Fridays Coordinator – Blair provided information on this in his report.

**Adjournment**

- Bill made a motion to adjourn the meeting at 8:47am. Lourdes seconded the motion. Meeting was adjourned.

Next meeting is January 25, 2018, 7:45am at The Pan.

Respectfully submitted,  
Norm Cauntay



2:26 PM  
01/20/18  
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<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
VISA	3,028.61
Total Credit Cards	3,028.61
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Total Liabilities	3,028.61
Equity	
Opening Bal Equity	0.15
Retained Earnings	126,339.66
Unrestrict (retained earnings)	-42,029.00
Net Income	-5,878.23
Total Equity	78,432.58
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>81,461.19</b>

**Project Manager Report: December – January 2018**

**Event/Projects Recaps**

- First Fridays New Year
  - Light turnout, but still a good crowd walking around
- Supper Club – no supper club in January
- January Kidical Mass – Polar Plunge
  - Another large turnout!
  - Deep Blue Swim School hosted a “polar plunge” pool party after the ride. Thank you to Jane who donates ice cream sandwiches for the riders and Georgie’s Place for hosting.

**EXPO Arts Center**

- Construction in Main Room
  - New carpeting and sound proofing are the upgrades happening to the main room. The construction has caused a couple challenges, but the tenants are working around it.
- Recent events:
  - Weekly broker tours by Bixby Knolls Mortgage
  - Monthly “Lunch and Learns” by the Bixby Knolls Mortgage
  - Community meetings hosted by the 8<sup>th</sup> District Council Office
- Plus tenant events (TKTC – The Kids Theatre Company and Held2Gether Improv)
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# BIXBY KNOLLS BUSINESS IMPROVEMENT BOARD OF DIRECTORS MEETING MINUTES

**DATE** December 14, 2017  
**TIME** 7:45am  
**PLACE** The Pan Restaurant

**CHAIR** Servando Orozco  
**RECORDER** Blair Cohn  
**ADJOURNED** 8:47 a.m.

## **Present**

Servando Orozco, President  
Norm Cauntay, Secretary  
Anthony Puente  
Bill Larson  
Jane Ho  
Lourdes Valles  
Cheryl Jacobs – Community Liaison  
Roy Robbins -- Community Liaison  
Blair Cohn – BKBIA  
Cait Yoshioka -- BKBIA

## **Excused Absences**

Mike Mora, Anthony Wingfield, Katherine Galanty, Debbie Peurrung

## **Unexcused Absences**

## **Guests:**

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

## **Call Meeting to Order**

- Servando called the meeting to order at 8:00am.

## **Welcome & Introductions**

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## **Approval of Minutes**

- Approval of Minutes from November 16, 2017. Bill made a motion to approve the minutes. Lourdes seconded the motion. Motion approved unanimously.

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

- 

## **7th District Council Office Report**

- No report given.

## **8th District Council Report**

- Al Austin reported: Happy Holidays to the board and BKBIA staff, thank you for all efforts; 25 boxes were distributed for the annual toy drive to support the YMCA; Looking to get feedback from area businesses about the Land Use Element. Planning Commission sent recommendations to council; the council faces tough issues all the time, trying gain consensus and public discourse while negative mailers have gone out. The council office does not vote or work alone.

**Committee Reports:**

- a. Treasurer Report: Susan reported on monthly financials as provided in packet.
- b. Security and Code Enforcement Report – Blair reported from notes provided by LBPd and CSI Patrol Service.
- c. Promotion Report – Cheryl reported that Supper Club will be back after the first of the year. It's important to always change it up and keep it interesting, a progressive dinner will be planned; BK Pub Crawl will be scheduled for Good Spirits Club walking from Willmore to Weiland; First Fridays is already being planned for January and February. Tokotah left great notes and got a lot started; tonight is the Holiday Party and all board members are encouraged to attend.
- d. Executive Director's Report – Blair reported on general updates around the district including the status of Cheese Addiction, Liberation Brewing, Ambitious Ales, Niky's Sports, West Bistro, and the Bixby Business Center; Thank you to the Holiday Party sponsors: Laserfiche, Howad CDM, and Bixby Knolls Mortgage; Alyssandra Nighswonger will be stepping in to be the First Fridays Coordinator. We will help her get used to the tasks for the event. She is very enthusiastic to begin.
- e. Project Manager's Report –Cait reported a recap on Small Business Saturday, BK Bingo, and November Kidical Mass; Cait provided a detailed report of current projects and the next outreach to members for end of year message and the next Business Breakfast in January. Construction will begin in the building beginning in January; Cait also reported that the city gave the authorization to explore tiered membership programs for the district.

**Old Business**

- No old business discussed.

**New Business**

- 501c3 formation – Discussion ensued about the need to find revenue sources to supplement the BKBIA when the RDA funds are gone. Blair reported that he and Susan Cooper had met with our CPA to discuss the formation of a charitable non-profit so the BKBIA could receive donations and grants. The Executive Committee could be made to be the officers of the 501c3 temporarily as it got started. Costs may be \$1,000 to do the paperwork and filing. Norm made a motion to pursue the formation of the 501c3. Anthony Puente seconded the motion. Motion passed unanimously. Al Austin commented that it was a great idea to move ahead with this. Create a specific goal/mission/focus for this.
- First Fridays Coordinator – Blair provided information on this in his report.

**Adjournment**

- Bill made a motion to adjourn the meeting at 8:47am. Lourdes seconded the motion. Meeting was adjourned.

Next meeting is January 25, 2018, 7:45am at The Pan.

Respectfully submitted,  
Norm Cauntay

**Project Manager Report: December – January 2018**

**Event/Projects Recaps**

- First Fridays New Year
  - Light turnout, but still a good crowd walking around
- Supper Club – no supper club in January
- January Kidical Mass – Polar Plunge
  - Another large turnout!
  - Deep Blue Swim School hosted a “polar plunge” pool party after the ride. Thank you to Jane who donates ice cream sandwiches for the riders and Georgie’s Place for hosting.

**EXPO Arts Center**

- Construction in Main Room
  - New carpeting and sound proofing are the upgrades happening to the main room. The construction has caused a couple challenges, but the tenants are working around it.
- Recent events:
  - Weekly broker tours by Bixby Knolls Mortgage
  - Monthly “Lunch and Learns” by the Bixby Knolls Mortgage
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