



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
Katie Phillips – Project Manager

BOARD OF DIRECTORS MEETING

Thursday, March 22, 2018, 7:45 a.m. at the Pan Restaurant

AGENDA

1. CALL TO ORDER/ROLL CALL

Excused Absences:

2. WELCOME & INTRODUCTIONS

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3. APPROVAL OF MINUTES

- Approval of Minutes from February 22, 2018

4. Public Comment (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. Committee Reports:

- Treasurer Report – Susan Cooper
- Security & Code Enforcement Report – Mike
- Promotion Report – Cheryl
- Executive Director's Report – Blair

8. OLD BUSINESS

- First Fridays discussion
- 501c3 Status

9. NEW BUSINESS

- Long Beach Boulevard Board Position
- Bixby Knolls Task Force Meeting

10. ADJOURNMENT

Bixby Knolls Business
Improvement Association

4321 Atlantic Avenue
Long Beach, CA 90807

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www.bixbyknollsinfo.com

6:15 PM
03/19/18
Cash Basis

Bixby Knolls Business Improvement Association

OPERATING STATEMENT

February 2018

	Feb 18	Jul '17 - Feb 18
Ordinary Income/Expense		
Income		
Assessment Income	36,386.10	151,646.66
Contributions	183.91	8,697.97
Corporate Sponsorship	0.00	28,750.00
RDA Grant Funds	0.00	110,629.30
Rental Income	1,000.00	13,180.00
Total Income	37,570.01	312,903.93
Gross Profit	37,570.01	312,903.93
Expense		
Administration	11,558.88	54,400.42
Business Gift	0.00	35.99
EXPO Equipment	0.00	2,724.29
Finance Charges	64.50	395.41
On-Going Promotions	1,795.36	35,552.76
Promotional Event Expenses	2,055.63	4,631.14
RDA Spec Proj	16,669.38	130,847.83
Salaries/Benefits	7,621.39	68,490.02
Special Programs	0.00	12,301.20
Total Expense	39,765.14	309,379.06
Net Ordinary Income	-2,195.13	3,524.87
Other Income/Expense		
Other Income		
Other Grant Income LB BI Pilot	0.00	7,725.00
Total Other Income	0.00	7,725.00
Other Expense		
LB Blvd Clean Up Pilot Program	6,575.00	13,950.55
Total Other Expense	6,575.00	13,950.55
Net Other Income	-6,575.00	-6,225.55
Net Income	-8,770.13	-2,700.68

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OPERATING STATEMENT

February 2018

	Feb 18	Jul '17 - Feb 18
Ordinary Income/Expense		
Income		
Assessment Income	36,386.10	151,646.66
Contributions	183.91	8,697.97
Corporate Sponsorship		
Light Pole Banners	0.00	20,000.00
Corporate Sponsorship - Other	0.00	8,750.00
Total Corporate Sponsorship	0.00	28,750.00
RDA Grant Funds	0.00	110,629.30
Rental Income	1,000.00	13,180.00
Total Income	37,570.01	312,903.93
Gross Profit	37,570.01	312,903.93
Expense		
Administration		
Accounting		
Tax Return Prep	0.00	2,750.00
Accounting - Other	280.00	1,350.00
Total Accounting	280.00	4,100.00
Bank Charges	0.00	20.00
Board Meeting Expenses	0.00	69.43
COBA meeting expense	0.00	595.39
Concession Supplies	0.00	1,976.12
Dues & Subscriptions	0.00	195.00
Employee Meals	0.00	418.03
EXPO Supplies	0.00	162.29
Insurance		
Commercial Liability	3,244.00	3,244.00
Directors & Officers	0.00	1,641.00
Total Insurance	3,244.00	4,885.00
Janitorial Services	1,800.00	1,901.00
Licenses and Permits	1,240.75	6,266.13
Office Equipment	461.58	2,989.81
Office Expense	0.00	825.25
Office Maintenance	0.00	150.00
Office Supplies	0.00	1,056.34
Outside Services	3,155.00	12,169.00
Parking Expense	0.00	4.00
Postage	0.00	54.00
Printing	0.00	223.26
Repairs and Maintenance	0.00	153.30
Telecommunications	257.31	1,826.06
Utilities/Trash	0.00	9,858.72
Utilities/Trash - EXPO	1,120.24	4,502.29
Administration - Other	0.00	0.00
Total Administration	11,558.88	54,400.42
Business Gift	0.00	35.99
EXPO Equipment	0.00	2,724.29
Finance Charges	64.50	395.41
On-Going Promotions		
Advertising & Marketing	1,617.46	16,093.33
Litter & Weed Abatement	0.00	300.00
Median Maint Utilities	177.90	1,465.23
Median Maintenance	0.00	2,165.00
Sponsored Light Pole Banners	0.00	15,514.32
Website Update/Maintenance	0.00	14.88
Total On-Going Promotions	1,795.36	35,552.76
Promotional Event Expenses		
Annual Holiday Party	0.00	2,400.51
Annual Meeting	2,055.63	2,055.63
Promotional Event Expenses - Other	0.00	175.00

6:15 PM
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Cash Basis

Bixby Knolls Business Improvement Association

OPERATING STATEMENT

February 2018

	Feb 18	Jul '17 - Feb 18
Total Promotional Event Expenses	2,055.63	4,631.14
RDA Spec Proj		
Art Alley Project	800.00	4,000.00
Beach Streets Programming	0.00	2,150.00
Clean + Safe	4,036.30	24,908.36
Clean Team	668.75	3,601.50
Executive Director PR	2,389.18	20,308.03
EXPO Building Improv & Repairs	0.00	2,018.00
Facade/Streetscape Improvements	2,000.00	6,694.60
First Fridays	5,153.75	28,025.00
Good Spirits	0.00	100.00
Intern Payroll	0.00	7,717.50
Marketing	0.00	2,025.00
Misc Events	200.00	7,709.44
Support Staff PR	1,021.40	16,342.40
Trees & Landscaping	400.00	2,095.00
RDA Spec Proj - Other	0.00	3,153.00
Total RDA Spec Proj	16,669.38	130,847.83
Salaries/Benefits		
Executive Director	4,760.60	40,465.10
Payroll Preparation	305.76	2,051.36
Payroll Tax - Employer Contrib	887.06	8,965.95
Project Manager	1,533.59	15,693.29
Workers Comp Insurance	134.38	1,314.32
Total Salaries/Benefits	7,621.39	68,490.02
Special Programs		
Business Breakfast	0.00	3,896.78
Concerts	0.00	2,571.14
First Fridays	0.00	974.08
Flash Events	0.00	366.19
Good Spirits Club	0.00	285.99
Kidical Mass	0.00	395.83
Literary Society	0.00	600.00
Petroleum Club Events	0.00	1,927.74
Strollers	0.00	1,283.45
Total Special Programs	0.00	12,301.20
Total Expense	39,765.14	309,379.06
Net Ordinary Income	-2,195.13	3,524.87
Other Income/Expense		
Other Income		
Other Grant Income LB BI Pilot	0.00	7,725.00
Total Other Income	0.00	7,725.00
Other Expense		
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Total Other Expense	6,575.00	13,950.55
Net Other Income	-6,575.00	-6,225.55
Net Income	-8,770.13	-2,700.68

Bixby Knolls Business Improvement Association
STATEMENT OF FINANCIAL POSITION
As of February 28, 2018

	Feb 28, 18
ASSETS	
Current Assets	
Checking/Savings	
Bixby Knolls RDA Acct	49,853.45
BKBIA Oper Acct	29,169.46
Total Checking/Savings	79,022.91
Total Current Assets	79,022.91
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	79,461.40
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
VISA	2,999.27
Total Credit Cards	2,999.27
Total Current Liabilities	2,999.27
Total Liabilities	2,999.27
Equity	
Opening Bal Equity	0.15
Retained Earnings	121,303.66
Unrestrict (retained earnings)	-42,141.00
Net Income	-2,700.68
Total Equity	76,462.13
TOTAL LIABILITIES & EQUITY	79,461.40

Bixby Knolls Business Improvement Association

Executive Director Report: March 2018

General updates from around the district:

- **RDA Funding:** I will be drafting a letter to the city on behalf of the BKBIA discussing the impending sunset of our RDA contract funds. The letter will be submitted to the mayor, 7th & 8th district council office, city manager, and director of economic development. The intent is to get on the record the work accomplished by the BKBIA with its use of the RDA funds for nearly 10 years. This of course includes the addition of staff, the growth of First Fridays, and all of the façade improvements and streetscape work to improve the district.
- **Neighborhood Survey:** We have recently posted on Facebook and sent an email to our entire lists requesting comments from residents as to what businesses they would like to see in Bixby Knolls. It was time to do this again but the real catalyst was the discussion in the Bixby Knolls Task Group. We can share the results of the survey with the brokers and property owners we are more engaged with (and to reach out to others). This is data “from the horse’s mouth” to help steer the conversations about what the neighborhood would be want and support. We can make the best recommendations to property owners when we know what the residents are saying.
- **Business Directory with the Signal Tribune:** While preparing the presentation for the Annual Meeting I took a look at the hard copy of the BKBIA Business Directory from 2013. I thought that it may be time to revisit doing this again since we have had new businesses come to the district and plenty of new residents who have moved here. I met with Neena of the Signal Tribune to talk about the possibility of doing this again. After the last time we all swore we wouldn’t do it again. I do believe it is worth pursuing and the Signal will be doing most of the work. We will continue to make sure our spreadsheet of current members is accurate before submitting it to the paper for formatting into the book. Neena will come to our next business breakfast to talk to the members about the advertising opportunities. We will also share this information via direct mail, email, and posting to our members-only Facebook page. The book will go to all businesses and to at least 12,000 homes in the area. We will design the cover, add all the information about the BKBIA, and proof the book when ready. I will provide updates on this as we move along. Start date for ad sales and reservations: May 1
- **4262 Atlantic Avenue** – George Mitri of Baba Ghanouj is working on the build out and renovations for this space. He looks to open in another month and a half. I’ll stay in touch to get the restaurant’s name, menu, and full concept.
- **3440 Atlantic** – The doctor who owns the property is now complete with his total makeover of the property. The interior has been transformed into a modern medical facility for plastic surgery and small procedures. The exterior landscaping is being worked on now by our landscaper and this is one of our RDA projects.
- **West Bistro:** Work is continuing steadily. Parking lot was redone, open rooftop was cleaned up, paper is down from windows and crews seem to be there during the week. Still trying to get a name, opening date, and actual list of food options/vendors.

BIXBY KNOLLS BUSINESS IMPROVEMENT BOARD OF DIRECTORS MEETING MINUTES

DATE February 22, 2018
TIME 7:45am
PLACE The Pan Restaurant

CHAIR Servando Orozco
RECORDER Blair Cohn
ADJOURNED 8:52 a.m.

Present

Servando Orozco, President
Norm Cauntay, Secretary
Katherine Galanty
Jane Ho
Lourdes Valles
Debbie Peurrung
Cheryl Jacobs – Community Liaison
Blair Cohn – BKBIA
Katie Phillips -- BKBIA

Excused Absences

Michael Mora, Anthony Wingfield, Anthony Puente

Unexcused Absences

Bill Larson

Guests:

Jonathan Kraus, 8th District Council Office, City of Long Beach
Jeff Beasley, Bundts on Melrose
Berenice Dena, About U Boutique

Call Meeting to Order

- Servando called the meeting to order at 8:03am.

Welcome & Introductions

- Katie Phillips introduced herself as the new BKBIA Admin/Project Manager.

Approval of Minutes

- Approval of Minutes from January 25, 2018. Katherine made a motion to approve the minutes. Debbie seconded the motion. Motion approved unanimously.

Public Comment (limited to 3 minutes)

- Berenice talked about the recent vandalism to her store. A window had been shot out. There have been a number of businesses in Bixby Knolls and North Long Beach that have windows shot out by pellet gun.

7th District Council Office Report

- No report given.

8th District Council Report

- Jonathan reported: Lola's was approved for sidewalk dining on Cartagena; AM/PM needs corrections to their plans and then they can begin their renovations; March 6 the Land Use Element is coming to city council for a vote. CD8 and Mayor Garcia are holding neighborhood focus groups to discuss the issue. Norm asked Jonathan for an update on medical marijuana. Long Beach has a moratorium on "adult use" of medical marijuana for now. The council will revisit this issue again later in the year.

Committee Reports:

- a. Treasurer Report: Susan could not attend the meeting. Servando instructed the board to review the financial information and that any questions or issues would be discussed at the March meeting.
- b. Security and Code Enforcement Report – Blair reported from LBPD's notes that there have been multiple robberies for Rite Aid, CVS, and Walgreens potentially by the same suspects. One suspect had in fact been caught who was responsible for some of the petty theft to these locations. Pellet gun damage to storefronts all along Atlantic Avenue. A gang member was arrested at Trader Joe's. This was most likely a botched robbery attempt; CSI has received calls from the beauty supply and smoke shops in the Gaska property about homeless and hanging around their locations. CSI suggests recapping the outlet at Dana Branch Library to prevent loitering and people charging phones there.
- c. Promotion Report – Cheryl reported: Kudos for the annual meeting. Great turnout and content; member outreach on hold until Katie gets up to speed and the committee will meet again; Good Spirits is at Phil Trani's; Supper Club will be at The Mirage. April it will be at The Pan; Kidical Mass was a success and March is our Lucky Leprechaun Ride.
- d. Executive Director's Report – Blair reported on an updated status around the district including: 4262 status, façade improvement at 3440, West Bistro, Ambitious Ales, Liberation Brewing, and introduction of new staff.
- e. Project Manager's Report – No report this month.

Old Business

- First Fridays discussion – tabled until the March meeting.

New Business

- Annual Meeting recap – General discussion and comments were made by the board members.
- Expo Arts Center – Discussions with Economic Development: Continuing the discussion about the need to monetize the Expo Arts Center. Howard CDM will provide the city with plans for a truly multi-use center that could bring in steady rental revenue to the BKBIA.
- RDA Funds --- future funding – tabled until the March meeting.

Adjournment

- Norm made a motion to adjourn the meeting at 8:52am. Lourdes seconded the motion. Meeting was adjourned.

Next meeting is March 22, 2018, 7:45am at The Pan.

Respectfully submitted,
Norm Cauntay