



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.
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, November 17, 2016, 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 October 27, 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

- BKBIA Bylaws -- update

8. NEW BUSINESS

- No new business to discuss

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 October 27, 2016
TIME 7:45am
PLACE The Pan

CHAIR Servando Orozco
RECORDER Blair Cohn
ADJOURNED 9:07 a.m.

Present

Servando Orozco, President
Norm Cauntay, Secretary
Anthony Wingfield, Treasurer
Jane Ho
Debbie Peurrung
Bill Larson
Lourdes Valles
Jahaziel Romero
Anthony Puente
Cheryl Jacobs – Community Liaison
Roy Robbins – Community Liaison
Andrea Testa – Community Liaison
Blair Cohn – BKBIA
Cait Yoshioka – BKBIA

Excused Absences

Mike Mora, Katherine Galanty

Unexcused Absences

Guests:

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

Call Meeting to Order

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

Welcome & Introductions

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Approval of Minutes

- Approval of Minutes from September 22, 2016. Anthony Puente made a motion to approve. Lourdes seconded the motion. Motion approved unanimously.

Community Participation Report (limited to 3 minutes)

- n/a

7th District Council Office Report

- No report provided

8th District Council Report

- Jonathan reported: City council approved the BKBIA renewal; Alsace Lorraine business license was denied, there is a 30-day stay for the next hearing to get the property owner to make an offer to the city to pay off its fines; Red Mountain sold "The Knolls" shopping center; Tonight is free night at the Aquarium for all 8th district residents; Veterans Day Parade is on November 5.

Old Business:

- Annual Review of BKBIA Bylaws – Blair reported that it was time to give the bylaws a once over to have them be relevant and current. Following the lead of the DLBA who review their bylaw annually, the BKBIA has not made any significant changes. Blair will meet with Jim Fisk to go over the California Code that governs BIDs and work on verbiage to update and simplify the bylaws. The changes will be presented at the November board meeting.

New Business

- No new business was discussed.

Reports:

- **Treasurer's Report:** Susan discussed the monthly report and status of cash on hand. General discussion ensued about the RDA funding.
- **Executive Director's Report** – Blair provided a district update including: Clean & Safe projects, Edgar & James, Dutch's Brew House, Mod Pizza, Covent Lane, and Expo façade improvement. Note: board meetings for November and December are moved up a week due to the holidays.
- **Project Manager's Report** – Cait provided a report about the upcoming Place Make the Vote event the BKBIA is hosting on November 8 as part of a city-wide grant to increase voter participation; Small Business Saturday promotion plan including a district-wide scavenger hunt.
- **Committee Reports**
- **Security and Code Enforcement Report:** Blair – LBPD said it was a quiet month with very little incidents.
- **Promotion Report:** Cheryl reported on the new BKBIA Members Only Facebook page; successful Flash lunch at Hashtag Burgers; Good Spirits Club at Rasselbock; Small Business Saturday promotions; First Fridays 10th Anniversary on November 4.

Adjournment

- Bill made a motion to adjourn the meeting at 9:07am. Jahaziel seconded the motion. Meeting was adjourned.
- Next meeting is November 17, 2016, at 7:45 a.m., The Pan.

Respectfully submitted,
Blair Cohn

4:24 PM
11/14/16
Cash Basis

Bixby Knolls Business Improvement Association
OPERATING STATEMENT
October 2016

	<u>Oct 16</u>	<u>Oct 15</u>	<u>Jul - Oct 16</u>
Ordinary Income/Expense			
Income			
Assessment Income	30,450.28	-250.00	104,303.38
Contributions	2,658.89	1,407.25	9,410.86
Corporate Sponsorship	3,000.00	0.00	3,000.00
RDA Grant Funds	0.00	15,781.83	60,017.85
Reimbursements	0.00	0.00	300.00
Rental Income	2,600.00	500.00	6,720.00
Total Income	<u>38,709.17</u>	<u>17,439.08</u>	<u>183,752.09</u>
Expense			
Administration	2,803.58	4,176.87	21,649.39
Building Supplies	0.00	209.51	421.64
Finance Charges	0.00	0.00	55.15
On-Going Promotions	338.33	2,403.02	8,634.71
Promotional Event Expenses	238.85	0.00	238.85
RDA Spec Proj	19,426.84	24,975.39	79,248.44
Salaries/Benefits	8,215.24	11,338.37	35,386.74
Special Programs	200.00	884.16	10,152.03
Total Expense	<u>31,222.84</u>	<u>43,987.32</u>	<u>155,786.95</u>
Net Ordinary Income	<u>7,486.33</u>	<u>-26,548.24</u>	<u>27,965.14</u>
Net Income	<u><u>7,486.33</u></u>	<u><u>-26,548.24</u></u>	<u><u>27,965.14</u></u>

4:24 PM
11/14/16
Cash Basis

Bixby Knolls Business Improvement Association

STATEMENT OF FINANCIAL POSITION

As of October 31, 2016

	Oct 31, 16	Oct 31, 15
ASSETS		
Current Assets		
Checking/Savings		
Bixby Knolls RDA Acct	12,100.30	16,452.32
BKBIA Oper Acct	39,215.83	14,064.57
Total Checking/Savings	51,316.13	30,516.89
Total Current Assets	51,316.13	30,516.89
Fixed Assets		
Holiday Decorations		
Holiday Decorations- Acc Deprec	-46,427.00	-46,427.00
Holiday Decorations - Other	52,013.49	52,013.49
Total Holiday Decorations	5,586.49	5,586.49
Total Fixed Assets	5,586.49	5,586.49
TOTAL ASSETS	56,902.62	36,103.38
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Credit Cards		
VISA	1,179.76	1,487.73
Total Credit Cards	1,179.76	1,487.73
Total Current Liabilities	1,179.76	1,487.73
Total Liabilities	1,179.76	1,487.73
Equity		
Opening Bal Equity	0.15	0.15
Retained Earnings	126,339.66	126,339.66
Unrestrict (retained earnings)	-98,582.09	-100,476.39
Net Income	27,965.14	8,752.23
Total Equity	55,722.86	34,615.65
TOTAL LIABILITIES & EQUITY	56,902.62	36,103.38

**Bixby Knolls Business Improvement Association
Executive Director Report: November 17, 2016**

- **Tree and Menorah Lighting Ceremony** – We have a bit of a logistics problem for our annual tree and menorah lighting ceremony at First Fridays. With Nino's now closed we do not have access to their property which was an ideal location to kick off the holidays and First Fridays each year. We have been considering two options. One would be to put the tree and menorah on the overhang of Expo near the entrance. People could gather in front and listen to the "all-star choir" playing in our old office location. The challenge here is that the Uptown Village Market is in the building and will have vendors set up in front. Christy has agreed to save us space in front as well as 70' along the curb to accommodate the crowd. The trolley could come and park at the driveway and take people around after the lights go on. Tight area but doable IF we can safely have the tree and menorah secured up on top. Second option would be to reach out to Senator Lara's office and the landlord of 3939 Atlantic and put the tree and menorah along the front walkway.
- **New Computer(s)** -- On our own internal wish and needs list is a new computer for Cait as well as the most recent Photoshop and Illustrator programs. The computer is at least 4 years old and is sloooooow. It does not operate efficiently in the way Cait needs to do all the graphic and design work, let alone just Word and emails. This is a great sponsorship opportunity for someone and would do the BKBIA a world of good. Mike Mora is putting together some pricing together for a computer and new software for the BKBIA to purchase but a generous gift or sponsorship would be even better.
- **Please note that the December meeting is on Thursday, December 15.** That night will be our Holiday Party beginning at 7pm at the Petroleum Club.
- **Upcoming events:**
 - December 2 First Fridays Holiday Edition
 - December 11 Kidical Mass Ugly Sweater Ride
 - December 14 Literary Society
 - December 15 Board Meeting
 - December 15 Holiday Party

RECAP OCTOBER - NOVEMBER 2016

PLACE MAKE THE VOTE BIXBY KNOLLS

Date: November 8, 2016

Total Cost of Event: \$5893.50

Total Spent by the BKBIA: \$0

Attendance: Approx. 300 people



CURRENT PROJECTS NOVEMBER - DECEMBER 2016

BIXBY KNOLLS SMALL BUSINESS SATURDAY

Saturday, November 26th

bixbyknollsinfo.com/sbs

Updates:

- Scavenger Hunt is live and flyers have been delivered to businesses.
- In the process of collecting prizes for winners.
- Will be boosting social media posts this week.



BIXBY KNOLLS HOLIDAY PARTY

Thursday, December 15th

Tickets are \$15 pre-sale or \$20 at door. Cocktail attire requested.

Updates:

- Budget is being finalized.
- Tokotah is working on music lineup.
- We plan to have a photo booth, caramel apple station, hot coco station



MONTHLY EVENTS UPCOMING

FIRST FRIDAYS

- December 2nd
- Holiday Edition
- Still looking for location for lighting ceremony

SUPPER CLUB

- No Dec. event

LITERARY SOCIETY

- December 14th
Elise's Tea Room

GOOD SPIRITS CLUB

- November 17th
La Casita Rivera (proposed)
- No Dec. event

KIDICAL MASS

- November 20th
Canned Food Ride
- December 11th Ugly
Sweater Ride

IN THE QUE CONCEPT/DESIGN/PLANNING

EXPO ARTS CENTER

- New application process
- Website updates
- New graphics

FIRST FRIDAYS

- Membership
- Updated application and permit process

MEMBER OUTREACH

- Letter to membership
- SBS emails
- Invitation to Holiday Party
- Upcoming Business Breakfast

IN HOUSE OPS

- Updating/redesigning website
- Managing EXPO rental