



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.
Aaron Hovis - Wardlow Rd
Kris Allen – At Large

Sam Hall - At Large
Debbie Peurrung- Long Beach Blvd.
Jeff Beasley -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, November 29, 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 October 25, 2018

4. PUBLIC COMMENT (LIMITED TO 3 MINUTES)

5. 7TH DISTRICT COUNCIL REPORT – 7th District Council Representative

6. 8TH DISTRICT COUNCIL REPORT - 8th District Council Representative

7. 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 Report -- Katie

8. OLD BUSINESS

9. NEW BUSINESS

10. ADJOURNMENT

Bixby Knolls Business
Improvement Association

4321 Atlantic Ave.
Long Beach, CA 90807

(562) 595-0081

info@bixbyknollsinfo.com
www.bixbyknollsinfo.com



BIXBY KNOLLS BUSINESS IMPROVEMENT BOARD OF DIRECTORS MEETING MINUTES

<u>DATE</u>	October 25, 2018	<u>RECORDER</u>	Norm Cauntay
<u>CHAIR</u>	Servando Orozco	<u>PLACE</u>	The Pan
<u>TIME</u>	7:45am	<u>ADJOURNED</u>	8:59 a.m.

Servando Orozco, President
Mike Mora, Vice President
Anthony Wingfield - Treasurer
Aaron Hovis
Bill Larson
Aaron Hovis

Kris Allen
Sam Hall
Debbie Peurrung
Mark Hawkins – Community Liaison
Roy Robbins – Community Liaison
Blair Cohn – BKBIA
Katie Phillips -- BKBIA

Excused Absences

Norm Cauntay, Jeff Beasley

Guests:

- Sean Bernhoft, 7th District Council Office
- Jonathan Kraus, 8th District Council Office
- Susan Cooper
- Stephanie Gray, Howard CDM
- Esmerelda, Economic Development Department, City of Long Beach

Call Meeting to Order

Servando called the meeting to order at 8:01am.

Welcome & Introductions

New Business

Board position appointment – Stephanie Gray to replace Debbie Peurrung's Howard CDM/LB Blvd. position. Debbie's responsibilities with the business have been shifted out to Duarte. Howard CDM will continue to have a spot on the board as it has for many years. Mike made a motion to appoint Stephanie, Servando seconded the motion. Motion passed unanimously.

Approval of Minutes

Approval of Minutes from September 27, 2018. Bill made a motion to approve the minutes. Anthony W. seconded the motion. Motion approved unanimously.

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Public Comment (limited to 3 minutes)

- No public comment

7th District Council Office Report

Sean reported: Mosquito hotline: 570-7907, many reports of daytime bites and community is encouraged to report these to the hotline. Remove all standing water to avoid attraction of mosquitos; many coyote sightings and community is encouraged to call Animal Control Services 570-7387; There are a number of magnolia trees dripping black sap and if this is a problem for anyone please notify the council office; Daisy Lane Parade is December 8, 5pm, participants are wanted and should call council office at 570-7777; this Saturday is the unveiling for the Jerry Caligiuri bench at Willow Springs Park, 11am; Green Prize Festival is this weekend at Kidd Park.

8th District Council Report

Jonathan reported: The BKBIA annual renewal from city council passed without issue; Monday night is the annual 8th District Night at the Aquarium of the Pacific, admission is free; this Saturday there will be free flu shots at Vets Stadium from 9am to 2pm and again on November 1 at Scherer Park; November 10 is the annual Veterans Day Parade; ABC license for BK Businesses are coming to city council. November 13 is for Cheese Addiction and November 20 is Hiro Nori; on 45th Street and 45th Way the signs are posted for "No Oversize Parking" and "No Overnight Parking" to help with the RV issue.

Committee Reports:

- a. Treasurer Report: Susan reported on financial reports.
- b. Security and Code Enforcement Report – Blair reported the notes from LBPD and CSI Patrol. xxx
- c. Promotion Report – Cheryl reported on the Putt Putt event xxx. October 3 is the city-wide "Coffee with a Cop" and the BKBIA is hosting the event at Steelhead Coffee at Steelcraft.
- d. Executive Director's Report – Blair reported on First Fridays September recap, business recruitment and outreach, and board member participation.
- e. Project Manager Report – Katie reported on the upcoming Walktoberfest event, website updates, business directory, Zinefest at Expo was a huge success, and upcoming BKBIA events. Katie proposed a Bixby Knolls "poster series" fundraiser idea.



Old Business

501c3 status – Susan: All paperwork has been filed and we are now waiting to hear back from the IRS.

Blair: We need to plan a strategic planning session to create the mission, by-laws, and the plan for the BK Community Foundation for pursuing grants and donations.

New Business

No new business was discussed.

Adjournment

At 8:59am Mike called for a motion to adjourn. Servando made the motion and Norm seconded. Meeting was adjourned.

Next meeting is November 29, 2018, 7:45am at The Pan.

Respectfully submitted,
Norm Cauntay

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BIXBY KNOLLS BUSINESS IMPROVEMENT ASSOCIATION

EXECUTIVE DIRECTOR REPORT: NOVEMBER 2018

Business Recruitment and Outreach

- I have recently had meetings with the owners of Ellie's and Urban Pie L.A. Both are exploring Bixby Knolls as a potential for a second location. I have suggested to Urban Pie that we hold a "neighborhood test market night" at Liberation Brewing. The concept would be that the business set up a buffet style with samples of pizzas, pastas, and salads as a representation of what they do and can offer. The invited guests would provide feedback to the owner. Urban Pie was looking at the former Nino's space and would have an Italian deli counter, fire baked pizzas (and slices) and pastas. I have posted "feedback wanted" on our Facebook pages to share with the owner(s) so they can hear directly from the community. If not these operators, then we at least have good feedback to share with other potential operators.
- We are creating a "desired list" to reach out and make contact with. As per usual, I just need the extra time to make contacts or send letters of interest to and start some conversations

RDA Funds

- Councilman Austin has spoken with Public Works about a potential parking study for the installation of parking meters. I am eager to hear if/when this will happen and what the findings will be. Mr. Austin is trying to raise the profile of our RDA funds sunsetting and looking for solutions for additional revenue. I will pursue this inquiry with Public Works to find out when this study may in fact take place.

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PROJECT MANAGER REPORT: NOVEMBER 2018

Current Events and Projects Recaps

- Commune Meeting: We met up with Commune to discuss ways to better engage our community for our free events. Some of the attendance has dropped off for various reasons. We are going to start reaching out beyond our district as well as continuing to hype our events locally.
 - * Kidical Mass - kids are aging out. We'd like to see some new faces and up our attendance again.
 - * Knights of the Round (Turn)Table - Great event that needs more varied age range so we can feature different genres without fear of alienating our audience with lesser known or more contemporary music.
 - * Literary Society - Need to freshen up
 - * Supper Club -Need to freshen up

Upcoming Events

Thurs., Nov. 29th - Knights of the Round (Turn)Table at LBPC - feat. "Sgt Peppers Lonely Hearts Club Band" by The Beatles

Friday Dec. 7th - First Fridays Family Festival, Uptown Village Market at the Expo

Sat. Dec. 8th - Uptown Village Market

Sun. Dec 9th - Kidical Mass Ugly Sweater Ride

Weds., Dec 12th - Literary Society at Elise's Tea Room

Thurs., Dec 13th - BKBIA Annual Holiday Party at LBPC

Happy Holidays!!

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5:50 PM
11/26/18
Cash Basis

Bixby Knolls Business Improvement Association

OPERATING STATEMENT

October 2018

	Oct 18	Jul - Oct 18
Ordinary Income/Expense		
Income		
Assessment Income	-268.20	76,678.70
Contributions	4,620.83	5,434.85
Corporate Sponsorship	0.00	1,500.00
RDA Grant Funds	32,523.68	69,893.71
Rental Income	3,830.00	9,430.00
Total Income	40,706.31	162,937.26
Gross Profit	40,706.31	162,937.26
Expense		
Administration		
Accounting	150.08	600.08
Bank Charges	0.00	10.00
COBA meeting expense	0.00	400.00
Consultants	520.00	520.00
Employee Meals	0.00	313.14
EXPO Supplies	0.00	414.69
Fees	0.00	30.00
Licenses and Permits	0.00	4,067.42
Meals & Entertainment	0.00	110.25
Miscellaneous	0.00	0.00
Office Equipment	289.26	1,529.12
Office Expense	0.00	263.96
Office Maintenance	0.00	75.00
Office Supplies	134.70	557.02
Outside Services	2,348.00	9,268.00
Postage	0.00	22.60
Repairs and Maintenance	0.00	79.75
Telecommunications	262.90	1,268.38
Utilities/Trash	2,003.77	4,560.62
Utilities/Trash - EXPO	0.00	4,733.68
Administration - Other	0.00	0.00
Total Administration	5,708.71	28,823.71
EXPO Repairs and Maintenance	0.00	498.24
Finance Charges	50.36	211.42
On-Going Promotions		
Advertising & Marketing	1,403.82	5,455.43
Banner Installation/Maintenance	0.00	395.00
Median Maint Utilities	158.44	652.86
Median Maintenance	590.00	1,525.00
Sponsored Light Pole Banners	-10,000.00	-10,000.00
Total On-Going Promotions	-7,847.74	-1,971.71
RDA Spec Proj		
2nd Saturday	100.00	9,182.83
Art Alley Project	800.00	1,600.00
Clean + Safe	5,181.73	12,086.73
Clean Team	926.25	3,592.50
Executive Director PR	2,389.18	10,751.31
Facade/Streetscape Improvements	2,600.00	11,600.00
First Fridays	1,850.00	2,600.00
Intern Payroll	0.00	0.00
Marketing	1,620.00	6,437.50
Misc Events	2,574.52	12,534.73
Mural Project	0.00	746.15
Support Staff PR	2,010.00	8,785.00
Trees & Landscaping	275.00	2,025.00
RDA Spec Proj - Other	0.00	428.16
Total RDA Spec Proj	20,326.68	82,369.91
Salaries/Benefits		
Executive Director	4,760.60	21,422.70
Payroll Preparation	204.56	893.23
Payroll Tax - Employer Contrib	795.56	3,873.02
Project Manager	0.00	2,615.00

5:50 PM
11/26/18
Cash Basis

Bixby Knolls Business Improvement Association
OPERATING STATEMENT
October 2018

	Oct 18	Jul - Oct 18
Workers Comp Insurance	122.45	589.91
Total Salaries/Benefits	5,883.17	29,393.86
Special Programs		
Business Breakfast	1,603.78	2,567.22
First Fridays	0.00	949.78
Good Spirits Club	0.00	144.52
Kidical Mass	51.80	184.37
Literary Society	0.00	500.00
Misc Special Events	0.00	557.17
Total Special Programs	1,655.58	4,903.06
Total Expense	25,776.76	144,228.49
Net Ordinary Income	14,929.55	18,708.77
Other Income/Expense		
Other Income		
Other Grant Income LB BI Pilot	13,000.00	30,825.00
Total Other Income	13,000.00	30,825.00
Other Expense		
LB Blvd Pilot Program	4,705.06	7,095.75
Total Other Expense	4,705.06	7,095.75
Net Other Income	8,294.94	23,729.25
Net Income	<u>23,224.49</u>	<u>42,438.02</u>

5:51 PM
11/26/18
Cash Basis

Bixby Knolls Business Improvement Association

OPERATING STATEMENT

October 2018

	Oct 18	Jul - Oct 18
Ordinary Income/Expense		
Income		
Assessment Income	-268.20	76,678.70
Contributions	4,620.83	5,434.85
Corporate Sponsorship	0.00	1,500.00
RDA Grant Funds	32,523.68	69,893.71
Rental Income	3,830.00	9,430.00
Total Income	40,706.31	162,937.26
Gross Profit	40,706.31	162,937.26
Expense		
Administration	5,708.71	28,823.71
EXPO Repairs and Maintenance	0.00	498.24
Finance Charges	50.36	211.42
On-Going Promotions	-7,847.74	-1,971.71
RDA Spec Proj	20,326.68	82,369.91
Salaries/Benefits	5,883.17	29,393.86
Special Programs	1,655.58	4,903.06
Total Expense	25,776.76	144,228.49
Net Ordinary Income	14,929.55	18,708.77
Other Income/Expense		
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Other Grant Income LB BI Pilot	13,000.00	30,825.00
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Other Expense		
LB Blvd Pilot Program	4,705.06	7,095.75
Total Other Expense	4,705.06	7,095.75
Net Other Income	8,294.94	23,729.25
Net Income	<u>23,224.49</u>	<u>42,438.02</u>

Bixby Knolls Business Improvement Association
STATEMENT OF FINANCIAL POSITION
As of October 31, 2018

	Oct 31, 18
ASSETS	
Current Assets	
Checking/Savings	
Bixby Knolls RDA Acct	82,078.64
BKBIA Oper Acct	37,875.72
Total Checking/Savings	119,954.36
Total Current Assets	119,954.36
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	120,392.85
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
VISA	-1,000.00
Total Credit Cards	-1,000.00
Total Current Liabilities	-1,000.00
Total Liabilities	-1,000.00
Equity	
Opening Bal Equity	0.15
Retained Earnings	121,303.66
Unrestrict (retained earnings)	-42,348.98
Net Income	42,438.02
Total Equity	121,392.85
TOTAL LIABILITIES & EQUITY	120,392.85