



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.
Michelle Jouvence -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, September 22, 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 August 11, 2016

4. COMMUNITY PARTICIPATION (limited to 3 minutes)

-

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

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

7. OLD BUSINESS

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8. NEW BUSINESS

- LB Blvd. Board Position
- Holiday Party

9. REPORTS:

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

10. ADJOURNMENT

BIXBY KNOLLS BUSINESS IMPROVEMENT BOARD OF DIRECTORS MEETING MINUTES

DATE August 11, 2016
TIME 7:45am
PLACE West Bistro

CHAIR Servando Orozco
RECORDER Blair Cohn
ADJOURNED 9:16 a.m.

Present

Servando Orozco, President
Mike Mora, Vice-President
Norm Cauntay
Anthony Puente
Jane Ho
Michelle Jouvence
Bill Larson
Cheryl Jacobs – Community Liaison
Roy Robbins – Community Liaison
Blair Cohn – BKBIA
Cait Yoshioka – BKBIA

Excused Absences

Katherine Galanty, Anthony Wingfield

Unexcused Absences

Guests:

Jonathan Kraus, 8th District Council Office, City of Long Beach
Susan Cooper, BKBIA
Lt. Poe. - LBPB
Erika Moreno – LBPB
Freddie Richard – CSI Patrol Service

Call Meeting to Order

- At 7:53am Servando called the meeting to order.

Welcome & Introductions

-

Approval of Minutes

- Approval of Minutes from June 23, 2016. Michelle made a motion to approve. Mike 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: Council in budget discussions, Measure A revenue now added; \$200K for Expo; budget meeting set for next Monday at Expo, 6:30pm; Hof's Hut has terminated its lease, property will be sold; Alsace Lorraine – their case with city prosecutor has been referred to a hearing officer; September First Fridays the 8th District will host its Youth Ambassadors in the Expo parking lot.

Old Business:

- FY '16 – '17 budget – Blair presented the proposed new budget. Blair and Susan had prepared budget and shared with the Executive Committee. Adjustments have been made for additional security from Operating Account; reductions in Marketing from RDA account. General discussion ensued regarding sponsorship options to offset some program expenses. Norm made a motion to approve the proposed budget as presented. Mike seconded the motion. Motion passed 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 provided a District Update that included the status of: Edgar & James, Island Pacific Market, Steelcraft, Russellbuck, Nino's, Dutch's Brew House, EJ Malloy's, A Castle of Books, Pixie Toys new store, Post Office, Mod Pizza & Verizon, Atun, and the Green Olive.
- **Committee Reports**
- **Security and Code Enforcement Report:** LBPd & CSI Patrol reported on the incidents that had occurred over the last month. LBPd: reported 3 attempted burglaries; CSI: increase in the area; lots of Pokemon Go players walking around at night; CSI Facebook page has been shared as a resource for the community; CSI is now using marked and unmarked cars as well as bikes on patrol.
- **Promotion Report:** Cheryl reported on Concerts in the Park(ing Lot); First Fridays; Supper Club.

Adjournment

- Mike made a motion to adjourn the meeting at 9:16am. Norm seconded the motion. Meeting was adjourned.
- Next meeting is September 22, 2016, at 7:45 a.m., The Pan.

Respectfully submitted,
Blair Cohn

3:07 PM
09/16/16
Cash Basis

Bixby Knolls Business Improvement Association

OPERATING STATEMENT

August 2016

	Aug 16	Jul - Aug 16
Ordinary Income/Expense		
Income		
Assessment Income	41,227.67	73,853.10
Contributions	3,737.34	5,934.72
RDA Grant Funds	14,964.45	29,920.90
Reimbursements	0.00	300.00
Rental Income	1,000.00	2,400.00
Total Income	60,929.46	112,408.72
Expense		
Administration		
Accounting		
Tax Return Prep	0.00	2,625.00
Accounting - Other	150.00	350.00
Total Accounting	150.00	2,975.00
Bank Charges	40.00	40.00
Board Dev and Training	0.00	197.24
EXPO Supplies	0.00	-900.00
Janitorial Services	0.00	38.00
Licenses and Permits	25.00	50.00
Miscellaneous	0.00	0.00
Office Equipment	0.00	542.82
Office Maintenance	0.00	75.00
Office Supplies	247.60	556.00
Outside Services	600.00	3,988.00
Postage	0.00	43.20
Telecommunications	243.83	732.35
Utilities/Trash	2,258.31	5,164.73
Total Administration	3,564.74	13,502.34
Finance Charges	0.00	55.15
On-Going Promotions		
Advertising & Marketing	87.20	3,952.80
Median Maint Utilities	0.00	594.77
Median Maintenance	0.00	790.00
Total On-Going Promotions	87.20	5,337.57
Promotional Event Expenses		
Business Networking Events	0.00	0.00
Total Promotional Event Expenses	0.00	0.00
RDA Spec Proj		
Art Alley Project	800.00	1,600.00
Clean + Safe	2,267.50	4,510.50
Clean Team	603.00	1,185.00
Executive Director PR	2,389.18	4,778.36
EXPO Building Improv & Repairs	0.00	1,200.00
Facade/Streetscape Improvements	0.00	6,380.00
First Fridays	4,100.00	7,140.00
Good Spirits	400.00	600.00
Intern Payroll	1,121.54	2,044.62
Marketing	0.00	1,600.00
Misc Events	0.00	1,300.00
Support Staff PR	2,042.80	4,085.60
Total RDA Spec Proj	13,724.02	36,424.08
Salaries/Benefits		
Executive Director	4,760.60	9,521.20
Payroll Preparation	177.85	451.20
Payroll Tax - Employer Contrib	977.53	1,951.60
Project Manager	1,603.36	3,068.26
Workers Comp Insurance	157.99	316.67
Total Salaries/Benefits	7,677.33	15,308.93
Special Programs		

3:07 PM
09/16/16
Cash Basis

Bixby Knolls Business Improvement Association
OPERATING STATEMENT
August 2016

	Aug 16	Jul - Aug 16
Concerts	3,224.23	5,301.10
First Fridays	289.53	677.42
Flash Events	0.00	486.41
Kidical Mass	254.67	421.35
Literary Society	0.00	100.00
Movie Night	0.00	275.00
Total Special Programs	3,768.43	7,261.28
Total Expense	28,821.72	77,889.35
Net Ordinary Income	32,107.74	34,519.37
Net Income	32,107.74	34,519.37

3:13 PM
09/16/16
Cash Basis

Bixby Knolls Business Improvement Association
OPERATING STATEMENT
August 2016

	<u>Aug 16</u>	<u>Jul - Aug 16</u>
Ordinary Income/Expense		
Income		
Assessment Income	41,227.67	73,853.10
Contributions	3,737.34	5,934.72
RDA Grant Funds	14,964.45	29,920.90
Reimbursements	0.00	300.00
Rental Income	1,000.00	2,400.00
Total Income	60,929.46	112,408.72
Expense		
Administration	3,564.74	13,502.34
Finance Charges	0.00	55.15
On-Going Promotions	87.20	5,337.57
Promotional Event Expenses	0.00	0.00
RDA Spec Proj	13,724.02	36,424.08
Salaries/Benefits	7,677.33	15,308.93
Special Programs	3,768.43	7,261.28
Total Expense	28,821.72	77,889.35
Net Ordinary Income	32,107.74	34,519.37
Net Income	<u>32,107.74</u>	<u>34,519.37</u>

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

	Aug 31, 16
ASSETS	
Current Assets	
Checking/Savings	
Bixby Knolls RDA Acct	21,171.25
BKBIA Oper Acct	37,486.08
Total Checking/Savings	58,657.33
Total Current Assets	58,657.33
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
TOTAL ASSETS	64,243.82
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
VISA	-33.27
Total Credit Cards	-33.27
Total Current Liabilities	-33.27
Total Liabilities	-33.27
Equity	
Opening Bal Equity	0.15
Retained Earnings	126,339.66
Unrestrict (retained earnings)	-96,582.09
Net Income	34,519.37
Total Equity	64,277.09
TOTAL LIABILITIES & EQUITY	64,243.82

3:14 PM
09/16/16
Cash Basis

Bixby Knolls Business Improvement Association
OPERATING STATEMENT
July 2016

	<u>Jul 16</u>	<u>Jul 16</u>
Ordinary Income/Expense		
Income		
Assessment Income	32,625.43	32,625.43
Contributions	2,197.38	2,197.38
RDA Grant Funds	14,956.45	14,956.45
Reimbursements	300.00	300.00
Rental Income	1,400.00	1,400.00
Total Income	<u>51,479.26</u>	<u>51,479.26</u>
Expense		
Administration	9,937.60	9,937.60
Finance Charges	55.15	55.15
On-Going Promotions	5,250.37	5,250.37
Promotional Event Expenses	0.00	0.00
RDA Spec Proj	22,700.06	22,700.06
Salaries/Benefits	7,631.60	7,631.60
Special Programs	3,492.85	3,492.85
Total Expense	<u>49,067.63</u>	<u>49,067.63</u>
Net Ordinary Income	<u>2,411.63</u>	<u>2,411.63</u>
Net Income	<u><u>2,411.63</u></u>	<u><u>2,411.63</u></u>

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

	Jul 31, 16
ASSETS	
Current Assets	
Checking/Savings	
Bixby Knolls RDA Acct	21,529.96
BKBIA Oper Acct	6,690.96
Total Checking/Savings	28,220.92
Total Current Assets	28,220.92
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
TOTAL ASSETS	33,807.41
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
VISA	1,638.06
Total Credit Cards	1,638.06
Total Current Liabilities	1,638.06
Total Liabilities	1,638.06
Equity	
Opening Bal Equity	0.15
Retained Earnings	126,339.66
Unrestrict (retained earnings)	-96,582.09
Net Income	2,411.63
Total Equity	32,169.35
TOTAL LIABILITIES & EQUITY	33,807.41

Bixby Knolls Business Improvement Association

OPERATING STATEMENT

July 2016

	Jul 16	Jul 16
Ordinary Income/Expense		
Income		
Assessment Income	32,625.43	32,625.43
Contributions	2,197.38	2,197.38
RDA Grant Funds	14,956.45	14,956.45
Reimbursements	300.00	300.00
Rental Income	1,400.00	1,400.00
Total Income	51,479.26	51,479.26
Expense		
Administration		
Accounting		
Tax Return Prep	2,625.00	2,625.00
Accounting - Other	200.00	200.00
Total Accounting	2,825.00	2,825.00
Board Dev and Training	197.24	197.24
EXPO Supplies	-900.00	-900.00
Janitorial Services	38.00	38.00
Licenses and Permits	25.00	25.00
Miscellaneous	0.00	0.00
Office Equipment	542.82	542.82
Office Maintenance	75.00	75.00
Office Supplies	308.40	308.40
Outside Services	3,388.00	3,388.00
Postage	43.20	43.20
Telecommunications	488.52	488.52
Utilities/Trash	2,906.42	2,906.42
Total Administration	9,937.60	9,937.60
Finance Charges	55.15	55.15
On-Going Promotions		
Advertising & Marketing	3,865.60	3,865.60
Median Maint Utilities	594.77	594.77
Median Maintenance	790.00	790.00
Total On-Going Promotions	5,250.37	5,250.37
Promotional Event Expenses		
Business Networking Events	0.00	0.00
Total Promotional Event Expenses	0.00	0.00
RDA Spec Proj		
Art Alley Project	800.00	800.00
Clean + Safe	2,243.00	2,243.00
Clean Team	582.00	582.00
Executive Director PR	2,389.18	2,389.18
EXPO Building Improv & Repairs	1,200.00	1,200.00
Facade/Streetscape Improvements	6,380.00	6,380.00
First Fridays	3,040.00	3,040.00
Good Spirits	200.00	200.00
Intern Payroll	923.08	923.08
Marketing	1,600.00	1,600.00
Misc Events	1,300.00	1,300.00
Support Staff PR	2,042.80	2,042.80
Total RDA Spec Proj	22,700.06	22,700.06
Salaries/Benefits		
Executive Director	4,760.60	4,760.60
Payroll Preparation	273.35	273.35
Payroll Tax - Employer Contrib	974.07	974.07
Project Manager	1,464.90	1,464.90
Workers Comp Insurance	158.68	158.68
Total Salaries/Benefits	7,631.60	7,631.60
Special Programs		
Concerts	2,076.87	2,076.87

2:38 PM
09/16/16
Cash Basis

Bixby Knolls Business Improvement Association
OPERATING STATEMENT
July 2016

	Jul 16	Jul 16
First Fridays	387.89	387.89
Flash Events	486.41	486.41
Kidical Mass	166.68	166.68
Literary Society	100.00	100.00
Movie Night	275.00	275.00
Total Special Programs	3,492.85	3,492.85
Total Expense	49,067.63	49,067.63
Net Ordinary Income	2,411.63	2,411.63
Net Income	2,411.63	2,411.63

**Bixby Knolls Business Improvement Association
Executive Director Report: September 22, 2016**

- **Sponsorships --**
 - Following up on the idea from our Strategic Planning Sessions, we have begun to list out all of the potential sponsorship opportunities for the membership.
 - First Fridays: gallery walls, the trolley, and Tokotah is creating a membership program
 - Street pole banners
 - Median banners
 - Allery; trees/landscaping projects
 - Events
 - Business Breakfast; Good Spirits; Kidical Mass; Annual Meeting; Holiday Party
- **Small Business Saturday**
 - We are already looking ahead to plan out the promotions for Small Business Saturday on November 26. Rather than spending a lot of money on music and performers we would rather provide a number of options to our membership for co-op advertising pages in the local publications. It is critical to get the message and reach out early enough to promote the “shop local” campaign. We will continue our discussion for the next few weeks and then reach out to the publications to set up the advertising options.
- **Clean & Safe updates**
 - Keeping the district clean and attractive is always a priority. We have contracted the Conservation Corps to power wash block by block (especially after First Fridays). If we stay on top of this every other month or so the district will remain in good shape. We also contact LB Transit to come power wash their stops that get the most use and/or are consistently messy.
- **Operations/Employee Manual**
 - The BKBIA has never had a policy and operations manual since its inception. Since we have grown with both full-time and part-time employees it is critical to have a manual in place. We are using the DLBA’s manual as our model and will tailor it as needed. Manual will include specifics on job descriptions, sick days, holidays, etc.
- **Upcoming events:**
 - October 3 Supper Club
 - October 5 COBA
 - October 7 First Fridays – Arts Month
 - October 16 Kidical Mass Zombie Ride
 - October 19 Literary Society
 - October 27 Board Meeting