



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, September 28, 2017, 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 August 31, 2017

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:

- 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

8. OLD BUSINESS

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9. NEW BUSINESS

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10. ADJOURNMENT

Bixby Knolls Business
Improvement Association

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BIXBY KNOLLS BUSINESS IMPROVEMENT BOARD OF DIRECTORS MEETING MINUTES

DATE August 31, 2017

TIME 7:45am

PLACE The Pan Restaurant

CHAIR Servando Orozco

RECORDER Blair Cohn

ADJOURNED 9:00 a.m.

Present

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

Excused Absences

Mike Mora, Anthony Wingfield

Unexcused Absences

Guests:

Jim Fisk, City of Long Beach
Jonathan Kraus, 8th District Council Office
Sandra Zetti, 7th District Council Office
Susan Cooper, BKBIA
Kris Allen, First Bank

Call Meeting to Order

- Servando called the meeting to order at 7:51am.

Welcome & Introductions

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Approval of Minutes

- Approval of Minutes from July 22, 2017 & August 8, 2017. Anthony Puente made a motion to approve the minutes. Bill seconded the motion. Motion approved unanimously.

Community Participation Report (limited to 3 minutes)

- Kris Allen from First Bank introduced himself to the group. Interested in learning more about the BKBIA.
- Blair recognized Jim Fisk for his service to the city, the BKBIA, and all BIDs. Thanked him for all his support and help. The group wished Jim well for his retirement.

7th District Council Office Report

- Sandra reported: CD7 is hosting Fiesta in the Park, Sept. 16, Silverado Park, noon to 6pm.

8th District Council Report

- No report given

Committee Reports:

- a. Treasurer Report: Susan reported on monthly financials as provided in packet.
- b. Continued First Fridays discussion – Rules and Regulations: Norm began the discussion about the two major issues with the event. First being the rogue vendors and the extensive set up at Bixby & Atlantic. Second issue being the roving packs of kids disturbing the event. BKBIA is concerned with the event and the negative impact that the kids have on other attendees. Also, the rogue vendor set up competes with our businesses. Lourdes suggested on getting some stats and data on First Fridays from the businesses. Same could happen from attendees. It would be important to have this feedback. Norm: We need clear rules and enforcement of the rules, and penalties. Blair: We can apply for a special BID permit from Special Events so as a permitted event we can also have enforcement capabilities. Discussion also ensued about leasing out Expo during First Fridays versus the BKBIA maintaining control of the building during the event. For example, sub-events like Uptown Village Market could rent the building on other days but not on First Fridays. Bill made a motion “that the BKBIA shall maintain full control of programming of the Expo Arts Center on First Fridays and no other (sub)-event shall be able to rent, operate, or control the use of the Expo Arts Center on First Fridays. Lourdes seconded the motion. Motion passed unanimously.
- c. Security and Code Enforcement Report – Blair reported on incidents from LBPd and CSI Security Patrol Service. LBPd: Overall a quiet month but Corked was robbed of 2 bottles (July 29), Goodwill removed its donation bin behind F&M Bank and residents are happy about that, homeless issues in park at Orange and San Antonio, businesses MUST call LBPd to report all issues. CSI: Homeless issues in the alley behind Bamboo Teri House (Public Works and Health Department now going out for clean-up and outreach, the parks in the area are seeing more homeless during the day, also at storage facility at LB Blvd. and Wardlow. Gaska says it is not aware of any issues relating to panhandlers, trash, or homeless. CSI will document the issues that we can send back to Gaska.
- d. Promotion Report – Cheryl reported on the Concert in the Park(ing Lot) series and the success of the August concert in particular; First Fridays Endless Summer and “Artober” on October 6; Beach Streets is coming on October 28 and is another great showcase for the district; Heads up for Small Business Saturday on November 25.
- e. Executive Director’s Report – Blair reported the updates for new businesses and development in the district; all requested information by the city auditor’s office has been submitted and we are awaiting the next steps of the audit.
- f. Project Manager’s Report – Blair & Cheryl reported for Cait: Welcome Kits are completed and there is a plan to distribute to new businesses. Cheryl asked that each board member commit to helping to distribute the kits; Other updates included the status of Supper Club, and a successful first Spotlight on Business that featured The Better Half boutique.

Old Business

- Light Pole Banners – response to member letter

New Business

- No new business was discussed.

Adjournment

- Bill Larson: Announced the Speaker Series that Sonnooco is hosting at their location, a Trick or Treat event for kids (Trunk or Treat), and a Taste of Bixby Knolls event they are organizing. These are free events for the community.

- Norm: Announced the martial arts business next to his office is leaving by November 30. Looking for a new office/service-based tenant for the location.
- Norm made a motion to adjourn the meeting at 9:00am. Bill seconded the motion. Meeting was adjourned. Next meeting is September 28 2017, 7:45am at The Pan.

Respectfully submitted,
Norm Cauntay



6:47 PM
09/15/17
Cash Basis

Bixby Knolls Business Improvement Association

OPERATING STATEMENT

August 2017

	Aug 17	Jul - Aug 17
Ordinary Income/Expense		
Income		
Contributions	917.80	1,078.52
RDA Grant Funds	15,361.45	31,079.15
Rental Income	580.00	1,880.00
Total Income	16,859.25	34,037.67
Gross Profit	16,859.25	34,037.67
Expense		
Administration		
Accounting	0.00	150.00
Janitorial Services	38.00	101.00
Licenses and Permits	0.00	25.00
Office Equipment	274.52	547.80
Office Supplies	85.75	85.75
Outside Services	0.00	1,500.00
Telecommunications	71.41	74.79
Utilities/Trash	0.00	2,241.85
Administration - Other	0.00	0.00
Total Administration	469.68	4,726.19
On-Going Promotions		
Advertising & Marketing	1,230.57	3,895.55
Median Maint Utilities	29.80	197.72
Median Maintenance	295.00	295.00
Total On-Going Promotions	1,555.37	4,388.27
RDA Spec Proj		
Art Alley Project	800.00	1,600.00
Clean + Safe	600.00	3,180.00
Clean Team	387.50	889.00
Executive Director PR	2,389.18	4,778.36
Facade/Streetscape Improvements	3,311.04	3,311.04
First Fridays	3,300.00	6,480.00
Good Spirits	100.00	100.00
Intern Payroll	1,095.00	2,145.00
Marketing	800.00	800.00
Misc Events	225.00	2,725.00
Support Staff PR	2,042.80	4,085.60
Total RDA Spec Proj	15,050.52	30,094.00
Salaries/Benefits		
Executive Director	4,760.60	9,521.20
Payroll Preparation	186.35	443.70
Payroll Tax - Employer Contrib	972.28	1,953.20
Project Manager	1,887.96	3,775.92
Workers Comp Insurance	165.33	327.82
Total Salaries/Benefits	7,972.52	16,021.84
Special Programs		
Business Breakfast	1,249.50	1,249.50
Concerts	0.00	0.00
Kidical Mass	0.00	145.00
Total Special Programs	1,249.50	1,394.50
Total Expense	26,297.59	56,624.80
Net Ordinary Income	-9,438.34	-22,587.13
Net Income	-9,438.34	-22,587.13

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

	Aug 31, 17
ASSETS	
Current Assets	
Checking/Savings	
Bixby Knolls RDA Acct	41,356.10
BKBIA Oper Acct	14,237.97
Total Checking/Savings	55,594.07
Total Current Assets	55,594.07
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	61,180.56
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
VISA	-43.12
Total Credit Cards	-43.12
Total Current Liabilities	-43.12
Total Liabilities	-43.12
Equity	
Opening Bal Equity	0.15
Retained Earnings	126,339.66
Unrestrict (retained earnings)	-42,529.00
Net Income	-22,587.13
Total Equity	61,223.68
TOTAL LIABILITIES & EQUITY	61,180.56

Bixby Knolls Business Improvement Association
Executive Director Report: September 28, 2017

General updates from around the district:

- **Ambitious Ales** had their first “all-hands” meeting with the Planning and Building departments. Their architect will now submit official plans to the city so plan checks can begin before the holidays slow things down. An outdoor patio area will be created in addition to their tasting room space. We have offered our help at any time during the planning and permitting process.
- **Liberation Brewing:** Construction has begun on the interior of the building. The exterior landscaping and irrigation will be repaired, too. Slow going but moving ahead.
- **4262** – We met with the new partner/management/chef and his wife at the site. They are completing a deep cleaning and slight remodel to the space. The couple are from Canada and have worked with major hotels, mentored chefs, and have extensive management experience. This is the chance for them to get back into their own kitchen. They have said they are creating a healthy comfort food concept for the space and will be open mid to late October (in time for Beach Streets is the goal). There will be a new name for the restaurant which they will announce soon.
- **Niky’s Sports** – They have an appointment this week to get their final approvals so they can begin their build-out.
- **Oil tanks on LB Blvd.**– We reached out to the owners of the oil property just south of Phil Trani’s to inquire about painting the oil tanks. This would (finally) beautify that stretch of the boulevard which is an eyesore. The issue is a matter of insurance and I have explained that the BKBIA is insured and will insure our artists/contractors. Hoping to get a yes or no any day now.
- **West Bistro** – Code Enforcement tagged the building and contacted the owner with a deadline to submit construction plans or be cited. Waiting to hear from Planning & Building if plans were indeed submitted.
- **The Greens** – We received the renderings and site plan for the former Hof’s Hut space. The architect agrees with us that the restaurant tenants should create a destination and we hope to get that message to the new owner. The owner has a dental practice with multiple locations and is first seeking national or regional chains before considering local businesses. We do want to continue the line of communication with the broker for the property.
- **Laserfiche** – Purchased the land at 35th and LB Blvd. They will spend the next year cleaning the lot of the abandoned oil wells. Renderings for a proposed new 5-story modern building
- **3853 Atlantic** -- Owner says they are on schedule to begin construction in October.
- **George’s 50s Diner** – Workers have been on site this week beginning the clean-up and construction.
- **Homeless at Wardlow and Atlantic** – Public Works and the Health Department have made clean-up and outreach efforts in the alley behind Bamboo Teri House and that entire shopping center. It has been better lately but it’s a ground zero spot for the homeless (front and back of the property).
- **Need 4 volunteers for October 6 First Fridays** – We need 4 board members to come to First Fridays to help with set up, distribution of vendor passes and payment to entertainment, and end of event clean up (reopening alleys and getting Expo back in shape).

Project Manager Report: August - July 2017

Event/Projects Recaps

- September Supper Club at Georgie's Place on September 11th
 - Another small turnout, but the food and service were great and all diners were happy.
- September Kidical Mass – "Back to School" at Georgie's Place on September 17th
 - Largest turnout of the year! Riders came in their best "school pride" outfits and of course enjoyed complimentary ice cream from Baskin Robbins.
- Business Breakfast – September 21st
 - Great turnout! We hosted the new LBPd North Division Commander, discussed Beach Streets and distributed Small Business Saturday BINGO Cards.
- Spotlight on Business
 - Our spotlights will feature businesses in the order the submissions were received (to make it fair) and any one of our businesses are invited to fill out the form. They can find the form on our website and it's been shared in the members only Facebook group.

EXPO Arts Center

- Recent events:
 - Weekly broker tours by Bixby Knolls Mortgage
 - Weekly (Tuesday and Thursday) senior activities ran by the 8th District Council Office
 - Monthly "Lunch and Learns" by the Bixby Knolls Mortgage.
- Plus tenant events (TKTC – The Kids Theatre Company and Held2Gether Improv)

Outreach to Membership Committee

- Preparing for Small Business Saturday
 - The initial sets of BINGO cards were handed out at the Business Breakfast. We'll be distributing them to more businesses this week.
 - We'll be bringing the BINGO cards back and plan to roll it out so that it begins on October 1st and ends on November 30th. This gives folks two months to make all these stops and make a big last effort on Small Business Saturday.
 - We are looking for donation items for the BINGO card prizes.
- Next step is distributing the packets to all current members and creating a plan to meet with any new businesses as they open.

Current Projects / Action Items

- Scheduling more Mobile Office Hours and Flash Events
- Next Spotlight on Business: "X L SERVICES a div of A T Vardi Inc" owned by Debbie Vardi
- Small Business Saturday – November 25th
 - Planning will begin right after Labor Day as we want to get a head start on this year's Small Business Saturday event.
 - With the support of the national "Small Business Saturday" sponsored by American Express, we think that this event will be great for our businesses.
 - We're planning on bringing back the BINGO card earlier so the neighborhood can have a few months to complete it.
- Dispersing of New Member Welcome Packets to current members as well as new businesses
- Upcoming monthly event prep (First Fridays, Supper Club, Literary Society, Kidical Mass) including emails, graphics, social media, etc.
- EXPO Arts Center building management

Upcoming Events

- First Fridays – October 6th ("ArtOber")
- COBA – October 4th at the EXPO Arts Center
- Supper Club – October 2nd at Rasselbock (special Oktoberfest theme)
- Good Spirits Club – September 28th at Baja Sonora
- Literary Society – October 11th at Elise's Tea Room
- Kidical Mass – October 22nd at Georgie's Place ("Zombie Ride")
- **Beach Streets – October 28th**
- **Small Business Saturday – November 25th**