



Crystal Rogers - President - At-Large
Cynthia Lopez - Vice President - Atlantic Ave.
Jason Van Fleet - Secretary - At-Large
Brenda Rivera - Atlantic Ave.
Anthony Wingfield - Wardlow Rd.
David Ayala - Bixby Knolls Shopping Center
Vacant - Long Beach Blvd.
Robin Daykin - At-Large

Starr Bunch - Long Beach Blvd.
Jeff Beasley - Long Beach Blvd.
Blair Cohn - Executive Director
Myra Pimentel - Project Manager
Alana Salas-Yoshii - Content Manager

BOARD OF DIRECTORS MEETING

Thursday, April 2, 2026, 8:00 a.m. at Expo Arts Center

AGENDA

1. CALL TO ORDER/ROLL CALL

Excused Absences:

2. WELCOME & INTRODUCTIONS

3. APPROVAL OF MINUTES

- Approval of minutes, February 26 2026

4. NEW BUSINESS –

- a. President's notes

5. OLD BUSINESS – No Old Business

6. Committee Reports:

- a. Project Manager Report – Myra
- b. Content Manager Report -- Alana
- c. Executive Director's Report – Blair

7. 5th District Council Office Report

8. 8th District Council Office Report

9. Public Comment (limited to 3 minutes)

10. ADJOURNMENT

**Bixby Knolls Business
Improvement Association**

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BKBIA BOARD MEETING – February 26, 2026
MINUTES

Location: Expo Arts Center

Called to order: 8:02am

Adjourned: 9:18am

- **In attendance:**
 - Crystal Rogers, President
 - Cynthia Moore, Vice President
 - Jason Van Fleet, Secretary
 - Robin Daykin, Treasurer
 - Brenda Rivera
 - Anthony Wingfield
 - Jeff Beasley
 - Blair Cohn, Executive Director, BKBIA
 - Myra Pimentel, Project Manager, BKBIA
 - **Excused absences:** David Ayala, Starr Bunch, Bjoern Risse
 - Robert Allarte, CD5
 - Members of the public:
 - Paul Forman
 - Maria (F&M Bank)
 - Ginny Gonzalez
- **8:02am** – Crystal called the meeting to order
- **Approval of Minutes** – January 22, 2026
 - Anthony made the motion to approve the minutes; Jason seconded the motion; Motion passed unanimously.

Agenda:

New Business:

- President's notes: No report given.

Old Business:

- No old business was discussed.

Committee Reports:

- **Project Manager Report** – Myra reported on content provided in board packet, including: Almost St. Patrick's Day, Women of Bixby Knolls feature series, Supper Club held at Ancestros. General discussion ensued regarding Supper Club. Myra presented info on the upcoming Business Mixer at F&M Bank; new district-wide light pole banners; monthly fundraising campaign; next round of county-funded internship.

- **Content Manager Report:** Alana reported on content provided in board packet, including: status of the Community Foundation (communication, accounting, and project management); outreach projects to membership; business support including attendance at business member events; community events, both BKBIA and other including LBCC's State of the College. Discussion ensued regarding LB Walking Club and its president, Evelyn Avilla, who is a new BKCF board member.
- **Executive Director Report** – Blair reported on content provided in board packet, including: Annual Meeting recap and feedback from board members in attendance; First Fridays with first amendment and crowd control issues; Insurance and state filing status being all current; Business issues, new hookah lounge; Security and general safety notes, and a presence of LBPD motor officers; potential boundary expansion along Wardlow; and working on Almost St. Patrick's Day event. General discussions ensued about First Fridays and all groups falling under first amendment rights. General discussion ensued about the new hookah lounge and the need to mitigate any issues affecting other businesses and residents.
- **Security & Code Enforcement** – Included in E.D. report.

Council Reports:

- **Council District 5:** Robert reported: CD5 has spoken with LBPD and Public Works about the traffic issues and working towards solutions. There are studies on adding traffic lights or left-turn lights; City is going to re-paint the curbs (red, yellow, green); CD5 Community Meeting is in Expo tonight, and these events are held every month rotating two locations in the district.
- **Public Comment**
 - Ginny Gonzalez spoke that she is a candidate running for city auditor and thanked the BKBIA for allowing her to speak to the board,
 - Paul Forman discussed the new BKCF state grant funds and getting feedback from property owners for potential projects/uses; Paul also discussed that he is still trying to get an agreement with the city for his parking lot and shared usage. BKBIA should write a letter to Paul acknowledging the donation from Forman Family Trust to the BKBIA/BKCF for event/meeting usage.
- a. **Adjournment :**
 - i. Crystal made a motion to adjourn at 9:18am; Anthony seconded
 - ii. Motion passed unanimously; meeting adjourned at **9:18am**

Project Manager Progress Report

❖ Business Support

- **Women of Bixby Knolls**
 - We finalized the posts on Monday, a huge lift to reach out to all the women businesses we aren't in constant communication to make sure they are still open and/or haven't moved. We had over 150 businesses to sort, manage new photo requests, etc. Magerly was a huge help with organizing, sorting, doing outreach, and updating graphics on website.
- **Supper Club**
 - Hosted a two-seating event at Sushi Nikkei last week on a night they aren't usually open on. Everyone enjoyed their time; owners were grateful for the support.
- **The Business Bulletin**
 - We rebranded our general business resource emails to "The Business Bulletin" to make it easier to discuss these are a benefit to members.
- **New BKBIA Benefits Brochures**
 - I worked with Magerly to create a new format to help describe our member benefits. We had these at our Annual Meeting but we will now be turning these into a PDF packet so its easily sharable when new businesses reach out to us we weren't in contact with.

❖ Bixby Knolls Community Foundation

- **LA County Arts & Culture**
 - Our new internship position is now live and open for applications. The goal is to do interviews late April-early May, and start the position June 1st.
- **Small Business State Grant**
 - Working closely with Alana to comb through all the documents, agreements, etc. that the state has sent over to us. Alana will go into more detail about this.

❖ Looking Ahead

- **April 3** – First Fridays, 6:30pm-9:30pm
- **April 8** – Literary Society, Dream Come True at 7pm
- **April 16** – Knights, Beachwood at 6:30pm
- **Every Saturday** – Strollers, Coffee Bean at 7:30am

❖ **Social Media Analytics**

- **Instagram:** 38,788 (BK + FF accounts), gained 493 followers since our last meeting.
 - **New Instagram account @bixbyknollscommunity:**
 - 1,430 followers, increase 65 since our last meeting.
- **Facebook:** **22,553** (all pages combined), increased 52 followers since our last meeting.
 - 13,313 members in community group

Content Manager Report- Alana Salas-Yoshii

Board Meeting April 2, 2026

- **Community Foundation**

- Tracked, monitored, and recorded donations to the Community Foundation
- Sent timely thank you letters to donors
- Recorded check and card payments from the community foundation account
- Submitted accounting information to bookkeeper
- Continued to work on admin such as file organization, accounting, and storage for foundation documents
- \$1M State Grant progress:
 - Met with the state to discuss payment process for the grant
 - Approved grant agreement with the state w/ a project start date of 4/1
 - Submitted advanced funds request forms to the state
- Coordinated with BKCF board members to table at First Fridays
- Met with board members to discuss creative fundraising ideas

- **Outreach Projects**

- Created and sent weekly Bixby Brief newsletter
- Assisted in social media posts

- **Business Support**

- Coordinated First Friday tabling with business members
- Sent business information & updates to BKBIA members
- Attended COBA virtual & in person meetings
- Visited & promoted Faka's Island Grill
- Toured & promoted The Linden Club
- Attended F&M's community mixer
- Hosted Supper Club at Sushi Nikkei

- **Community Events**

- Attended Knights of the Round (Turn)table
- Sent monthly Literary Society event info and updated Lit. Society landing page
- Assisted in planning and staffed First Fridays
- Worked Kidical Mass March
- Worked Almost St. Patrick's Day
- Attended LB Coast mixer

Executive Director's Report – April 2, 2026

- **General Topics & Notes**

- Bookkeeper status

- Met with Dodie and we have agreed to move on with her services. We need to make sure we have all items current with Brenda then send a notice to her about the change. This will happen within the next two weeks. Dodie will come to our office twice a month to pick up bills, provide A/P reports, print checks, and reconcile bank statements/accounts. She will also handle payroll. There is not going to be a charge for her “discovery period” of learning our processes, accounts, etc. We will need to get her access to online banking
 - Financial reports for all board meetings will be provided, too, which has not happened since Susan stopped doing the books.
 - BKCF note: We will open a new account next week at F&M Bank for the state grant funds. Dodie will help with all this accounting, too.

- **MISC:**

- We are going to recognize Two the Root Beauty Supply as a “Business of Distinction” on the 20th anniversary of the business. We have asked the city to consider granting them a “Legacy Business” designation.
 - The Linden Club – We took the official tour of the former Petroleum Club and saw all the upgrades. The new operator, 24 Carrots, is willing to host community nights with the BKBIA. The official ribbon cutting will be on May 8. Board will be invited.

- **Expo Leases**

- I am working closely with Holly Unruh and Crystal on all details to get the leases updated and current with our tenants. This includes calculating square footage used by each tenant and adding all terms and conditions of use.

- **General Safety Notes**

- Ongoing issues:

- Traffic issues: Had a car crash into TALB on Thursday. This was a result of a speeder heading southbound and whipping a u-turn in front of a car heading north. This is just another example of the ongoing issues happening on the street. I want to request LBPD motor officers return to our district again for a few days.
 - Former Panda Garden space – The work had discontinued for nearly two months and wind/weather had blown off the roof covering onto the parking lot. We finally saw work starting again this week and want to check on the status of permits and timeline for work.
 - Nuisance: A resident named “Oz” continues to harass Bixby Joe even being told to stay away. This individual has also been banned from other locations. He lives somewhere north of San Antonio and makes laps up and down Atlantic. Not sure what can be done but when he is off his medication he becomes more of a nuisance to resident and business owners alike.
 - COBA presented at the Economic Development Commission about what BIDs are and do and their benefits.