



Willow Glen Business Association
Board of Directors & General Membership Meeting
Agenda for Tuesday, November 8th, 2022 * 8:00 am – 10:00 am
 Meeting Location: The Garden Theater, 1165 Lincoln Avenue
 Conference Room #204, located on the 2nd floor

I – Information Only A – Action Required G – Good for the Order

Item	Type	Person Responsible	Time line	Action		
Meeting called to order	G	President, Tim Mulcahy	8:00 am	Welcome		
Approval of minutes	A	Approval of October Minutes	8:00 am	Review and approval of, October 11th, 2022, minutes		
Executive Committee Report	I	Executive Committee Update – Tim Mulcahy	8:05 am	Review and approval of October 28th, 2022, minutes		
Treasurer's Report	A	Treasurer, Tim Mulcahy – October Financial Report	8:10 am	Board approval Accept Report		
Committees to provide an update to board and membership on their projects.	I	Member Relations Committee WGBA Staff	8:15 am – 8:45 am	Updates		
	I	Recruitment Committee Chairs: Emilie Highley and Tim Mulcahy				
	A	CBID Committee Chair: Nate Perez CBID Consultant, approval of authorization to initiate contract discussions				
	A	Our Avenue Committee Chair: Kathleen Erdmann Review and approve "Avenue Tree Trimming" proposals				
Committees to provide an update to board and membership on their projects.	I	Promotions & Events Committee Chair: Lynne Rovai Halloween Recap, 10/28 Holiday Ornament Update Bubbly Walk, 12/3 Holiday Trolley Pedicab Holiday Party, 12/7	8:15 am – 8:45 am	Updates		
	OPEN FORUM/ PUBLIC COMMENT– 2 MIN. EACH				8:45 am – 8:55 am	
	G	Moderated by Board President Time Certain Any person may address the Board on any subject not on the agenda. Since the subject is not on the agenda, the Brown Act (State Open Meeting Law) prohibits action by the Board. However, Board Members and Staff may briefly respond to statements or questions and/or provide referral to Staff. The Board may place the item on an agenda for a future meeting.				
	A	Shu Ren International School			8:55 am	
Meeting Adjournment	G	Tim Mulcahy	9:00 am			

The next WGBA Board meeting will be Tuesday, December 13th, 2022, time 8:00 am
Meeting location: The Garden Theater, 1165 Lincoln Avenue

**Willow Glen Business Association
Board Meeting Minutes
October 11, 2022**

Meeting was called to order at 8:07 a.m.

In Attendance: Marcus Estrada, Emilie Highley, Tim Mulcahy, Nathan Perez, Lynne Rovai, Jamie Sizelove, Kathleen Erdmann, Frank Bejan, Jim Carpeneti, Steve Sibley,

Staff Members: Kandy Stevens and Sami Alexander

The meeting was held in the conference room in the Garden Theater.

Captain Brian Spears of the SJPD reported on crime in our area and the challenges facing an understaffed Police department. He said they now have some officers doing a Friday walking beat to deter crime. He addressed the burglaries of board members businesses and plans to follow through with them. Follow up should be directed to Burglary Commander and submit a case number.

There is a hot line for issues with the unhoused (homeless) – 988 County Mental Health.

Counsel Member Dev Davis offered to provide WGBA with \$14k for crosswalk replacements or whatever we wish to apply the money to. She also committed to adding a light at the crosswalk at Lincoln and Meredith (by the Black Sheep restaurant) this year.

Tim Mulcahy gave the financial report, which was approved and seconded.

CBID Renewal

Nate Perez gave an update on the CBID process, including the bids we received. We have more time but will manage to the original date.

Our Avenue

- Universal Services was contacted again about the stabilizer application around the trees on Lincoln Avenue.
- Tree trimming bids will be received soon.
- Lighting plan schematic is now available for planning

Member Relations:

Staff is working on:

- Fall Wine Walk
- Halloween
- Bubbly Walk

Promotions and Events

- Lynne Rovai reported that we are ahead of schedule for the Holiday Ornament – La Villa Delicatessen.
- The Fall Wine Walk 10/8
- Trick or Treating on the Avenue 10/28
- Cable car rides will be available for 8 days from 12/8

- Pedi Cabs will provide a proposal once they have their calendar set.
- Santa will be at the Garden Theater
- Toys for Tots will be collected at the Sweet Shop
- Barbeque in the Glen had some issues and there was a discussion about how that should be handled.

The Meeting was adjourned at 9:45 a.m.

Respectfully submitted,

Kathleen Erdmann, Secretary
Willow Glen Business Association

Willow Glen Business Association
Executive Board Meeting
10/28/22

Meeting called to order at 9:06 a.m.

Present: Kathleen Erdmann, Tim Mulcahy and Emilie Highley
Staff member: Kandy Stevens

Holiday Party

We set a date for this year's holiday party at the Garden Theater. It will be Thursday December 8. We discussed refreshment possibilities

Bank Accounts:

Marv has \$800 at U.S. Bank Tim will call him and ask him to write a check and we will deposit it in our WFB account (earmarked for history projects).

An account (Line of credit) at US Bank needs to be closed by Lynne Rovai who is the account signer.

Universal Site Services

Responded to our request to fix one of the tree bases (Bank of America) and started reapplying the stabilizer.

Commercial Tree

Provided a proposal for Tree trimming on Lincoln Avenue.
They did this work for us in 2015 and submitted a proposal in 2017. We will have three bids to consider at the board meeting.

Board Member participation

Many board members are rolling off after service of 2 or more years. We are asking the public to join us on the board. We also have some board members who have not been participating and we will thank them for their current service and hope they will rejoin when their busy schedules allow.

Ninety day performance review for office support staff member.

This will take place next week.

The meeting was adjourned at 10:45

Respectfully submitted,

Kathleen Erdmann
Secretary

Willow Glen Business Association
Balance Sheet Prev Year Comparison
As of October 31, 2022

	Oct 31, 22	Oct 31, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
US Bank Checking	151,199.77	201,087.55	-49,887.78	-24.81%
Wells Fargo Checking-debit acct	4,171.78	3,286.26	885.52	26.95%
WF Checking -4504	37,740.86	0.00	37,740.86	100.0%
Total Checking/Savings	193,112.41	204,373.81	-11,261.40	-5.51%
Accounts Receivable				
Accounts Receivable	500.00	1,000.00	-500.00	-50.0%
Total Accounts Receivable	500.00	1,000.00	-500.00	-50.0%
Other Current Assets				
Loan to related entity	1,000.00	0.00	1,000.00	100.0%
Pre-Paid Rent	500.00	250.00	250.00	100.0%
Service Deposits	500.00	500.00	0.00	0.0%
Total Other Current Assets	2,000.00	750.00	1,250.00	166.67%
Total Current Assets	195,612.41	206,123.81	-10,511.40	-5.1%
Fixed Assets				
Eqpmt, Furnit., and Computers	7,310.79	7,310.79	0.00	0.0%
Total Fixed Assets	7,310.79	7,310.79	0.00	0.0%
TOTAL ASSETS	202,923.20	213,434.60	-10,511.40	-4.93%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	3,735.00	1,500.00	2,235.00	149.0%
Total Accounts Payable	3,735.00	1,500.00	2,235.00	149.0%
Other Current Liabilities				
ARTWORKS Project	6,546.18	6,546.18	0.00	0.0%
CBID Contingency Reserve	28,740.89	54,727.12	-25,986.23	-47.48%
Sales Tax Payable	8.58	1.69	6.89	407.69%
Total Other Current Liabilities	35,295.65	61,274.99	-25,979.34	-42.4%
Total Current Liabilities	39,030.65	62,774.99	-23,744.34	-37.83%
Total Liabilities	39,030.65	62,774.99	-23,744.34	-37.83%
Equity				
Accumulated Net Assets	191,144.32	119,152.46	71,991.86	60.42%
Assets moved to/from Accum NA	-143.56	-143.56	0.00	0.0%
Temporarily Restricted Assets	143.56	143.56	0.00	0.0%
Net Income	-27,251.77	31,507.15	-58,758.92	-186.49%
Total Equity	163,892.55	150,659.61	13,232.94	8.78%
TOTAL LIABILITIES & EQUITY	202,923.20	213,434.60	-10,511.40	-4.93%

Willow Glen Business Association
Profit & Loss Prev Year Comparison
October 2022

	Oct 22	Oct 21	\$ Change	% Change
Ordinary Income/Expense				
Income				
Event Revenue	32,037.96	0.00	32,037.96	100.0%
Interest Income	0.79	0.00	0.79	100.0%
Sponsorships	0.00	600.00	-600.00	-100.0%
Total Income	<u>32,038.75</u>	<u>600.00</u>	<u>31,438.75</u>	<u>5,239.79%</u>
Gross Profit	32,038.75	600.00	31,438.75	5,239.79%
Expense				
Advertising and P/R	104.31	0.00	104.31	100.0%
Bank Service Charges	2,098.66	-150.00	2,248.66	1,499.11%
Contract Services	30,664.20	14,920.24	15,743.96	105.52%
Dues and Subscriptions	250.78	65.00	185.78	285.82%
Equipment Rental	9,764.10	546.42	9,217.68	1,686.92%
Insurance	175.54	614.24	-438.70	-71.42%
Meetings	27.95	38.02	-10.07	-26.49%
Miscellaneous	459.30	0.00	459.30	100.0%
Permits and Fees	0.00	20.00	-20.00	-100.0%
Personnel	6,705.04	6,490.74	214.30	3.3%
Postage and Delivery	0.00	5.10	-5.10	-100.0%
Professional Fees	1,225.00	1,000.00	225.00	22.5%
Rent	250.00	250.00	0.00	0.0%
Retail Merchandise Expense	6,575.00	684.00	5,891.00	861.26%
Supplies	21,315.90	1,385.67	19,930.23	1,438.31%
Telephone and Internet	191.88	185.57	6.31	3.4%
Website	276.00	1,085.30	-809.30	-74.57%
Total Expense	<u>80,083.66</u>	<u>27,140.30</u>	<u>52,943.36</u>	<u>195.07%</u>
Net Ordinary Income	<u>-48,044.91</u>	<u>-26,540.30</u>	<u>-21,504.61</u>	<u>-81.03%</u>
Net Income	<u>-48,044.91</u>	<u>-26,540.30</u>	<u>-21,504.61</u>	<u>-81.03%</u>

Willow Glen Business Association
Profit & Loss YTD Comparison
October 2022

	<u>Oct 22</u>	<u>Jul - Oct 22</u>
Ordinary Income/Expense		
Income		
CBID	0.00	105,117.97
Event Revenue	32,037.96	62,363.59
Interest Income	0.79	2.36
Sponsorships	0.00	7,250.00
Total Income	<u>32,038.75</u>	<u>174,733.92</u>
Gross Profit	32,038.75	174,733.92
Expense		
Advertising and P/R	104.31	2,616.25
Bank Service Charges	2,098.66	3,080.21
City Fees	0.00	2,500.00
Contract Services	30,664.20	82,131.62
Dues and Subscriptions	250.78	315.78
Equipment Rental	9,764.10	25,918.69
Insurance	175.54	2,587.22
Meetings	27.95	914.32
Miscellaneous	459.30	4,219.30
Permits and Fees	0.00	6,636.41
Personnel	6,705.04	24,701.43
Postage and Delivery	0.00	166.00
Professional Fees	1,225.00	4,375.00
Rent	250.00	1,000.00
Retail Merchandise Expense	6,575.00	11,825.00
Supplies	21,315.90	27,706.11
Telephone and Internet	191.88	767.60
Website	276.00	524.75
Total Expense	<u>80,083.66</u>	<u>201,985.69</u>
Net Ordinary Income	-48,044.91	-27,251.77
Other Income/Expense		
Other Income		
Other Income	0.00	0.00
Total Other Income	<u>0.00</u>	<u>0.00</u>
Net Other Income	0.00	0.00
Net Income	<u><u>-48,044.91</u></u>	<u><u>-27,251.77</u></u>

**Willow Glen Business Association
Profit & Loss by Class
October 2022**

	ADMIN (CBID)	DISI (CBID)	SOBOP (CBID)	Total CBID	BBQ in the Glen Fundraising	Fall Wine Walk Fundraising	Light Up the Avenue Fundraising	Total Fundraising	Halloween Promotions	Holidays Promotions	Total Promotions	WGBA Admin	TOTAL
Ordinary Income/Expense													
Income													
Event Revenue	0.00	0.00	0.00	0.00	-111.00	32,148.96	0.00	32,037.96	0.00	0.00	0.00	0.00	32,037.96
Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.79	0.79
Total Income	0.00	0.00	0.00	0.00	-111.00	32,148.96	0.00	32,037.96	0.00	0.00	0.00	0.79	32,038.75
Gross Profit	0.00	0.00	0.00	0.00	-111.00	32,148.96	0.00	32,037.96	0.00	0.00	0.00	0.79	32,038.75
Expense													
Advertising and P/R	0.00	0.00	0.00	0.00	0.00	104.31	0.00	104.31	0.00	0.00	0.00	0.00	104.31
Bank Service Charges	0.00	0.00	0.00	0.00	0.00	2,098.66	0.00	2,098.66	0.00	0.00	0.00	0.00	2,098.66
Contract Services	525.00	0.00	11,430.24	11,955.24	5,553.57	2,350.39	0.00	7,903.96	805.00	10,000.00	10,805.00	0.00	30,664.20
Dues/Subscriptions	55.00	0.00	0.00	55.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	195.78	250.78
Equipment Rental	444.05	0.00	0.00	444.05	8,866.65	453.40	0.00	9,320.05	0.00	0.00	0.00	0.00	9,764.10
Insurance	109.90	0.00	0.00	109.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	65.64	175.54
Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.95	27.95
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	459.30	459.30
Personnel	2,821.00	600.00	2,700.00	6,121.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	584.04	6,705.04
Professional Fees	600.00	0.00	0.00	600.00	0.00	250.00	300.00	550.00	75.00	0.00	75.00	0.00	1,225.00
Rent	250.00	0.00	0.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
Retail Merchandise	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,575.00	6,575.00	0.00	6,575.00
Supplies	80.85	0.00	0.00	80.85	9,602.81	11,800.59	0.00	21,403.40	-236.36	0.00	-236.36	68.01	21,315.90
Telephone/Internet	191.88	0.00	0.00	191.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	191.88
Website	276.00	0.00	0.00	276.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	276.00
Total Expense	5,353.68	600.00	14,130.24	20,083.92	24,023.03	17,057.35	300.00	41,380.38	643.64	16,575.00	17,218.64	1,400.72	80,083.66
Net Ordinary Income	-5,353.68	-600.00	-14,130.24	-20,083.92	-24,134.03	15,091.61	-300.00	-9,342.42	-643.64	-16,575.00	-17,218.64	-1,399.93	-48,044.91
Net Income	-5,353.68	-600.00	-14,130.24	-20,083.92	-24,134.03	15,091.61	-300.00	-9,342.42	-643.64	-16,575.00	-17,218.64	-1,399.93	-48,044.91

**Willow Glen Business Association
YTD Profit & Loss by Class
July through October 2022**

	ADMIN (CBID)	C & R (CBID)	DISI (CBID)	SOBOP (CBID)	Total CBID	BBQ in the Glen (Fundraising Events)	Fall Wine Walk (Fundraising Events)	Light Up the Avenue (Fundraising Events)	Planter Box Adoption (Fundraising Events)	Total Fundraising Events
Ordinary Income/Expense										
Income										
CBID	26,279.49	2,102.36	11,562.98	65,173.14	105,117.97	0.00	0.00	0.00	0.00	0.00
Event Revenue	0.00	0.00	0.00	0.00	0.00	30,068.21	32,203.96	0.00	0.00	62,272.17
Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sponsorships	0.00	0.00	0.00	0.00	0.00	7,250.00	0.00	0.00	0.00	7,250.00
Total Income	26,279.49	2,102.36	11,562.98	65,173.14	105,117.97	37,318.21	32,203.96	0.00	0.00	69,522.17
Gross Profit	26,279.49	2,102.36	11,562.98	65,173.14	105,117.97	37,318.21	32,203.96	0.00	0.00	69,522.17
Expense										
Advertising and P/R	0.00	0.00	2,011.94	0.00	2,011.94	0.00	104.31	0.00	0.00	104.31
Bank Service Charges	0.00	0.00	0.00	0.00	0.00	801.21	2,098.66	0.00	0.00	2,899.87
City Fees	2,500.00	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00
Contract Services	2,100.00	0.00	0.00	49,250.73	51,350.73	17,104.33	2,651.56	0.00	220.00	19,975.89
Dues and Subscriptions	120.00	0.00	0.00	0.00	120.00	0.00	0.00	0.00	0.00	0.00
Equipment Rental	1,991.94	0.00	0.00	0.00	1,991.94	22,435.64	1,491.11	0.00	0.00	23,926.75
Insurance	2,014.66	0.00	0.00	0.00	2,014.66	0.00	0.00	0.00	0.00	0.00
Meetings	795.67	0.00	0.00	0.00	795.67	0.00	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Permits and Fees	0.00	0.00	0.00	0.00	0.00	4,966.75	1,669.66	0.00	0.00	6,636.41
Personnel	10,416.99	0.00	2,200.01	9,900.00	22,517.00	0.00	0.00	0.00	0.00	0.00
Postage and Delivery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Professional Fees	2,900.00	0.00	0.00	0.00	2,900.00	0.00	500.00	300.00	0.00	800.00
Rent	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00
Retail Merchandise	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Supplies	250.10	0.00	0.00	0.00	250.10	11,241.53	13,515.31	0.00	0.00	24,756.84
Telephone and Internet	767.60	0.00	0.00	0.00	767.60	0.00	0.00	0.00	0.00	0.00
Website	281.00	0.00	243.75	0.00	524.75	0.00	0.00	0.00	0.00	0.00
Total Expense	25,137.96	0.00	4,455.70	59,150.73	88,744.39	56,549.46	22,030.61	300.00	220.00	79,100.07
Net Ordinary Income	1,141.53	2,102.36	7,107.28	6,022.41	16,373.58	-19,231.25	10,173.35	-300.00	-220.00	-9,577.90
Other Income/Expense										
Other Income										
Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	1,141.53	2,102.36	7,107.28	6,022.41	16,373.58	-19,231.25	10,173.35	-300.00	-220.00	-9,577.90

Willow Glen Business Association
YTD Profit & Loss by Class
July through October 2022

	Halloween	Holidays	Restaurant Week	Summer LNO	WG Home Tour Books	Other	Total	Strategic	WGBA	TOTAL
	Promotions & Events	Promotions & Events	Promotions & Events	Promotions & Events	Promotions & Events	Promotions & Events	Promotions & Events	Marketing	Admin	
Ordinary Income/Expense										
Income										
CBID	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105,117.97
Event Revenue	0.00	0.00	0.00	0.00	91.42	0.00	91.42	0.00	0.00	62,363.59
Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.36	2.36
Sponsorships	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,250.00
Total Income	0.00	0.00	0.00	0.00	91.42	0.00	91.42	0.00	2.36	174,733.92
Gross Profit	0.00	0.00	0.00	0.00	91.42	0.00	91.42	0.00	2.36	174,733.92
Expense										
Advertising and P/R	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	2,616.25
Bank Service Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	180.34	3,080.21
City Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00
Contract Services	805.00	10,000.00	0.00	0.00	0.00	0.00	10,805.00	0.00	0.00	82,131.62
Dues and Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	195.78	315.78
Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,918.69
Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	572.56	2,587.22
Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	118.65	914.32
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,219.30	4,219.30
Permits and Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,636.41
Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,184.43	24,701.43
Postage and Delivery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	166.00	166.00
Professional Fees	75.00	0.00	225.00	225.00	0.00	0.00	525.00	150.00	0.00	4,375.00
Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
Retail Merchandise	0.00	11,825.00	0.00	0.00	0.00	0.00	11,825.00	0.00	0.00	11,825.00
Supplies	1,211.80	218.68	0.00	261.41	0.00	464.67	2,156.56	0.00	542.61	27,706.11
Telephone and Internet	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	767.60
Website	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	524.75
Total Expense	2,091.80	22,043.68	225.00	486.41	0.00	464.67	25,311.56	650.00	8,179.67	201,985.69
Net Ordinary Income	-2,091.80	-22,043.68	-225.00	-486.41	91.42	-464.67	-25,220.14	-650.00	-8,177.31	-27,251.77
Other Income/Expense										
Other Income										
Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	-2,091.80	-22,043.68	-225.00	-486.41	91.42	-464.67	-25,220.14	-650.00	-8,177.31	-27,251.77