



Willow Glen Business Association
Board of Directors & General Membership Meeting
Agenda for Tuesday, January 10th, 2023 * 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 December Minutes	8:00 am	Review and approval of, December 13th, 2022, minutes
Executive Committee Report	I	Executive Committee Update – Tim Mulcahy	8:05 am	Review and approval of January 6th, 2023, minutes
Treasurer's Report	A	Treasurer, Tim Mulcahy – December 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 Board Ballot Update Recruitment Committee Chairs: Emilie Highley and Tim Mulcahy	8:15 am – 8:45 am	Updates
	A	CBID Committee Chair: Nate Perez CBID Consultant Update		
	A	Our Avenue Committee Chair: Kathleen Erdmann		
	I	Promotions & Events Committee Chair: Lynne Rovai Holiday Ornament Update		
OPEN FORUM/ PUBLIC COMMENT– 2 MIN. EACH	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.	8:45 am – 9:00 am	
Assoc Member Applications	A	None		
Meeting Adjournment	G	Tim Mulcahy	9:00 am	

The next WGBA Board meeting will be Tuesday, February 14th, 2023, time 8:00 am
Meeting location: The Garden Theater, 1165 Lincoln Avenue

**Willow Glen Business Association
Board Meeting Minutes
December 13, 2022**

Meeting was called to order at 8:09 a.m.

In Attendance:, Emilie Highley, Tim Mulcahy, Lynne Rovai, Jamie Sizelove, Kathleen Erdmann, Marcus Estrada, Jim Carpeneti, Frank Bejian, Ann Saliba, Sarah, Barbara Hartman

Guests: Nicolas Ochoa from Dev Davis's office and Andrea Paap

Staff Members: Kandy Stevens and Sami Alexander
The meeting was held in the conference room in the Garden Theater.

- The board reviewed the minutes from the November board meeting a motion to approve was made to approve by Emilie Highley and seconded by Jamie Sizelove
- The Executive board minutes were also reviewed and a motion to approve was made by Lynne Rovai and seconded by Emilie Highley
- Tim Mulcahy gave the financial report, a motion was made to accept the report which was approved by Emilie Highley and seconded by Jamie Sizelove

Recruitment Committee

Chairs Emilie Highley and Tim Mulcahy
Not much response to the article for recruiting in the Constant Contact Newsletter. It was suggested that associate members be included as community board members. Three members will be placed on the ballot : Bobbie Johnson, Kathleen Erdmann, Jamie Sizelove
Community Members will be Steve Sibley and Nate Perez

CBID Renewal

Tim Mulcahy reported that Nate has contacted Kristin Lowell regarding the CBID proposal she submitted.

The brochure is being updated by Marie at SpinNest but more information and graphics are needed.

Our Avenue

Kathleen Erdmann reported that Davey Tree Service has completed the tree trimming along with the additional 3 trees at 1122 Willow, which was not on the previous bid but is part of the CBID
The shadow boxes will be rekeyed so we can get into the boxes. Kathleen will contact the locksmith and Jamie will order and install new plexi- glass.

Member Relations:

- Bubbly Walk – 717 attendees even with rainy conditional
- Ornaments – sold out – we are trying to order more
- Cable Cars – Sold Out – Board members Jim and Sarah will take the 12/23.date
- Refunds for Cable Car bookings have been an issue, lots of calls at the office.
- Increased activity for December

Promotions and Events

- Lynne Rovai reported that the ornaments were well received and sold out even with an additional 300 ordered.
- Santa will be at the Garden Theater – He is going to walk around this year and stop in at some of the stores on the avenue.
- Holiday Party was successful and the Garden Theater looked very festive.

New Associate Member

American Association of University Women were accepted as associate members by a unanimous vote.

Nicholas Ochoa from Dev Davis's office updated us on the light that is to be installed at Lincoln and Meredith. CM Davis stated at an earlier board meeting that the installation would be completed by end of the year. Nicholas said D.O.T. is working on it and we should have another update soon. This crosswalk needs a light for safety.

The Meeting was adjourned at 9:13 a.m.

A closed session of the board was held to discuss personnel issues.

Respectfully submitted,

Kathleen Erdmann, Secretary
Willow Glen Business Association

Willow Glen Business Association
Executive Board Meeting
1/6/23

Meeting called to order at 9:05 a.m.

Present: Tim Mulcahy, Emilie Highley, Barbara Hartman, Kathleen Erdmann

Staff member: Kandy Stevens

Board of Directors

Tim Mulcahy – President

Emilie Highley –V.P.

Barbara Hartman - Treasurer

Kathleen Erdmann – Member at large

Open Position – Secretary

Treasurer -

Barbara Hartman will take over the Treasurer's report.

2023 - 2024 Board Committees

- P & E Chair - Open
- Our Avenue – Kathleen Erdmann
- BBQ – Sub committees to be assigned
- Finance / CBID – Nate, Steve, Tim and Barbara
 - o Strategic Marketing will be blended in with CBID
- Board Parliamentarian – Dr. John Pisacane

An updated Committee matrix has been prepared by staff.

CBID

Nate indicated he would get in touch with Kristin Lowell regarding her proposal in order to move forward. HERE WE GO!

Staff Update

Wheel House will be the venue for the Annual Meeting. Thank you to Marcus and Kindle for providing the food for this event on 1/23/23.

Ballots

400 Ballots were sent out – 8-10 have been received with a deadline of 1/16/23

Event Brite and Paypal

There are 2 outstanding issues (one each) with these companies that are currently being addressed by staff. We were "hacked" and trying to resolve the issues with web based companies and WFB. We are asking legal counsel to draft a letter in addition to our other attempts to resolve.

This Year's Ornaments

An additional order for 500 more ornaments was placed, half of which were purchased by La Villa for resale. They should arrive in July and there are many residents anxiously awaiting their arrival.

Parklet Update

The City of San Jose sent a date for pick up/tear down of the parklets for December. Our staff called and asked for a delay until we could meet with business owners affected. A meeting has been called to discuss. We are asking for another delay until June 1 to allow time for businesses to make plans.

The meeting was adjourned at 11:15

Respectfully submitted,

Kathleen Erdmann
Secretary

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

	Dec 31, 22	Dec 31, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
US Bank Checking	0.00	170,395.20	-170,395.20	-100.0%
Wells Fargo Checking-debit acct	4,864.96	3,293.05	1,571.91	47.73%
WF Checking -4504	137,742.04	0.00	137,742.04	100.0%
Total Checking/Savings	142,607.00	173,688.25	-31,081.25	-17.9%
Accounts Receivable				
Accounts Receivable	500.00	7,631.73	-7,131.73	-93.45%
Total Accounts Receivable	500.00	7,631.73	-7,131.73	-93.45%
Other Current Assets				
Loan to related entity	1,000.00	0.00	1,000.00	100.0%
Pre-Paid Rent	500.00	0.00	500.00	100.0%
Service Deposits	500.00	500.00	0.00	0.0%
Total Other Current Assets	2,000.00	500.00	1,500.00	300.0%
Total Current Assets	145,107.00	181,819.98	-36,712.98	-20.19%
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	152,417.79	189,130.77	-36,712.98	-19.41%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	1,600.00	650.00	950.00	146.15%
Total Accounts Payable	1,600.00	650.00	950.00	146.15%
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	152.16	76.06	76.10	100.05%
Total Other Current Liabilities	35,439.23	61,349.36	-25,910.13	-42.23%
Total Current Liabilities	37,039.23	61,999.36	-24,960.13	-40.26%
Total Liabilities	37,039.23	61,999.36	-24,960.13	-40.26%
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	-75,765.76	7,978.95	-83,744.71	-1,049.57%
Total Equity	115,378.56	127,131.41	-11,752.85	-9.25%
TOTAL LIABILITIES & EQUITY	152,417.79	189,130.77	-36,712.98	-19.41%

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

	Dec 22	Dec 21	\$ Change	% Change
Ordinary Income/Expense				
Income				
Event Revenue	67,293.41	49,372.40	17,921.01	36.3%
Interest Income	11.56	0.00	11.56	100.0%
Member Dues	60.00	0.00	60.00	100.0%
Total Income	67,364.97	49,372.40	17,992.57	36.44%
Gross Profit	67,364.97	49,372.40	17,992.57	36.44%
Expense				
Advertising and P/R	69.86	0.00	69.86	100.0%
Bank Service Charges	2,742.57	0.00	2,742.57	100.0%
Contract Services	65,605.34	13,837.90	51,767.44	374.1%
Dues and Subscriptions	110.00	65.00	45.00	69.23%
Equipment Rental	1,477.14	56.53	1,420.61	2,513.02%
Insurance	100.64	0.00	100.64	100.0%
Personnel	7,972.66	6,477.99	1,494.67	23.07%
Postage and Delivery	300.00	290.00	10.00	3.45%
Professional Fees	5,461.00	889.50	4,571.50	513.94%
Rent	250.00	250.00	0.00	0.0%
Retail Merchandise Expense	6,426.00	650.00	5,776.00	888.62%
Supplies	12,390.49	16,461.44	-4,070.95	-24.73%
Telephone and Internet	105.28	185.57	-80.29	-43.27%
Website	0.00	1,426.76	-1,426.76	-100.0%
Total Expense	103,010.98	40,590.69	62,420.29	153.78%
Net Ordinary Income	-35,646.01	8,781.71	-44,427.72	-505.91%
Net Income	-35,646.01	8,781.71	-44,427.72	-505.91%

**Willow Glen Business Association
Profit & Loss YTD Comparison
December 2022**

	<u>Dec 22</u>	<u>Jul - Dec 22</u>
Ordinary Income/Expense		
Income		
CBID	0.00	105,117.97
Event Revenue	67,293.41	145,509.36
Interest Income	11.56	14.64
Member Dues	60.00	180.00
Miscellaneous Income	0.00	18.81
Sponsorships	0.00	7,450.00
Total Income	<u>67,364.97</u>	<u>258,290.78</u>
Gross Profit	67,364.97	258,290.78
Expense		
Advertising and P/R	69.86	2,583.46
Bank Service Charges	2,742.57	6,247.45
City Fees	0.00	2,500.00
Contract Services	65,605.34	168,140.43
Dues and Subscriptions	110.00	425.78
Equipment Rental	1,477.14	27,839.88
Insurance	100.64	2,863.41
Meetings	0.00	942.27
Miscellaneous	0.00	3,260.00
Permits and Fees	0.00	8,256.07
Personnel	7,972.66	39,342.13
Postage and Delivery	300.00	466.00
Professional Fees	5,461.00	11,361.00
Rent	250.00	1,500.00
Retail Merchandise Expense	6,426.00	4,991.00
Supplies	12,390.49	51,651.56
Telephone and Internet	105.28	1,161.35
Website	0.00	524.75
Total Expense	<u>103,010.98</u>	<u>334,056.54</u>
Net Ordinary Income	-35,646.01	-75,765.76
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>-35,646.01</u></u>	<u><u>-75,765.76</u></u>

5:57 PM
01/05/23
Accrual Basis

	ADMIN
	(CBID) (
Ordinary Expense/Income	
Income	
Event Revenue	0.00
Interest Income	0.00
Member Dues	0.00
Total Income	<u>0.00</u>
Gross Profit	0.00
Expense	
Advertising and P/R	0.00
Bank Service Charges	0.00
Contract Services	525.00
Dues/Subscriptions	110.00
Equipment Rental	444.05
Insurance	0.00
Personnel	3,364.35
Postage and Delivery	0.00
Professional Fees	3,100.00
Rent	250.00
Retail Merchandise	0.00
Supplies	0.00
Telephone/Internet	105.28
Total Expense	<u>7,898.68</u>
Net Ordinary Income	<u>-7,898.68</u>
Net Income	<u><u>-7,898.68</u></u>

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

	ADMIN (CBID)	C & R (CBID)	DISI (CBID)	SOBOP (CBID)	Total CBID	BBQ in the Glen (Fundraising Events)	Bubbly Walk (Fundraising Events)	Fall Wine Walk (Fundraising Events)	Light Up the Avenue (Fundraising Events)	Planter Box Adoption (Fundraising Events)	Total Fundraising Events	Member Relations
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	0.00	0.00
Event Revenue	0.00	0.00	0.00	0.00	0.00	43,164.57	43,735.52	33,798.96	0.00	0.00	120,699.05	0.00
Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Member Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00
Miscellaneous Income	0.00	0.00	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	200.00	0.00	0.00	0.00	7,450.00	0.00
Total Income	26,279.49	2,102.36	11,562.98	65,173.14	105,117.97	50,414.57	43,935.52	33,798.96	0.00	0.00	128,149.05	180.00
Gross Profit	26,279.49	2,102.36	11,562.98	65,173.14	105,117.97	50,414.57	43,935.52	33,798.96	0.00	0.00	128,149.05	180.00
Expense												
Advertising and P/R	0.00	0.00	2,011.94	0.00	2,011.94	0.00	69.86	1.66	0.00	0.00	71.52	0.00
Bank Service Charges	0.00	0.00	0.00	0.00	0.00	1,181.86	2,742.57	2,142.68	0.00	0.00	6,067.11	0.00
City Fees	2,500.00	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract Services	3,150.00	0.00	625.00	106,562.41	110,337.41	19,503.33	1,917.60	2,651.56	0.00	220.00	24,292.49	0.00
Dues and Subscriptions	230.00	0.00	0.00	0.00	230.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment Rental	2,880.04	0.00	0.00	0.00	2,880.04	22,435.64	455.26	1,491.11	0.00	0.00	24,382.01	0.00
Insurance	2,124.57	0.00	0.00	0.00	2,124.57	0.00	0.00	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	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	0.00	0.00
Permits and Fees	0.00	0.00	0.00	0.00	0.00	4,966.75	1,619.66	1,669.66	0.00	0.00	8,256.07	0.00
Personnel	16,580.34	0.00	3,521.21	15,845.36	35,946.91	0.00	0.00	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	0.00	0.00
Professional Fees	6,600.00	0.00	0.00	0.00	6,600.00	0.00	500.00	500.00	300.00	0.00	1,300.00	0.00
Rent	1,500.00	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Retail Merchandise Expense	0.00	0.00	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	16,363.11	18,523.57	12,456.19	0.00	0.00	47,342.87	0.00
Telephone and Internet	1,161.35	0.00	0.00	0.00	1,161.35	0.00	0.00	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	0.00	0.00
Total Expense	38,053.07	0.00	6,401.90	122,407.77	166,862.74	64,450.69	25,828.52	20,912.86	300.00	220.00	111,712.07	0.00
Net Ordinary Income	-11,773.58	2,102.36	5,161.08	-57,234.63	-61,744.77	-14,036.12	18,107.00	12,886.10	-300.00	-220.00	16,436.98	180.00
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	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	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	0.00	0.00
Net Income	-11,773.58	2,102.36	5,161.08	-57,234.63	-61,744.77	-14,036.12	18,107.00	12,886.10	-300.00	-220.00	16,436.98	180.00

**Willow Glen Business Association
YTD Profit & Loss by Class
July through December 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	24,718.89	0.00	0.00	91.42	0.00	24,810.31	0.00	0.00	145,509.36
Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.64	14.64
Member Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18.81	18.81
Sponsorships	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,450.00
Total Income	0.00	24,718.89	0.00	0.00	91.42	0.00	24,810.31	0.00	33.45	258,290.78
Gross Profit	0.00	24,718.89	0.00	0.00	91.42	0.00	24,810.31	0.00	33.45	258,290.78
Expense										
Advertising and P/R	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	2,583.46
Bank Service Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	180.34	6,247.45
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	32,705.53	0.00	0.00	0.00	0.00	33,510.53	0.00	0.00	168,140.43
Dues and Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	195.78	425.78
Equipment Rental	0.00	577.83	0.00	0.00	0.00	0.00	577.83	0.00	0.00	27,839.88
Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	738.84	2,863.41
Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	146.60	942.27
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,260.00	3,260.00
Permits and Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,256.07
Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,395.22	39,342.13
Postage and Delivery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	466.00	466.00
Professional Fees	75.00	675.00	225.00	225.00	0.00	0.00	1,200.00	150.00	2,111.00	11,361.00
Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
Retail Merchandise Expense	0.00	4,991.00	0.00	0.00	0.00	0.00	4,991.00	0.00	0.00	4,991.00
Supplies	1,264.21	1,381.89	0.00	261.41	0.00	464.67	3,372.18	0.00	686.41	51,651.56
Telephone and Internet	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,161.35
Website	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	524.75
Total Expense	2,144.21	40,331.25	225.00	486.41	0.00	464.67	43,651.54	650.00	11,180.19	334,056.54
Net Ordinary Income	-2,144.21	-15,612.36	-225.00	-486.41	91.42	-464.67	-18,841.23	-650.00	-11,146.74	-75,765.76
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	-2,144.21	-15,612.36	-225.00	-486.41	91.42	-464.67	-18,841.23	-650.00	-11,146.74	-75,765.76

Willow Glen Community Foundation

Balance Sheet

As of December 31, 2022

Dec 31, 22

ASSETS

Current Assets

Checking/Savings

Wells Fargo Checking -4496 15,096.00

Total Checking/Savings 15,096.00

Accounts Receivable

Accounts Receivable 3,000.00

Total Accounts Receivable 3,000.00

Total Current Assets 18,096.00

TOTAL ASSETS 18,096.00

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Loan From WGBA 1,000.00

Total Other Current Liabilities 1,000.00

Total Current Liabilities 1,000.00

Total Liabilities 1,000.00

Equity

Net Income 17,096.00

Total Equity 17,096.00

TOTAL LIABILITIES & EQUITY 18,096.00

Willow Glen Community Foundation

Profit & Loss

December 2022

Dec 22

Ordinary Income/Expense	
Income	
Direct Public Support	
Individ, Business Contributions	<u>2,000.00</u>
Total Direct Public Support	<u>2,000.00</u>
Total Income	<u>2,000.00</u>
Net Ordinary Income	<u>2,000.00</u>
Net Income	<u><u>2,000.00</u></u>