



**Willow Glen Business Association
Board of Directors & General Membership Meeting
Tuesday, September 8th 2020, 9:00 am – 10:00 am
Zoom Meeting**

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

Item	Type	Person Responsible	Time line	Action
Meeting called to order	G	Linda Ruiz, President	9.00 am	Welcome
Approval of minutes	A	Approval of August Minutes		Meeting Canceled due to COVID-19
Executive Committee Report	I	Executive Committee Update – Linda Ruiz	9:05 am	Review and approval of August 28th, 2020 minutes
Treasurer's Report	A	Treasurer-Tim Mulcahy – August Financial Report CBID Financial Report FYE 2020	9:15 am	Board approval Accept Report
Committees to provide an update to board and membership on their projects.	I	Member Relations Committee WGBA Staff	9:15 am - 9:50 am	Updates
	I	CBID Committee – Nate Perez		
	I'	Our Avenue Committee Chair: Vince Falcone Committee Update		
	I	Promotions & Events Committee Chair: Lynne Rovai Committee Update Sept. 18 th "Al Fresco" Resident AD Halloween Update Holiday Ornament		
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.	9:50 am - 10:00 am	
Assoc Member Applications	A	None		
Meeting Adjournment	G	Linda Ruiz	10:00 am	

The next WGBA Board meeting will be Tuesday, October 13th 2020 9:00 am

**Willow Glen Business Association
Executive Committee Meeting
2020**

Attendees: Linda Ruiz, Frank Bejan, Bobbi Johnson, Emilie Highley, Staff – Kandy Stevens

Board Member not in Attendance: Tim Mulcahy

President Ruiz called the meeting to order at 10:10 a.m.

NOTE: We met at Frank's chocolate shop and socially distanced ourselves.

President Ruiz met with staff and discussed:

- 1. Priorities, strategic plans, support of the businesses on the Avenue and working with the City of San Jose.**
- 2. El Fresco Dining – Barriers beginning to take shape and are more welcoming. The City is involved in helping to create the parklets. To be noted is the work the City is doing with Vin Santo to create parklet dining in front of their restaurant – to do this, handicap parking will need to be moved over in front of the Thrift Box. The Executive Board is in favor of this change and will work closely with all involved. Also, on the list is the parklet for John's.**
- 3. Grants – Businesses were made aware of grants available. Frank mentioned that he 'jumped on it' but has heard nothing as yet. Nate & Steve 'head up' the WGBA Grant Committee – they are involved to ensure that the WGBA does not miss out on any grant monies that come available and would be suited for us.**
- 4. Staff has a meeting every week with other Business Districts – sharing what the City is doing to help small businesses, assistance from the property owners to give relief to their tenants (small businesses). Was the PPP effective to businesses on the Avenue?**
- 5. WGBA support to the businesses via social media. Bobbi made us aware of a contact that she has with the SBA and this individual may be of assistance in support of our small businesses. Thought is to set up a video conference with Linda and Kandy to go over this individual's program.**

Willow Glen Business Association
Balance Sheet Prev Year Comparison
As of August 31, 2020

	Aug 31, 20	Aug 31, 19	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
US Bank Checking	230,572.87	213,208.72	17,364.15	8.14%
Wells Fargo Checking	7,831.95	3,382.11	4,449.84	131.57%
Total Checking/Savings	238,404.82	216,590.83	21,813.99	10.07%
Accounts Receivable				
Accounts Receivable	0.00	6,546.00	-6,546.00	-100.0%
Total Accounts Receivable	0.00	6,546.00	-6,546.00	-100.0%
Other Current Assets				
Pre-Paid Rent	250.00	250.00	0.00	0.0%
Service Deposits	500.00	500.00	0.00	0.0%
Total Other Current Assets	750.00	750.00	0.00	0.0%
Total Current Assets	239,154.82	223,886.83	15,267.99	6.82%
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	246,465.61	231,197.62	15,267.99	6.6%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	412.50	780.00	-367.50	-47.12%
Total Accounts Payable	412.50	780.00	-367.50	-47.12%
Other Current Liabilities				
ARTWORKS Project	13,025.38	10,989.38	2,036.00	18.53%
CBID Contingency Reserve	49,319.79	44,194.03	5,125.76	11.6%
Sales Tax Payable	0.00	0.50	-0.50	-100.0%
Total Other Current Liabilities	62,345.17	55,183.91	7,161.26	12.98%
Total Current Liabilities	62,757.67	55,963.91	6,793.76	12.14%
Total Liabilities	62,757.67	55,963.91	6,793.76	12.14%
Equity				
Accumulated Net Assets	130,522.29	108,432.03	22,090.26	20.37%
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	53,185.65	66,801.68	-13,616.03	-20.38%
Total Equity	183,707.94	175,233.71	8,474.23	4.84%
TOTAL LIABILITIES & EQUITY	246,465.61	231,197.62	15,267.99	6.6%

**Willow Glen Business Association
 Profit & Loss YTD Comparison
 August 2020**

	Aug 20	Jul - Aug 20
Ordinary Income/Expense		
Income		
CBID	0.00	106,572.94
Total Income	0.00	106,572.94
Gross Profit	0.00	106,572.94
Expense		
Bank Service Charges	150.00	150.00
City Fees	0.00	2,500.00
Contract Services	12,812.44	26,966.01
Dues and Subscriptions	65.00	130.00
Equipment Rental	631.07	1,262.14
Insurance	1,480.27	2,165.74
Personnel	6,456.12	12,924.24
Postage and Delivery	0.00	113.50
Professional Fees	1,380.00	2,480.00
Rent	250.00	500.00
Retail Merchandise Expense	3,276.00	3,276.00
Supplies	0.00	174.14
Telephone and Internet	179.79	574.92
Website	85.30	170.60
Total Expense	26,765.99	53,387.29
Net Ordinary Income	-26,765.99	53,185.65
Net Income	-26,765.99	53,185.65

Willow Glen Business Association
Profit & Loss Prev Year Comparison
August 2020

	Aug 20	Aug 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
Event Revenue	0.00	560.00	-560.00	-100.0%
Member Dues	0.00	600.00	-600.00	-100.0%
Sponsorships	0.00	1,916.00	-1,916.00	-100.0%
Total Income	0.00	3,076.00	-3,076.00	-100.0%
Gross Profit	0.00	3,076.00	-3,076.00	-100.0%
Expense				
Bank Service Charges	150.00	150.00	0.00	0.0%
Contract Services	12,812.44	11,819.34	993.10	8.4%
Dues and Subscriptions	65.00	345.00	-280.00	-81.16%
Equipment Rental	631.07	1,357.05	-725.98	-53.5%
Insurance	1,480.27	146.74	1,333.53	908.77%
Meetings	0.00	17.95	-17.95	-100.0%
Personnel	6,456.12	6,456.42	-0.30	-0.01%
Printing and Reproduction	0.00	280.00	-280.00	-100.0%
Professional Fees	1,380.00	1,300.00	80.00	6.15%
Rent	250.00	500.00	-250.00	-50.0%
Retail Merchandise Expense	3,276.00	0.00	3,276.00	100.0%
Supplies	0.00	216.91	-216.91	-100.0%
Telephone and Internet	179.79	204.28	-24.49	-11.99%
Website	85.30	85.30	0.00	0.0%
Total Expense	26,765.99	22,878.99	3,887.00	16.99%
Net Ordinary Income	-26,765.99	-19,802.99	-6,963.00	-35.16%
Net Income	-26,765.99	-19,802.99	-6,963.00	-35.16%

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

August 2020

	ADMIN (CBID)	DISI (CBID)	SOBOP (CBID)	Total CBID	Holidays Promotions & Events	Total Promotions & Events	WG&A Administration	TOTAL
Ordinary Income/Expense								
Expense								
Bank Service Charges	0.00	0.00	0.00	0.00	0.00	0.00	150.00	150.00
Contract Services	525.00	262.20	12,025.24	12,812.44	0.00	0.00	0.00	12,812.44
Dues and Subscriptions	65.00	0.00	0.00	65.00	0.00	0.00	0.00	65.00
Equipment Rental	631.07	0.00	0.00	631.07	0.00	0.00	0.00	631.07
Insurance	1,043.49	0.00	0.00	1,043.49	0.00	0.00	436.78	1,480.27
Personnel	854.62	116.68	2,158.32	3,129.62	0.00	0.00	3,326.50	6,456.12
Professional Fees	1,380.00	0.00	0.00	1,380.00	0.00	0.00	0.00	1,380.00
Rent	0.00	0.00	0.00	0.00	0.00	0.00	250.00	250.00
Retail Merchandise Expense	0.00	0.00	0.00	0.00	3,276.00	3,276.00	0.00	3,276.00
Telephone and Internet	179.79	0.00	0.00	179.79	0.00	0.00	0.00	179.79
Website	0.00	85.30	0.00	85.30	0.00	0.00	0.00	85.30
Total Expense	4,678.97	464.18	14,183.56	19,326.71	3,276.00	3,276.00	4,163.28	26,765.99
Net Ordinary Income	-4,678.97	-464.18	-14,183.56	-19,326.71	-3,276.00	-3,276.00	-4,163.28	-26,765.99
Net Income	-4,678.97	-464.18	-14,183.56	-19,326.71	-3,276.00	-3,276.00	-4,163.28	-26,765.99

Willow Glen Business Association
YTD Profit & Loss by Class

July through August 2020

	ADMIN (CBID)	C & R (CBID)	DISI (CBID)	SOBOP (CBID)	Total CBID	Holidays Promotions & Events	Total Promotions & Events	WGBA Administration	TOTAL
Ordinary Income/Expense									
Income									
CBID	23,446.05	5,328.65	11,723.02	66,075.22	106,572.94	0.00	0.00	0.00	106,572.94
Total Income	23,446.05	5,328.65	11,723.02	66,075.22	106,572.94	0.00	0.00	0.00	106,572.94
Gross Profit	23,446.05	5,328.65	11,723.02	66,075.22	106,572.94	0.00	0.00	0.00	106,572.94
Expense									
Bank Service Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	150.00
City Fees	2,500.00	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00	2,500.00
Contract Services	1,050.00	0.00	262.20	25,653.81	26,966.01	0.00	0.00	0.00	26,966.01
Dues and Subscriptions	65.00	0.00	0.00	0.00	65.00	0.00	0.00	65.00	130.00
Equipment Rental	1,262.14	0.00	0.00	0.00	1,262.14	0.00	0.00	0.00	1,262.14
Insurance	1,650.33	0.00	0.00	0.00	1,650.33	0.00	0.00	515.41	2,165.74
Personnel	1,709.24	0.00	233.36	4,316.64	6,259.24	0.00	0.00	6,665.00	12,924.24
Postage and Delivery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	113.50	113.50
Professional Fees	1,980.00	0.00	500.00	0.00	2,480.00	0.00	0.00	0.00	2,480.00
Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00
Retail Merchandise	0.00	0.00	0.00	0.00	0.00	3,276.00	0.00	0.00	3,276.00
Supplies	0.00	0.00	174.14	0.00	174.14	0.00	0.00	0.00	174.14
Telephone and Internet	266.33	0.00	0.00	0.00	266.33	0.00	0.00	308.59	574.92
Website	0.00	0.00	170.60	0.00	170.60	0.00	0.00	0.00	170.60
Total Expense	10,483.04	0.00	1,340.30	29,970.45	41,793.79	3,276.00	3,276.00	8,317.50	53,387.29
Net Ordinary Income	12,963.01	5,328.65	10,382.72	36,104.77	64,779.15	-3,276.00	-3,276.00	-8,317.50	53,185.65
Net Income	12,963.01	5,328.65	10,382.72	36,104.77	64,779.15	-3,276.00	-3,276.00	-8,317.50	53,185.65

SPECIAL-PURPOSE STATEMENT

WILLOW GLEN BUSINESS AND PROFESSIONAL ASSOCIATION
COMMUNITY BENEFIT IMPROVEMENT DISTRICT (CBID)

San Jose, California

June 30, 2020

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Crawford Pimentel Corporation

Certified Public Accountants

2150 Trade Zone Boulevard, Suite 299

San Jose, California 95131

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors
Willow Glen Business and Professional Association
San Jose, California

We have reviewed the accompanying special-purpose statement of revenue and direct operating expenses of Willow Glen Business and Professional Association (a nonprofit organization) Community Benefit Improvement District (CBID) for the year ended June 30, 2020. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility of the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Section 3(D) of the agreement between the City of San Jose and Willow Glen Business and Professional Association as discussed in Note A and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement whether due to fraud or error.

Accountant's Responsibility

Our responsibility is to conduct the review agreement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

The accompanying special-purpose financial statements were prepared for the purpose of complying with Section 3(D) of the agreement between the City of San Jose and Willow Glen Business and Professional Association as discussed in Note A, and are not intended to be a presentation in conformity with accounting principles generally accepted in the United States of America.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying special-purpose financial statements in order for them to be in conformity with the basis of accounting described in Note A.

This report is intended solely for the information and use of the managements of Willow Glen Business and Professional Association and the City of San Jose and is not intended to be and should not be used by anyone other than these specified parties.

San Jose, California
September 2, 2020

WILLOW GLEN BUSINESS AND PROFESSIONAL ASSOCIATION
COMMUNITY BENEFIT IMPROVEMENT DISTRICT (CBID)

STATEMENT OF REVENUE AND DIRECT OPERATING EXPENSES
July 1, 2019 to June 30, 2020

	ADMIN (CBID)	C & R (CBID)	DISI (CBID)	SOBOP (CBID)	Total (CBID)
Ordinary Income/Expense					
Income					
CBID	\$ 64,068	\$ 5,126	\$ 28,190	\$ 158,889	\$ 256,273
Total income	64,068	5,126	28,190	158,889	256,273
Expense					
Advertising and promotion	-	-	2,360	-	2,360
CBID contingency	-	5,126	-	-	5,126
City fees	5,000	-	-	-	5,000
Contract services	6,300	-	9,562	127,847	143,709
Dues and subscriptions	1,390	-	-	-	1,390
Equipment rental	7,579	-	-	-	7,579
Insurance	9,178	-	-	-	9,178
Meetings	-	-	137	10	147
Permits and fees	244	-	-	-	244
Personnel	15,566	-	14,592	31,000	61,158
Printing and Reproduction	-	-	326	-	326
Professional fees	13,437	-	-	-	13,437
Rent	3,000	-	-	-	3,000
Supplies	27	-	-	-	27
Telephone and Internet	2,339	-	-	-	2,339
Website	-	-	1,203	-	1,203
Total expense	64,060	5,126	28,180	158,857	256,223
Net ordinary income/(loss)	8	-	10	32	50
Net income/(loss)	8	-	10	32	50
CBID Reserve at June 30, 2019	361	-	227	205	793
CBID Reserve at June 30, 2020	\$ 369	\$ -	\$ 237	\$ 237	\$ 843
Actual Expenses as a percentage of fees	25%	2%	11%	62%	100%
2019-2020 Budget as submitted	25%	2%	11%	62%	100%
Variance	0%	0%	0%	0%	0%

See the accompanying Independent Accountant's Review Report.

WILLOW GLEN BUSINESS AND PROFESSIONAL ASSOCIATION
COMMUNITY BENEFIT IMPROVEMENT DISTRICT

NOTES TO STATEMENT OF
REVENUE AND DIRECT OPERATING EXPENSES
July 1, 2019 to June 30, 2020

Note A – Summary of Contractual Reporting Requirement

The Willow Glen property owners received approval from the City Council of San Jose to form a Community Benefit Improvement District (CBID). The Willow Glen Business and Professional Association was selected to manage the CBID which was implemented in 2010.

The CBID contract with the City of San Jose was executed on March 23, 2010. Section 3(D) of the contract requires an Independent Certified Public Accountant's review report on the finances of the CBID district for the preceding year, except that for fiscal year 2021–2022, Owner's Association shall submit a full audit by an Independent Certified Public Accountant.

The accompanying statement is reported on the accrual method of accounting, reflecting only transactions directly related to the CBID district activity.

See the accompanying Independent Accountant's Review Report.

Board Members – Please check your name
Guests – Please sign in

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Willow Glen Business Association
September 8th, 2020 Membership & Board Meeting

Board Members – Please check in

<input checked="" type="checkbox"/> Bejan, Frank <input checked="" type="checkbox"/> Erdmann, Kathleen <input type="checkbox"/> Felene, Vince <input checked="" type="checkbox"/> Hartman, Barbara <input checked="" type="checkbox"/> Hightley, Emilie	<input type="checkbox"/> Johnson, Bobbie <input checked="" type="checkbox"/> Mulcahy, Tim <input checked="" type="checkbox"/> Perez, Nate <input checked="" type="checkbox"/> Pisacane, John <input type="checkbox"/> Rivas, Sara	<input type="checkbox"/> Rovai, Lynne <input checked="" type="checkbox"/> Ruiz, Linda <input checked="" type="checkbox"/> Sibley, Steve <input type="checkbox"/> Sizelove, Jamie <input checked="" type="checkbox"/> Thomas, Cyndy
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Guests – Please print

Name	Business	Phone & E-mail
1. <i>Dev David</i>	<i>Cooper member, District 6</i>	
2. <i>Svenne</i>	<i>ASST to Dev David</i>	
3.		
4.		
5.		