



Board of Directors Meeting Minutes

January 25, 2023 • 6:00 P.M. - 7:00 P.M.

Attendees: Robert Sakai, Mary Ishisaki, Eunice Ashizawa, Steve Ishii, Kim Kolbe, Amit Patel, Marlon Smith, David Dunham, Denny Kern, Daniel Byron

Absent: Jerry Ono

Staff: Grace Horikiri, Brandon Quan, Melissa Bailey Nihei

Guests: Derrick Higa, Brenden Oshima, Emily Nichols, Nate Tan, Benh Nakajo (JTF), Dr. Emily Murase (JTF), Brandt Fuse, Rich Hashimoto (JMA), Jim Brownell, Nancy Nagano, Junichiro Ikeda (Union Bank)

1. Call to order and roll call 6:00

2. **Action Item:** Resolution making findings to allow teleconferenced meetings under the California Government Code Section 54953(e) 6:03
Motion: Eunice Ashizawa; Second: Amit Patel
The motion passed unanimously.

3. **Action Item:** Approval of October 2022 Minutes 6:05
Motion: Mary Ishisaki; Second: Daniel Byron
The motion passed unanimously.

4. **Action Item:** Approval of October, November & December 2022 Financials 6:07
Update on FY 21-22 Financial Review
Motion: Denny Kern; Second: David Dunham
The motion passed unanimously.

Only the December Financial Report was verbally reported out at this meeting. It was reported that the December year-to-date Budget Variance Report shows gross income of \$247,711. During the month, JCBD received assessment revenues in the amount of \$236,317 from the City of San Francisco. The total donations received for Holiday Lighting was \$11,000, \$5,000 each from Japantown Merchants Association and Nihonmachi Parking Corporation, and \$1,000 from Mary Ishisaki. The Japantown Pop Up event generated \$5,514 gross income in December and also, there was a \$250 donation for pressure washing from Japantown Merchants Association. The actual expenses during the first half of fiscal year is \$245,457 and the budget is \$411,662. This is \$166,205 under the budget or 40.37%.

Balance Sheet: The December year-to-date balance sheet shows a cash balance of \$760,158 which is 42.38% increase from prior month's \$553,906 balance. This is a result of the 1st installment of the assessment revenues. The balance sheet includes the retained earnings of \$854,392.

Profit & Loss: The gross income for December ytd is \$265,238 and the total expenses is \$245,457 which gives a net income before carryovers of \$19,781. With the carryovers from the prior years included in the budget, the ytd net income is \$363,345.

A report of the Profit and Loss on selected grants was conducted. These are funds raised outside of the assessment amounts, 10% of the assessment funds are required by OEWD to be raised from other sources annually. The details of this report will be mentioned in section 6I.

5. **Action Item:** Approval of AVS' Service Plan 6:15
Motion: Mary Ishisaki; Second: Denny Kern
The motion passed unanimously.

The costs of the service plan totalling \$48,630.70 will be covered by the NCC Anti Asian Hate Fund Grant. This also includes rollover credit from previous years and a 10% discount.

6. Executive Director & Staff Reports 6:20
- A. Letter to Stakeholders - Gavin Boston
 It was reported a letter was sent out to JCBD stakeholders regarding the Gavin Boston incident. It was created with the help of Jeremy Wallenberg of Ground Floor Public Affairs. It explained that information that is out there in the community is not confirmed and everyone is waiting for SFPD and the DA's office to get back to us with any updated information. It was also mentioned Brandon has put in a lot of hours into video retrieval for SFPD on the day of the incident, as well as for the Public Defender's office yesterday.
- B. FY 21-22 JCBD Annual Report
 Staff is in the final stretch of completing the Annual Report. After staff and board review, it will be sent to OEWD.
- C. IRS Inquiry of Employment Tax Return
 The IRS contacted JCBD on 1/19 requesting documents for calendar year 2020 including the Cash Disbursement Journal, General Ledger, List of Vendors, Financial Statements for 2019, 2020, and 2021, signed W9s for 10 payees, and Internal Controls Manual. This week they requested Forms 4669 and 4670 from 4 payees which will be submitted as soon as possible.
- D. The Heart of Jtown Pop-Up Shop
 The pop up shop opened 12/16 on Friday-Sunday and has been open for 10 days total. Artists Derrick Higa, Nate Tan, Brenden Oshima, and Brandt Fuse made comments about the importance and significance of participating in this project and shared their thanks and appreciation to the Board and JCBD.
- E. Street Lamp Banner Changes
 At the end of December, JCBD received a call from AAA Flag and Banner stating that the San Francisco Public Utilities Commission is requesting to cease the display of street lamp banners with an estimated removal date of January 2023. This was a huge concern because JCBD had just installed banners and the Cherry Blossom Festival is coming up. Grace contacted Randall Scott of the Fisherman's Wharf CBD and head of the CBD Consortium, who contacted Supervisor Peskin who immediately contacted PUC and asked what was going on. There has been a hold put on the removal for now. The issue is around the construction of the banner posts. One came down elsewhere in the City last year which raised concerns. For now, no removal will take place but any new permits will also not be approved at this time. Therefore, the Cherry Blossom Festival and JCCCNC may not be able to get permits for this year.
- F. Update on Financial Support for Holiday Lights & Pressure Washing
 This was already covered in the Financial Report (Item 4).
- G. Japanese Heritage Night with the Warriors
 Everything is going smoothly, however SF Taiko Dojo is no longer able to perform. Grace is looking for an alternative group to fill this spot. JCBD was allotted 380 tickets to sell, to date the allotted tickets are almost sold out and about 8 are remaining. Other groups are still selling tickets so JCBD will encourage people to contact them going forward.
- H. Other Marketing Efforts
 The Pop Up Shop is the primary focus at this time. Staff has also been working with Hotel Kabuki, and introduced ChaTo tea shop. Once or twice a month a tea tasting will be taking place at the hotel.
- I. Funding Updates
 NCC Anti Asian Hate Grant: Report 1 and the first reimbursement request for \$101,619.29 was submitted earlier in January. Report 2 and the second reimbursement request are in progress and will be submitted on January 30th. The requested amount will be reported out at the next board meeting.

OEWD Big Belly Grant: We are on the 7th amendment for this grant, to date \$40,536.15 in reimbursements have been submitted.

OEWD RFP 223: Report 1 is due in February and will include a \$15,000 reimbursement request.

MUFG Union Bank COVID Grant: This is not a reimbursement grant and the funds were received up front. A total of \$40,922.66 remains in this grant.

San Francisco Japantown Foundation: \$10,000 was awarded in support of security upgrades for the new office space.

New grants to be submitted are OEWD RFP 225 for \$50,000 towards the Big Belly program, which is due on 2/22. The AARP Community Challenge grant in support of liveable communities for seniors will be submitted on 3/15.

J. Cleaning, Safety and SafeCity Updates

5 video requests were submitted in October, all from SFPD. 6 were submitted in November, 4 from the public and 2 from SFPD. 5 were submitted in December, 3 from SFPD and 2 from the public. To summarize the major events from October-December, Brandon attended the Urban Area Security Initiative Security Summit for 3 days in November. The focus was on public safety and emergency preparedness, gun violence prevention, and counter terrorism. Brandon met many new people and organizations involved in public safety and JCBD is building on these new relationships currently. Grace and Brandon took the HAM radio technician examination, which Brandon passed and is now certified along with Kenta Takamori. Kenta has been talking to Brandon about getting SF NERT certified so Brandon is working on that next. Community Ambassador Lloyd has been out on medical leave for a little over a month and should be back early February. Laron has been filling in while Lloyd is absent.

7. **Action Item:** Discussion and nomination for new JCBD Board Member 6:40
 Junichiro Ikeda, Union Bank
 Board to enter closed session for discussion
 Return from closed session - vote on nomination
 Motion: Steve Ishii; Second: Daniel Byron
 The motion passed unanimously. Junichiro Ikeda was voted in as a new Board Member.
8. General public comment - 2 minute per person 6:50
 It was announced the Japantown Cultural History Housing Economic Sustainability Strategy will be available for the public later this week. A vigil for the Monterey Park shooting victims at Portsmouth Square will take place tomorrow 5:30-7PM organized by APAs Against Hate. A community vigil for Gavin Boston is scheduled January 31st at 6:00PM. A Public Safety Meeting and Town Hall will be held on February 2nd at 6:00PM at The Center.
9. Announcements and New Business 6:55
 A GoFundMe link for supporting Gavin Boston's family was shared, and it was also mentioned checks can be sent to the JCBD office and Grace will forward donations to the Boston family.
10. **Action Item:** Adjournment 7:00
 Motion: Mary Ishisaki; Second: Amit Patel
 The motion passed unanimously.

Next JCBD Board Meeting: The next scheduled JCBD Board meeting will take place on Wednesday, February 22, 2023 at 6pm. We will be continuing with our virtual meetings for the time being until we hear more from the City on guidance. After the roll call at the start of each meeting, the JCBD Board will take a vote to allow teleconference meetings under the CA Government Code Section 54953(e).

Login information is located at the top of the page. Agenda materials distributed to the JCBD Board members are available for inspection during regular office hours please contact Meliisa Bailey Nihei at melissa@jtowncbd.org to request materials.