



**Board of Directors Meeting Minutes**

**April 26, 2023 • 6:00 P.M. - 7:00 P.M.**

Hotel Kabuki Kosakura Board Room

Virtual Access via ZOOM conference: <https://us02web.zoom.us/j/86382763888>

Phone Option: 1-669-90-06833 • Meeting ID: 863 382 763 888

Attendees: Robert Sakai, Mary Ishisaki, Kathy Nelsen, Daniel Byron, Eunice Ashizawa, David Dunham, Amit Patel, Junichiro Ikeda  
Absent: Dennis Kern, Kim Kolbe, Steve Ishii, Marlon Smith, Melissa Ayumi Bailey  
Staff: Grace Horikiri, Brandon Quan  
Guests: Ayae Yoshimoto (CG), Susie Kagami (KOHO), Greg Vilorio (JCM), Dmitri Shimolin (AVS), Audrey Moy

- 1. Call to order and roll call 6:00
- 2. **Action Item:** Approval of March 2023 Minutes 6:05  
Motion: Kathy Nelsen; Second: David Dunham  
The motion passed unanimously.
- 4. **Action Item:** Approval of March 2023 Financials 6:07  
Motion: Eunice Ashizawa; Second: Daniel Byron  
The motion passed unanimously.

**Budget Variance Report:** The April year-to-date report shows a gross income of \$468,756. During the month, we received the following income:

- 1. Pop Up sales for April is \$23,030 with a year to date total of \$73,819.
- 2. The Nihonmachi Parking Corporation cleaning service \$630.00.

The total income thru April 2023 of \$468,756 is 29.11% under the 10-month income budget of \$661,217. We have received the 2 nd installment of the Assessment revenues from the City on May 1st which will be reflected in next month's report. The actual expenses through April 2023 is \$520,079 and the budget is \$686,103. This is \$166,025 under the budget or 24.2%. The salary budget ytd is \$129,250 and the actual expense is \$109,068 for a favorable variance of 16%.

**Balance Sheet:** The April year-to-date balance sheet shows a cash balance of \$685,974 which is a 1.6% decrease from prior month's \$697,409 balance. The total assets as of 4/30/23 is \$897,976 and the retained earnings is \$934,393.

**Profit & Loss:** The gross income for April ytd is \$468,756 and the total expenses is \$520,079 which gives a net loss before carryovers of \$51,323. With the carryovers from the prior years included in the budget, the ytd net income is \$521,284.

Update current grants

**Recently Awarded Grant:**

- OEWD RFP 225 (Big Belly Operations Program):
  - Awarded \$20,000 out of a requested \$50,000. Will be utilized to replace the current Big Belly unit wraps and possibly install one more unit (location TBD)

**Pending Grant Applications:**

- AARP Community Challenge Grant. Submitted \$50,000 in support of developing a Disaster Management and Evacuation Plan for senior homes and service centers in Jtown. Awards have not been announced yet.
- Avenue Greenlight. \$50,000. Awards have not been announced yet.

- Community Challenge Grant (Shared Spaces): Awarded \$25,000 from the Community Challenge Grant program (through the City) in support of Shared Spaces renewal and installation for 7 restaurants in Japantown.

**Grant Reimbursements:**

- OEWD RFP 212 (Big Belly Pilot Program)
  - Received \$6500 for completing deliverables.
- OEWD RFP 223 (Heart of Jtown Revitalization Project)
  - Submitted invoice for \$15,000 for deliverables 1 and 2. OEWD is reviewing now.
  - Another invoice for \$5,000 will be submitted by July 31, 2023 to close out this fiscal year. Another \$20,000 is allocated towards next fiscal year.
- NCC Anti Asian Hate Fund Grant
  - Received reimbursement for Invoice 1 for \$101,619.29
  - Invoice 2 for \$34,675.32 and Invoice 3 for \$67,158.27 have been submitted and we are waiting for reimbursement to come in.
  - Invoice 4 for \$76,547.12 will be submitted by June 30, 2023 to close out the grant for a total of \$280,000.

**New Grants:**

- OEWD RFP 226 (Community Benefit District Organizational Support)
  - Staff is currently reviewing this RFP, due date is May 18, 2023
    - \$150,000 for 12 months, with a 15% required match
    - Renewal possible through 2029
    - Funds can be used in support of strategic planning, business attraction, technical assistance, volunteer management, renewal, district improvements, improved fundraising
5. Guest Speaker - Ayae Yoshimoto, Advisor to Community Affairs, Consul General of Japan SF Grace introduced Ayae as the direct contact to the Consul General's office. Ayae thanked the Board and stated she was happy to be at the meeting and would continue to participate in future.
  6. Executive Director & Staff Reports 6:20
    - A. SF Chamber of Commerce Merchant Walk
 

The Merchant Walk was held on March 24, approximately 40 Chamber of Commerce members attended the event. President Rodney Fong and Small Business Coordinator Somiah Handy also participated. The route went from the Heart of Jtown Pop Up Shop, Chato, Tokaido Arts, Uji Time, YakiniQ Cafe, and concluded at the Hotel Kabuki for a networking mixer. A lot of the members had never come to Japantown before. It was very successful and feedback from the merchants and attendees was positive.
    - B. Update from Grace's SF Travel Asia Mission
 

Grace spent about 5 days in Tokyo with the group. Representatives from SF Travel, Hotel Nikko, SFMOMA all participated. HIS, JTB travel agencies were visited. Safari Mens Magazine and Elle Japan Magazine were visited. It was apparent that Japanese tourists are not yet returning to the US since the cost is still prohibitive. It is hopeful that this will pick up in 2025. Right now, Los Angeles is a more popular destination due to Shohei Ohtani on the Anaheim Angels. Grace noted that she has seen more university students visiting from Japan, and encouraged more educational tours to be developed that speak about the history of Japanese Americans. JTB emailed Grace about this idea and will be working with her on this. The meetings took place at the Okura Hotel, and the final reception took place at the Palace Hotel. The President of Kintetsu spoke with Grace at the reception and asked to stay in touch about Japantown and its progress. Other topics that were discussed during the trip were the APEC summit. Grace got a call from NAKED, Inc. while she was there to discuss another installation of the Dandelion Project during the G7 Summit, but on a smaller scale. This will happen from May 18 through the end of May.

- C. Closing of Cafe Hana & Mums, new business openings  
Cafe Hana, Cafe Mums, and Chika & Sake have all recently closed.
- D. The Heart of Jtown Pop-Up Shop  
Year to date sales (December 2022-now) are almost \$77,000. For the JCBD's portion, we have received a little over \$20,000 from the 10% on the sales as well as donations back to JCBD from the artists. Jana Katsuyama did a piece on the shop on KTVU. Eunice also saw this segment on CBS.
- E. Support for Small Businesses  
Promotion via social media and other projects are in the works to continue small business support work. Virus Geeks has donated a large amount of items in kind to JCBD which will be shared with small businesses and nonprofits in Japantown.
- F. NERT Training  
Brandon attended a 2 day session with SFFD at SF State. He is now certified as a NERT personnel. He and Kenta Takamori are the only ones certified in Japantown. They received training on how to respond in a crisis, such as a fire or earthquake. He received training on protocols such as how to turn off water and gas and other first responder training locally and how that ties into larger scale emergencies that involve the whole City. He shared information on trainings with the staff at The Center and JCBD will work with them on restarting the disaster management plan they had begun.
- G. Cleaning, Safety and SafeCity Updates  
Al and Laron have been doing a great job which may be showing in the statistics decreasing. They are maintaining now more than responding to new issues. Lloyd recently returned from medical leave, and we thank Laron for his help as a floater while Lloyd was out. 12 311 Worker App requests were completed by the ambassadors this month, in comparison to the 32 completed by DPW. Graffiti seems to be the most consistent issue.  
In 2023-2024, we are looking to put out an RFP for a new cleaning contract. We are currently with Block by Block but would like to explore what other companies can offer.  
We had 3 video requests, 1 from Union Bank for vandalism to their ATM, and 2 from SFPD, 1 for a robbery on a scooter and 1 for a vehicle that passed through our district from another incident.
7. General public comment - 2 minute per person 6:50
8. Announcements and New Business 6:55  
Susie Kagami announced that KOHO will be having a number of events. The purpose is to utilize arts and culture to bring new audiences to Japantown, in particular encouraging Japanese and Japanese American artists to return. May 13 in collaboration with SOMA Pilipinas will be a Matcha and Ube Festival from 12-5PM at Kapwa Gardens.  
Grace announced this Saturday April 29 will be Nihonmachi Street Fair's Our Community Our Pride, which will kickoff API Heritage Month. The Mayor will be speaking at 12:30PM and a few other officials will be attending as well. The AAPI Heritage Month Awards event will take place on May 3 at Herbst Theatre starting at 5:30PM. The Center will be recognized for its 50th anniversary at the event.  
Greg Vioria announced the Spring Crafts Fair on April 30 at the Japan Center East Mall from 12-5PM. Proceeds will be donated to the Cherry Blossom Festival.
9. **Action Item:** Adjournment 7:00  
Motion: Mary Ishisaki; Second: David Dunham  
The motion passed unanimously.

**Next JCBD Board Meeting:** The next scheduled JCBD Board meeting will take place on Wednesday, May 24, 2023 at 6pm. 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](mailto:melissa@jtowncbd.org) to request materials.