

Board of Directors Meeting Minutes

June 22, 2022 • 6:00 P.M. - 7:00 P.M.

Via ZOOM conference: <https://us02web.zoom.us/j/86909160163>

Phone Option: 1-669-90-06833 • Meeting ID: 869 0916 0163

Attendees: Robert Sakai, Kathy Nelsen, Mary Ishisaki, Jerry Ono, Eunice Ashizawa, Steve Ishii, Emily Nichols, Kim Kolbe, David Dunham

Absent: Daniel Byron, Jerry Ono, Dennis Kern, Melissa Bailey Nihei

Staff: Grace Horikiri, Brandon Quan, Max Nihei, Nicholas Jimenez

Guests: Roland Tolosa (AVS), Rod Valdepenas, Rich Hashimoto (JMA), Greg Vilorio (JCM), Emily Murase (JTF)

1. Call to order and roll call 6:00
2. **Action Item:** Resolution Making Findings to Allow Teleconferenced Meetings Under California Government Code Section 54953(e) 6:03
Motion: Grace Horikiri; Second: Mary Ishisaki
The motion passed unanimously.
3. **Action Item:** Approval of May 2022 Minutes 6:05
Motion: Mary Ishisaki; Second: Dave Dunham
The motion passed unanimously.
4. **Action Item:** Approval of May 2022 Financial Report 6:10
Motion: Kathy Nelsen; Second: Eunice Ashizawa
The motion passed unanimously.
Budget Variance Report: The May year-to-date report shows gross income of \$467,904. During the month, we received \$350 from Nihonmachi Parking Corporation and \$48.60 from Paypal Giving Payout. The ytd total income of \$467,904 is 24% higher than the ytd budget of 378,583. The actual expenses ytd is \$590,500 and the budget ytd is \$576,096. This is \$14,405 over the budget or 2.5%. This is a bit lower than previous month's expense variance of 5.6%. During the month, there was a payment of \$1,300 to Mark Moriguchi for his tax return services. The Finance Committee has reviewed both the FY2021 Tax Form 990 and the audited financial statements.
Balance Sheet: The May year-to-date balance sheet shows that cash balance decreased by 5% to \$718,834 from prior month's \$759,987. The balance sheet includes the \$60,000 agency reserves funding for: (1) operations \$40,000 and (2) Safecity Camera \$20,000. It has a retained earnings of \$1,107,191.
Profit & Loss: The total income May ytd is \$467,904 and the total expenses is \$590,500 which gives a net loss before carryovers of \$122,596. Last month's net loss was at \$85,482. With the carryovers from the prior years included in the budget, the net income is \$571,491.
A. Continue FY 22-23 Budget Discussion
The only items not included are some salaries that are still needed to be negotiated. The budget should be submitted in the July meeting for approval.
B. **Action Item:** Approval to accept operational expenses until a budget is approved by the Board at the July 27th meeting
Motion: Dave Dunham; Second: Eunice Ashizawa

The motion passed unanimously.

This should item should read “approval to accept operational expenses at an amount of \$52,373 which reflects 1/12th of the FY21-22 budget.” We are approving one month ahead to allow us to operate into July so we can get the budget finished and approve it at the next board meeting. This is normal business practice.

5. Board Retreat Next Steps 6:20

Grace Horikiri thanked the Board for coming to the retreat and thanked Jan Masaoka for facilitating pro bono. Grace stated that the following action items from the Board Retreat are currently in progress: 1) Drafting of a mission and values statement; 2) Review of the by laws and attendance policy for board meetings; 3) Five Year Strategic Plan; 4) CBD Renewal Process. Board Members who volunteered for these items will be contacted and planning will begin soon. This includes the potential of the creation of new Ad Hoc Committees.
6. Executive Director & Staff Reports 6:30
 - A. OEWD - Japantown Small Business and Anti Asian Hate Violence Grant

This is the previously mentioned \$900k grant awarded by OEWD through APILO. A contract was received and it will be reviewed by the Officers before sharing with the Board. We are getting funding for small business outreach as well as the backend work of the camera system, such as Brandon’s time overseeing the system, research into expanding the system, and reporting. This will also be used to reimburse the Holiday Lights expenses from FY 20-21 that were not funded through the planned addback from Dean Preston’s office. Diana Ponce de Leon at OEWD confirmed that the \$30k reimbursement would be possible through this grant. The fiscal sponsor will be JCYC, and APILO is the grantee. Grace will be meeting with Dean Ito Taylor to finalize the contract and deliverables.
 - B. Nikkei Community Internship

Grace introduced NCI Intern Nick Jimenez who was placed with JCBD for the summer. Nick is passing out the Cherry Blossom Festival Impact Survey to the businesses to find out how well they did financially during the festival and to gather any other feedback the businesses have about the festival. The survey was created by Max Nihei, Small Business Coordinator, whose position is funded by JTF. Nick is also passing out the formula retail survey in which businesses are being asked about their response to the possible changes. Many did not even know what formula retail was, so it became an education component for them as well. Nick will also be working on a report that will tell the stakeholders the value of the CBD, which will include information about the ambassadors, the cameras, property values before and after the pandemic, and more. This will show the City the value of JCBD as well.
 - C. Funding Updates

Award notifications on OEWD RFP 223 has not yet been released. The anticipated date of announcement is July 21st. This grant would allow JCBD to support other community organizations with their events, as well as pay for items such as the visitor’s map.
 - D. Cleaning, Safety and SafeCity Updates

There were no questions on the Cleaning and Crime Reports. Brandon additionally mentioned two Safety Alerts. Kippu Restaurant’s window was broken twice within a week period. JCBD assisted the owner with completing the City grant for property damage and contact the property manager about a stay away order. SFPD reported the individual was arrested but already had a court date and was released and has been seen in Japantown. There was a shooting on the 28th at Post and Fillmore where no one was injured. JCBD Staff will be visiting AVS headquarters for the first time and this meeting will take place tomorrow. Finally, Community

Ambassador Tony passed away unexpectedly. We are waiting to hear about possible services and will send a condolence card to the family. Al is currently interviewing for his replacement.

7. JCBD Marketing & Communication Committee Updates 6:40
The contract with LGPR has ended, and this past Wednesday was our last meeting with them. In the last month, they helped promote the KOHO Launch event as well as the Customer Appreciation Month events. We are grateful to LGPR for all their help during this past year and wish them well, and will carry on with our marketing efforts. Eunice Ashizawa has also joined the Marketing Committee and will begin next month.
8. JCBD Community Fund Awardees 6:45
 - A. Japantown Cultural District - KOHO Launch Event
\$2000 was awarded to Japantown Task Force/Japantown Cultural District for logistical support towards the KOHO Launch Party on June 23rd at Japan Center East Mall.
 - B. Nichi Bei Foundation - Soy and Tofu Festival
\$2000 was awarded for Soy and Tofu Festival on July 2nd. This is the first festival that has taken place since the pandemic started in 2020. It will take place in the Peace Plaza instead of at St. Mary's.
9. General public comment - 2 minute per person 6:50
Emily Murase: I wanted to briefly let the Board know about the draft environmental impact report of the housing element. This occurs every 10 years and this one will apply through 2050. A few items to point out. There is a proposal to change height limits along Geary from 50 ft to 240 ft, one block north of Post along Buchanan the height limit will increase from 50 ft to 85 ft, it would eliminate housing density limits, and Japantown would become a housing sustainability district. This means two things, there is a proposed 20% limited units for low income housing for 20 years, and developers can eliminate community engagement if they meet the 20%. This would double the available housing by 2050. Other problems include no evaluation on parking, shadow, and wind impacts. I have shared the JTF Memo and Comment Letter in the chat. We feel Japantown is being singled out, and we are asking how the new height limits were developed. Documents previously shared kept the height at 85 feet. There are also no mention of the impacts on essential services such as schools, police, and fire with an increased population.
10. Announcements and New Business 6:55
Robert Sakai announced that Sandy Mori has resigned as President of Japantown Task Force. We all wish Sandy well and thank her for her decades of service to the community. The Interim President is Glynis Nakahara and Interim VP is Lori Yamauchi.
Emily Nichols announced that the Buchanan Hotel has officially begun the move out process with the City. Within the next 30 days all the residents should be gone.
11. **Action Item:** Adjournment 7:00
Motion: Mary Ishisaki; Second: Eunice Ashizawa
The motion passed unanimously.

Next JCBD Board Meeting: The next scheduled JCBD Board meeting will take place on Wednesday, July 27, 2022 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 Melissa Bailey Nihei at melissa@jtowncbd.org to request materials.