

Board of Directors Meeting Minutes

August 23, 2023 • 5:00 P.M. - 6:00 P.M.

Hotel Kabuki - Kosakura Room

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

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

JCBD Board meetings are open to the public. Attendees may address the board on items appearing on the agenda during the discussion of those items, and may also address the Board on items not on the agenda during the General Public Comment period, so long as the matters addressed fall within the scope of the Board's authority.
Each speaker shall have up to 2 minutes to address the Board.

Attendees: Robert Sakai, Mary Ishisaki, David Dunham, Amit Patel, Daniel Byron, Steve Ishii, Junichiro Ikeda, Kim Kolbe, Eunice Ashizawa

Absent: Marlon Smith, Dennis Kern

Staff: Grace Horikiri, Brandon Quan

Guests: Andrew Shen (Renne Public Law Group), Jaqueline Hazlewood (OEWD), Emily Murase (JTF)

1. Call to order and roll call
2. **Action Item:** Approval of July 2023 Minutes
Motion: David Dunham; Second: Mary Ishisaki
The motion passed unanimously.
3. **Action Item:** Approval of July 2023 Financials
Mary provided a summary of August 2023 financials.

Variance Report

The July ytd report shows a gross income of \$26,035. During the month, we received the following income: Japantown Merchants Association \$10,600 for Holiday Lighting, Pop Up sales for July is \$14,805 and a ytd total of \$14,805 and the Nihonmachi Parking Corporation cleaning service \$630.00.

The total income through July 2023 is \$26,035. This is negative 62.17% when compared to the budget of \$68,819. The assessment revenues from the City would normally come in during the months of December. We'll be looking at negative figures until assessment income comes in. So no need to panic. We are looking good. Assessment income will also come in April and June.

The actual expenses through July 2023 is \$48,749 and the budget is \$76,295. This is \$27,546 under the budget or -36%.

Balance Sheet

The July year-to-date balance sheet shows a cash balance of \$912,363 which is an 18.75% increase from prior month's \$768,285 balance. The accounts receivable from JCYC-NCC or Anti Asian Hate of \$181,040 was received which contributed to the increase in cash in the bank.

The total assets as of 7/31/23 is \$952,798 and the retained earnings is \$975,512.

The only thing that Mary had a question about is the security deposit that is showing on line item 23. Grace will check with Rod Valdepenas on this and will report back to the Board at the September meeting.

The net income on the balance sheet (line 31) is showing a negative \$22,713.95.

Profit & Loss

The gross income for July ytd is \$26,035 and the total expenses is \$48,749 which gives a net loss before carryovers of \$22,714. With the carryovers from the prior years included in the budget, the ytd net income is \$46,337.

Eunice had a question on line item 52 for \$10,642.87 (Jtown Pop Up Shop) and was concerned with the high expense. It does include the rental fee and operating expense. Mary noted that it doesn't reflect the income that has come in. Still Eunice had concerns. Grace noted that the Pop Up will extend its stay at the Kinokuniya for another 3 months (September through December). Grace will put together income/expense summary for FY 22-23 and ytd for the Board.

Motion: Amit Patel; Second: Jun Ikeda

The motion passed unanimously.

4. **Closed Session:** Conference with Legal Counsel
 Closed session entered at 5:20pm
 Closed session opened at 5:40pm
5. Executive Director & Staff Reports
 - A. Grace informed Mayor Breed's appointment of new new OEWD Director, Sarah Dennis Phillips who started in June 2023. Grace also introduced Jackie Hazlewood of OEWD who was present at the Board meeting. Jackie took over Chris Corgas role, as the CBD Program Director. Jackie did a walk through with Grace and Brandon on August 18, 2023.
 - B. SF Travel Visitor Impact Summit
 Grace attended the SF Travel and Hotel Council Small Visitors Impact Summit that was held at the Fairmont. Amit provided a quick overview: Moscone Center is getting a little less business from previous years and the later half of this year will be a lot less. With international travel anticipated to be up it will back fill some of the loss but the City is looking at double digit % points as far as tourism and tourism tax dollars, something to keep in mind as we look at budget season next year. And how we can continue to impact Japantown and keep us at the forefront of the tourism dollars that come into San Francisco for all the business for the neighborhood. Many large conferences have left like California Dental, some will be combined for the next 5-6 years, some are moving out of the City, and some because of it is the condition of the City and media. It will take the SF Travel, Hotel Council and the City and everyone to turn the reputation around. They launched a multi-million dollar campaign a month and half ago to encourage tourism dollars to come into SF like other cities have begun to do.
 - C. Small Business Update - New Businesses in Japantown
 Fermentation Lab which had their grand opening today. Owner Jeanne Kim who also has 2 other restaurants in the Mid Market by 8th and Market - Fermentation Lab and Sam's Eatery. Welcomed many community members and encouraged them to utilize the restaurant for community functions.
 Edomasa a famous yakitori restaurant in Tokyo, which closed in 2022, will be resurrected and brought to Japantown by the EKC Group that owns Marufuku Ramen, Udon Mugizo and Waraku. Scheduled to open in September.
 Good to have new restaurants that are not ramen focused and that will be opened late.
 - D. Marketing Efforts Updates
 - Summer Time Pin Rally - Went very well
 - Big Belly Graphic Wraps all the graphics have been updated. Funding for this is coming out of the Big Belly grant.
 - Wayfinding Sign at 1700 Post will be installed in about 2 weeks

- Adobe Aero Paper Tree 3D Experience - We have been seeing more visitors taking part in the experience. Signage at Paper Tree will be redone by the JCBD and will include a disclaimer for users regarding safety
- Curation of APEC Japantown Experience - Tomorrow we will be meeting with Marianne Thompson of the SF Office of Small Business to go over the planned including the return of NAKED, Inc's Dandelion Project, Washi Ningyo (Japanese Paper Dolls), Ikebana (Japanese flower arrangement) demonstration/exhibit, Omotesenke/Urasenke tea tasting demonstration and possible partnership with the Japan Society. Special thanks was given to the Hotel Kabuki for enabling the Omotesenke Domonkai to utilize the Hotel's Garden Level space to hold a tea tasting on Sunday, August 13th. Robert also recommended that staff reach out early to the Center (Japanese Cultural & Community Center of No. CA) if we space to hold these activation. News agencies like CNN and SF Examiner have also been contacting the JCBD in regards to planned activation. OEWD is also scheduling a meeting with all the CBD/BIDs regarding APEC as well, especially concerning safety and that we coordinate especially since we have cameras and with our communications with law enforcement.

Grant Updates

We are still awaiting word from OEWD regarding RFP 226 which would help support our strategic plan and renewal efforts (\$150K). There are other grants that have come up such as the Shared Spaces that would help support the Osaka Way/Buchanan Mall.

E. Cleaning, Safety and SafeCity Updates

June we saw a drop in auto glass clean-ups and larceny thefts associated with car break-ins. Increase in auto glass clean up from the community. Graffiti remains a daily issue. Not just in Japantown but city-wide. SFPD Advisory Forum is dedicating meetings towards this.

Connected Worker App

29 cases submitted to JCBD. We completed 6 and we had to sent back 3 to City agencies

Park Smart

Eunice asked if the City has any plans for signage to alert visitors about parking safety. Mary reported that SFPD is working on something. JCBD is also working on Park Smart signage that will be funded from the NCC Anti Asian Hate grant that we received. David also mentioned that they have seen an increase City wide. SFMTA also has its own Park Smart signage as well.

Video Requests

5 requests total. 4 from SFPD (3 crimes that passed through Japantown and 1 for assault at Geary & Webster) and 1 from the public. There was a robbery in front of Doobu at gunpoint at approx. 8-9pm. And today we received a request for robbery at gunpoint at Geary and Webster. We are doing a good job but we must remain vigilant.

Mary asked of the number of car break-ins how many were inside the garage. The reports we receive aggregates by intersections. David asked if we are suppose to get the reports from garage operators. Kim Kolbe who is on the JCG Board pulled up docs June there was 0 break-ins and in July 12 in the main garage and 0 in the Annex.

NexStreet

August 1st we started our new contract with NexStreet. Al is on fulltime and Isaiah is on part time (2 days). Isaiah is still learning and has an attention to detail. Hopefully he can get up to speed. NexStreet has been very responsive and we are happy with the management team.

Mary asked that we send reminders to restaurants to pick up trash such as napkin trash and hashi and not leave it all to the Ambassadors to clean.

6. General public comment - 2 minute per person

Japantown Task Force (JTF) Executive Director, Emily Murase had 4 quick announcements.

SF Survey

JTF is hosting an online webinar August 30th (6:30pm) on SF Survey a community briefing for Japantown Fillmore commercial districts. Its city-wide historical resources survey. Important for property many implications of designated a historic building.

Peace Plaza Renovation Update

We've heard from merchants regarding construction mitigation. Construction is expected to start next year, after Cherry Blossom and will go for about 18 months. Mitigation includes construction measures such as artistic wrap around construction fencing, Plywood guides for entrances, Peace Plaza Ambassadors for security and wayfinding. She asked for \$120K addback from the City. She may be approaching the stakeholders such as the Japan Center Malls, Japan Center Garage, Union Bank for what the City considers extras.

Osaka Way Open House #2

Will be held on October 3rd it will be in-person and hybrid. Looking at 2 different alternative designs for Osaka Way Buchanan Mall, alternatives for lighting, greenery and seating. Wanted to also flag the overlapping construction potential between spring of 2025 and end of calendar year 2025.

High Speed Internet in Japantown

After convening a working group with AT&T and Comcast. Japan Center West and Kinokuniya have 5G available and Kinokuniya also has Comcast high speed. Working on Japan Center East Mall. Special thanks to Kinokuniya, Dan Byron and team at the Japan Center Malls and Rich Hashimoto who did walk through with the carriers. At least now high speed internet for the merchants and hopefully for all throughout Japantown,

7. Announcements and New Business

8. **Action Item:** Adjournment

Motion: Mary Ishisaki; Second: Eunice Ashizawa

The motion passed unanimously. Meeting ended at 5:58pm

Submitted by Grace Horikiri, September 24, 2023