



Notice of Regular Meeting and Agenda

September 9, 2020 • 6:00 P.M. - 7:00 P.M. Via ZOOM conference:
<https://us02web.zoom.us/j/82907320188> Meeting ID: 829 0732 0188
One tap mobile +16699006833,,82907320188#

Attendees: Emily Glick, Robert Sakai, Dennis Kern, Alex Prouty, Rob Malone, Jerry Ono, Dan Byron, Kathy Nelsen
Absent: Mary Ishisaki, Steve Ishii, Kim Kolbe
Staff: Grace Horikiri, Brandon Quan, Melissa Ayumi Bailey
Guests: Alice Kawahatsu, Rich Hashimoto, Greg Viloria, Dmitri Shimolin, Steve Nakajo, Sandy Mori

- 1. Call to order and roll call** **6:00**
- 2. Action to Approve August 12, 2020 Minutes** **6:05**
Motion: Dennis Kern; Second: Robert Sakai
The motion passed unanimously.
- 3. Action to Approve August Financial Report** **6:10**
Motion: Robert Sakai ; Second: Dennis Kern
The motion passed unanimously.
- 4. Board President Report** **6:15**
 - A. Acceptance of Board Resignation Letter from Chip Nakamura
JCBD received a resignation from Chip Nakamura.
 - B. Acceptance of Officer Role Retirement from ongoing Board member Jerry Ono
Jerry Ono will remain on the JCBD board, but will step down from his role as secretary. Emily Glick, Robert Sakai, and Mary Ishisaki will remain as officers.
 - C. Formation of Nomination Committee for New Members & Officers
Emily Glick, Robert Sakai, and Mary Ishisaki will head this committee. JCBD is still in compliance with the percentage of required property owners, business owners, etc. with the current group of Board Members. Thus, we will take time to look for someone who will complement the current group and bring in certain skill sets. The Nomination Committee will update at the next meeting with the process on filling the vacant spots.
 - D. Discussion of Upcoming Board Retreat (Friday, October 2nd)
 1. Agenda items: New committees, 5 Year Strategic Plan, Roles & Responsibilities

This will be a strategic time to plan as JCBD is entering its fiscal year. We are coming together in a socially distanced way at Hotel Kabuki. We will discuss the future of the board and adding new people, ideas, and goals, and new committees that might be formed. There are not committees to support each of the parts of the organization's mission. Board Members could possibly support staff in this way. Roles and responsibilities of the board will be discussed and how Board Members can augment their time with the staff based on their background and experience. There may or may not be a facilitator but those who have experience with facilitated retreats will have valuable input. Board Members overall seemed pleased with the organization and staff's work and mission thus far.

E. Changes in Monthly Board Meeting & Format

1. Time: 4th Wednesdays, 5-6pm

JCBD may cancel the December Board Meeting given the generally busy holiday season for all, and is considering reducing the overall number of Board Meetings from 12 to 9-10 per year. The date/time change in regular Board Meetings was determined through popular vote and the necessity for more time to prepare financial reports each month.

5. Japantown CBD SafeCity Program Updates

6:25

In the last month, the AVS team has provided technical and communication support for any inquiries, and in partnership with Ground Floor Public Affairs. Any materials that JCBD would like to produce, such as a media kit, can be done with Ground Floor. These communications will continue to be developed in the SafeCity Committee meetings. The Board received the Ground Floor Consulting narrative draft in the Board Packet. This piece will be used as part of the report back to all of the stakeholders. They have worked with other CBDs in their communications on the camera program in the past.

Follow up on requests to SFPD. JCBD provided footage in 46 cases between January 2019- June 2020. Counsel Claudine Cheng was able to get feedback and of the 46 cases, 12 resulted in an arrest, and the footage has identified suspects in approximately 20 other cases with those arrests pending. The video provided is an important component to the cases and played a valuable role in arrests, identification of suspects, and identifications pending arrest. Connected to this, the 1700-1705 Post Street building had been repeatedly experiencing property damage from who appeared to be the same suspect. On September 1st, the suspect was arrested. The District Attorney's office stated that the footage from JCBD resulted in 8 counts being filed against the suspect.

JCBD is working with SFPD on pedestrian safety. Northern Station Capt. Yep put JCBD in contact with Capt. Chernes from the Traffic Division. His team lead the investigation of the fatal accident at Geary and Gough. He will be implementing traffic

calming measures and enforcement in the area. JCBD provided footage of the vehicle from the incident as well (not footage of the accident itself).

6. JCBD Marketing & Communication Updates

6:30

A. Recent successes and Current Works in Progress

Currently JCBD continuing to juggle projects that are on the back burner due to the pandemic vs. brought to the forefront given current needs both inside and outside the malls, specifically around website, online retail and social media. JCBD has reduced the scope of LGPR, Inc. due to the current situation, but they have done well at getting word out and articles out there on various projects and initiatives in Japantown, such as Picnic in the Plaza. It has been a success story amplified by the LGPR getting the right coverage. They have completed the final draft of Voices of Japantown, and Grace will be doing the final graphic work on the piece before its release to the media. It presents a lot of different angles to engage the press in ideas for new stories and pieces.

JCBD has changed its meeting format to combine the PR meeting with the Marketing meeting, and they are held every second Wednesday. These are open to the public.

B. Greater Japantown Quarterly Marketing & Communication Meeting

This meeting will be held once every quarter and will be longer in length. This will be a more collaborative and intersectional format, in which other organizations are brought in for larger community initiatives. One idea is using the Japantown History Walk as a type of wayfinding that is culturally authentic and draws visitors in with the history of the community. This type of project is important to talk about in larger group with other organizations and committees. This will be held on September 23rd, and an invitation will be sent out.

7. Executive Director Report

6:35

A. Small Business Support during COVID

JCBD has been working with Greg Vilorio, Rich Hashimoto, and others in the community to stay in touch with the small businesses. The malls are reopened at 25% capacity. There was quite a bit of foot traffic over Labor Day weekend and the retailers were happy to be able to open their doors again.

JCBD received free PPE from OEWD for 100 businesses for one month, and it is almost gone. JCBD will follow up to see if more will become available for distribution.

B. The Heart of Jtown Resiliency Fund Update

The grant application portal is now closed. 79 applications were received. The recipients were sent notification letters with an acknowledgment form and W9 to complete and return in order to receive the grant check. JCBD plans to

begin releasing checks Monday pending receipt of paperwork from grant recipients.

Total income on the Heart of Jtown Resiliency fund: \$503,633.00; Total expenses to date: \$35,285.62; Estimated total of grant awards: \$390,000. JCBD will hold back \$65,000 in contingency funds for possible future expenses, specifically in assisting restaurants with reopening for indoor dining.

C. HR Updates

Jane Kow is assisting with this currently and helped the JCBD during its formation. She is editing the employee handbook to update personnel policy now that there are more staff members.

8. Community Updates

6.40

A. Japantown Task Force

CHHESS Report Updates. We are still taking input from Board Members and the community at large in preparation for a board presentation on Wednesday. The submittal to MOHCD is targeted for mid October. This is dependent upon the approval process at the September board meeting.

The Peace Plaza Proposition A flyer was approved.

JTF and JCBD were contacted by the city about a pop up COVID testing site in the near future. More information will follow in future.

A monthly meeting is held with Providence, the nonprofit assigned to the Hotel Buchanan shelter. The meeting is held with the three Executive Directors of the nonprofits on that block: Nihonmachi Little Friends, Kimochi, and JCCCNC. Grace Horikiri and Steve Nakajo also attend. It is a great opportunity to communicate with the staff that is there 24/7. There are 120 residents currently there. We asked about the end date of September 30th, but the representatives of the city felt it would possibly be extended for the rest of the year. However, this contract must be discussed between the city and the hotel. The factual information from the staff about the program has been very helpful. Everyone is monitored 24/7, there are 3 people on each floor each shift, plus there are security guards 24/7 on each floor and at the front door. It is a very staff-rich program that gives the residents a lot of professional support.

The Peace Plaza is going to be included in a city-wide bond totaling \$487.5 million dollars titled Prop A. It requires 2/3rds of voters to pass, which is a high ratio to attain and requires a lot of grassroots organization. The bond includes sections for parks, health, mental health, homelessness, and streets. There is a citywide steering committee working on the bond, Sandy Mori and Steve Nakajo are members representing Japantown. The citywide poster design was approved, and neighborhood specific posters are in the works. There are about 900 people on the Jtown mailing list in support of this bond. There will be a press conference next week, including the Mayor, Carmen Chu, David

Chiu, Phil Ting, and Allen Low. The intent is to try to have press conferences in different neighborhoods that promote different parts of the bond.

9. Discussion and possible action items for future meetings **6:45**

10. General public comment* **6:50**

Sam Mihara: I would like to update on two projects that we have underway at the Nakamoto Building: the roof and mural on the plywood at SuperMira. Prior to now, we were using an old type of roofing material that begins to leak after a few years. We went to a sprayed on roof system in which all the loose material and equipment is removed, then multiple sprays of the material are applied. 3 coats built up a one inch thick coating to close up all the leaks. This material is guaranteed for 15 years, with one more coating applied for another 10 years of use, totaling 25 years. The mural on the plywood panels of the building is in progress. Taiko Fujimura has completed the left side panel and is now working on the right side after customers who have observed the original responded positively to the artwork.

Alice Kawahatsu: I just wanted to thank everyone for their hard work during the pandemic. I want to thank Grace and Greg for getting out there, Emily with the marketing team, for great ideas to get the word out about Japantown. Our churches are facing a lot of hardship because services and events are not allowed, however we are going to be having a takeout curry fundraiser on September 26th for the Boy Scouts. They will also be making deliveries if you do not want to pick up curbside. The last day to order is September 16th, so please contact Rodney Yano at Konko Church. The money that is raised will go towards their trip to Japan next year.

11. Announcements and New Business **6:55**

Alex Prouty: Hotel Kabuki and Nari will be reopening September 23rd. An outdoor dining area will be built out into the driveway/parking lot. We are looking for a vendor to do the work, so please send them are way. We aren't expecting big numbers yet, 5-10% occupancy range, but we need to be in the game to see what we can do. There will be more on this once we have more collateral to share. We want to invite friends and family to come stay with us and bring more life back into the community.

12. Adjournment (action item) **7:00**

Motion: Robert Sakai; Second: Kathy Nelsen
The motion passed unanimously.

Next JCBD Board Meeting: Wednesday, October 14, 6:00 P.M. Due to Shelter in Place Order the board meeting will be conducted on ZOOM. Login information is located at the top of the page

*General Public Comment: Members of the public may address the Board for up to two minutes with respect to each item on the agenda, and may speak up to two minutes regarding matters not on the agenda during general public comment.

Meeting materials distributed to the JCBD Board members are available for inspection and copying during regular office hours at the Japanese American Citizens League Building, 1765 Sutter Street, 2nd Floor, prior to the meetings.