

## **Board of Directors Meeting Minutes**

**September 27, 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: Kathy Nelsen, Mary Ishisaki, David Dunham, Amit Patel, Daniel Byron, Junichiro Ikeda, Kim Kolbe, Eunice Ashizawa

Absent: Robert K. Sakai, Steve Ishii, Marlon Smith, Dennis Kern

Staff: Grace Horikiri, Brandon Quan

Guests: Andrew Shen (Renne Public Law Group), Audrey Moy

1. Call to order and roll call  
Board Vice President Robert K. Sakai is absent and chairing tonight's meeting is Board Secretary, Kathy Nelsen
2. **Action Item:** Approval of August 2023 Minutes  
Motion: David Dunham; Second: Mary Ishisaki  
The motion passed unanimously.
3. **Action Item:** Approval of August 2023 Financials  
Board Treasurer Mary Ishisaki provided a summary of August 2023 financials.

### **Variance Report**

The August ytd report shows a gross income of \$41,429.00. During the month, we received the following income: Nihonmachi Parking Corporation donation of \$5000.00 for Holiday Lighting, Heart of Jtown Pop Up Shop for August was \$8,219.00 with a year to date total of \$23,023.00, and the Nihonmachi Parking Corporation cleaning service \$630.00. Actual expenses through August is \$102,377. The budget expenses \$152,590 this is \$50,213.00 under the budget for 33%..

The salary budget is \$22,192.00 which is 17% under the \$26,858.00 budget due to the fact that our Administrative Assistant is still on parental leave.

Kathy asked if the Holiday Lighting for last year's or for this year? Grace and Mary confirmed that donations received are for this fiscal year. Mary added that letters of support have gone out to past and prospective donors.

### **Balance Sheet**

The August year-to-date balance sheet shows a cash balance of \$874,129.00 which is an 4.19% decrease from prior month's \$912,363.00. The lesser amount is due to the fact that we have do not have any large income from assessment and will continue to decrease a little until we get the end December, first of January assessment.

The total assets as of 8/31/23 is \$914,563.00 and the retained earnings is \$975,512.00.

## Profit & Loss

The gross income for August ytd is \$41,429.00 and the total expenses is \$102,377.00 which gives a net loss before carryovers of \$60,949.00. With the carryovers from the prior years included in the budget, the ytd net income is \$77,154.00.

Motion: Amit Patel; Second: Eunice Ashizawa

The motion passed unanimously.

### 4. **Closed Session:** Conference with Legal Counsel

Closed session entered at 5:24pm

Closed session opened at 5:40pm

### 5. Executive Director & Staff Reports

#### A. Grant Updates reported by Grace Horikiri

We received notification from OEWD on September 8th that our proposal for RFP 226 was not accepted. We requested \$150K to be used towards Strategic Plan and initial start of the Renewal Process.

Community Challenge Grant with the [recent turmoil](#) with the administration in the department. We are awaiting to hear from the new director of Community Challenge Grant which we applied for assistance on our Shared Spaces. We were notified on April 26, 2023 that we were approved for a \$25,000.00 grant.

#### B. Small Business Updates reported by Grace Horikiri

[Yakitori Edomasa](#) is set to open on October 18. The business is located on the 2nd floor of the Kinokuniya Building. This is a 100 year old business from Tokyo, which the EK Group has brought to Japantown. EK Group also owns and operates Marufuku Ramen, Udon Mugizo and Waraku.

#### Shared Spaces

All permit holders have been notified by Shared Spaces on various items that need to be updated before the final permit is issued. Business that have received their Legislated Permits are: Kippu and Ramen Yamadaya. One thing all business must comply with use of heaters. They cannot be gas operated per SFFD requirements.

#### The Heart of Jtown Pop-Up Shop

We have extended the lease with Kinokuniya until December 6. Two of the artist , Brenden Oshima and Derrick Higa have begun the process of establishing a partnership LLC and have been in discussions with Kinokuniya as well as the property owner of 1630 Post Street.

#### C. Marketing Efforts Updates reported by Grace Horikiri

##### Curating Experiences for APEC

Finalizing various activations in Japantown during APEC. Final list will not only appear on APEC Summit attendee website but also on SF Office of Small Business' "[A Perfect Day in SF](#)" website. Staff is working on other promotions such as Pin Rally and Restaurant/Retail promos

#### Big Belly's New Graphics

Installation of new graphics has completed. Goal is to replace the graphics on a year to year basis. This is funded through the OEWD's Big Belly Grant Japantown

JapantownSF Visitors Guide & Directory

Has been submitted to the printer and includes news businesses that have opened since June of this year. This project is funded through the OEWD’s RFP 223 Award Area T - Citywide Cultural Engagement through API-led Cultural Celebrations, Festivals and Events in Support of Economic Recovery

2023 Holiday Lights

We have received the following donations totaling \$16,500:

- Hotel Kabuki - \$1,000
- Japan Center Malls - \$5000
- Kinokuniya - \$2500
- Nihonmachi Parking Corporation - \$5000
- Including JCBD’s economic enhancement budgeted amount of \$3000

D. Cleaning, Safety and SafeCity Updates reported by Brandon Quan

Cleaning

311 Connected Workers App: 22 cases directed to the JCBD Community Ambassadors  
We completed 1, DPW completed 20

Provided view of the Jia app. Explained data and comparison, tracking real time.  
Jia app provides different reporting format which is much easier to use not only for our Community Ambassador as well as JCBD staff.

Safety

- 3 requests for video all from SFPD
- Broken window at Kinokuniya mall
- Robbery at gunpoint at Geary and Webster
- Robbery at gunpoint inside the Garage

Looking at the next round of NCC/OEWD funding to perhaps hire a hospitality ambassador at night which would be a part time, 4-8pm position. As per Jon Osaki and Dean Ito Taylor’s emails Japantown will receive \$900K total for FY 23-24 and 24-25.

SafeCity

We spoke with Mr Miura and he is more than willing to turn over ownership of the cameras that are on the Super Mira property to the JCBD.  
JCBD did pay for half of the costs (the other half paid by previous property owner). We would be adding the cameras to our JapantownSF SafeCity network.

We received some concerns about our safety alerts scaring away visitors. Important to know that these alerts only go to the property owners, businesses and nonprofits here in Japantown and not to the general public.

- 6. General public comment - 2 minute per person  
Emily Nichols, General Manager of the Alton Hotel (a Kimpton property) shared announcement of the new General Manager of the Enso Hotel. Darius Shalforoosh.
- 7. Announcements and New Business  
Chair Kathy Nelsen announced the cancellation of November’s Board meeting due to the Thanksgiving holiday.

Starting this December board meetings will be held in-person. Meetings will be held at the US Bank Community Room.

8. **Action Item:** Adjournment

Motion: Eunice Ashizawa; Second: Mary Ishisaki

The motion passed unanimously. Meeting ended at 5:55pm

Submitted by Grace Horikiri, October 23, 2023