

## Board of Directors September Meeting Minutes

September 28, 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, Eunice Ashizawa, David Dunham, Dennis Kern, Daniel Byron, Emily Nichols, Kim Kolbe

**Absent:** Jerry Ono, Mary Ishisaki, Steve Ishii

**Staff:** Grace Horikiri, Brandon Quan, Melissa Bailey Nihei

**Guests:** Roland Tolosa (AVS), Dr. Emily Murase (JTF), Glynis Nakahara (JTF), Susie Kagami (JTF), Rich Hashimoto (JMA), Marlon Smith, Amit Patel, Jim Brownell

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: Dennis Kern; Second: Eunice Ashizawa  
 The motion passed unanimously.
  
3. **Action Item:** Approval of August 2022 Minutes 6:05  
 Motion: Dennis Kern; Second: Kathy Nelsen  
 The motion passed unanimously.
  
4. **Action Item:** Approval of August 2022 Financial Report 6:10  
 Motion: David Dunham; Second: Dennis Kern  
 The motion passed unanimously.  
 Budget Variance Report: The August year-to-date report shows gross income of \$6,967. During the month, we received \$630 from Nihonmachi Parking Corporation and \$706.81 donation from JET Alumni Association for Safety Vests. The actual expenses is \$70,986 and the budget ytd is \$137,221. This is \$66,235 under the budget or 48%.  
 Balance Sheet: The August year-to-date balance sheet shows a cash balance of \$676,879 which is less than 1% decrease from prior month's \$677,348 balance. The OEWD account receivables helped cover the August expenses. The balance sheet includes the retained earnings of \$854,362.56.  
 Profit & Loss: The total income for August ytd is \$6,967 and the total expenses is \$70,986 which gives a net loss before carryovers of \$64,019. With the carryovers from the prior years included in the budget, the net income is \$50,502.
  
5. Executive Director & Staff Reports 6:20
  - A. Meeting with OEWD  
 JCBD Staff, Mary, and Robert had a lunch meeting with Chris Corgas and Mimi Hiraki of OEWD. The purpose was to check in and make sure JCBD is on track with utilizing its budget money and on its activities. They were also informed that JCBD has began working on a 5 year strategic plan, which will be important for renewal. Chris and Mimi both had positive feedback on the JCBD's progress and said we're doing a great job and keep doing what we do. They let us know there will be more RFPs coming out for small businesses and merchant corridors

coming out as well.

B. Brandon's New Role, Deputy Director

Brandon Quan is now a full time staff member and his title was changed to Deputy Director. Since Grace cannot be everywhere at all times, Brandon can act as a JCBD representative in her stead. He is now getting an understanding of all the different pieces of the role.

C. New Office Space

JCBD Staff has been discussing the possibility of renting a space in the former Hamano and Associates location with Phil and Eunice Ashizawa. The rent would be \$900/month plus utilities. This falls in line with the budget submitted to the Board. AT&T and Monkeybrains have been contacted for internet service quotes. Hopefully before the end of the year, the lease will be finalized and the move will be completed. It is a bigger space, and will allow AI a desk space with internet which he currently does not have in the Fillmore Annex garage space. A vulnerability assessment was also conducted and security improvements were recommended. Robert Sakai thanked Eunice and Phil Ashizawa for the space and their approach to the request. He is familiar with the market rates in Japantown and this is a very generous offer.

D. Grace's upcoming Property Owners meetings

Next month Grace will be taking a trip to New York. While there, she will be meeting with Eiji-san and Kano-san at the Kinokuniya New York office to give an update on JCBD and make sure they are up to speed on the upcoming renovations in Japantown. She will also meet with several JA leaders in New York to see what they are doing to attract visitors to their businesses. Grace will also meet with the owners of Japanklyn in Brooklyn. She is hopeful for an East Coast-West Coast partnership in future.

E. SF Office of Small Business, ED, Katy Tang's Visit to Japantown

Grace and Brandon recently had a lunch meeting with Katy Tang, who is the new Director of the Office of Small Business. This office is now housed under OEWD. Katy said if any businesses are having permit issues, to please reach out to her. Grace can connect any of the property owners with Katy as well. Katy was very concerned with the effect the upcoming renovations will have on the small businesses and suggested we reach out to Dean Preston's office for an add back for mitigation funds.

F. Small Business Updates

Brandon had a meeting with Jani Kim, the owner of Fermentation Lab. We are very excited to see them open. She was very insistent on trying to come into the community as a partner and wants to work with all the businesses and organizations to create a welcoming space. She is an interesting and creative business owner with a lot of heart for the community. She mentioned the mid-Market location has become a hangout space for that local community and hopes to create a similar space in Japantown.

Yi Fang Fruit Tea has opened in the West Mall. Brandon and AI introduced themselves and dropped off PPE supplies.

OK Marketplace is a collective of vintage clothing sellers and makers that is in Suite 525 in East Mall. They open about twice a month and have been doing really well. We are happy to see this coming in because it is a young, vibrant, energetic group of people.

G. Partnerships Updates

Grace and Brandon have been making a concerted effort to meet people face to face and develop relationships, as well as get input on things they see in Japantown. They have met 2-3 times with Consul General Shimada, as well as the new JETRO ED Mr. Ishibashi and Ms. Hunter from JETRO. They are also maintaining communication with Masa, formerly of NAKED, Inc. which produced the Dandelion Project. Masa-san does a lot of work with artists in Japan so we want to work with him to bring more artists in from Japan to display their work.

The Fleet Week Neighborhood Concert Series in Japantown will take place on October 5th. The Warriors have contacted JCBD to partner on the first ever Japanese Heritage Night on February 13th against the Washington Wizards where Rui Hachimura plays. Before the game, there will be an Associates vs Taisho scrimmage, and some of the players will stand with the Warriors during the anthem. SF Taiko Dojo will perform at Thrive City to start off the game. Iwakko-Ren and Uzumaru Yosakoi have been contacted for the halftime performance. We will need the Board's assistance in selling tickets when we get closer to February. Uchiwa fans will be given out to ticketholders. Flyers will be circulated as soon as they are finalized.

#### H. Funding Updates:

OEWD RFP 223, RFP 224, SF Shines, SF Japantown Small Business & Anti Asian Hate Fund, CA Office of Emergency Services Grant

OEWD RFP 223 was funded a total of \$40,000 over 2 years (\$20,000/yr) in support of the following activities: JapantownSF Visitors Map, Fleet Week Neighborhood Concert Series, JapantownSF Pop Up Shop, Thanksgiving Performance, Holiday Pin/Sticker Rally, Holly Jolly Trolley, and Oshogatsu Matsuri.

OEWD RFP 224 award notifications for the Visitor Attraction Campaign have not yet been released. We requested \$500,000 for this project.

SF Japantown Small Business & Anti Asian Hate Fund. JCBD Staff meet with Rafael Moreno of OEWD this morning to get the contract and deliverables finalized. The first report will be submitted by JCBD and will be submitted to OEWD by APILO and JCYC along with the other subgrantee reports and reimbursement requests.

SF Shines Grant in support of the community cleanups was not awarded. We will submit again in an upcoming round.

CA Office of Emergency Services Grant. This is a grant to support nonprofits in expanding their security measures. A grant can be given to one entity to support 3 physical locations. The vulnerability assessment mentioned earlier is a requirement for application. AVS also gave us additional ideas for the funding. This is due at the end of October, but we may not make this deadline depending on the timeline we are able to receive required materials. If not this year, JCBD will submit next year since this is an annual grant program. We will be reaching out to the Jewish community who has applied multiple times for advice on applying.

#### I. Cleaning, Safety and SafeCity Updates

Issues with unhoused individuals have continued, and it feels like the population has approximately doubled in the past year. The Ambassadors have noticed an uptick in people sleeping in the area. Property owners should take a look at their storefronts and consider storefront improvement grants available from the City in order to make changes. There has also been a noticeable amount of petty theft happening.

JCBD staff have noticed an uptick in trash and recycling being left by bins for mosquito fleets to pick up. The issue is that depending on the price of materials, the fleets will often leave behind much of what was put out. Property owners should remind their tenants not to rely on the fleets and to maintain bins appropriate to the level of trash produced. If this issue persists, JCBD may have to begin reviewing video and reporting this to DPW as illegal dumping because the volume is past the point of what the Ambassadors can handle.

JCBD Staff will be meeting next week with Dmitri Shimolin of AVS to finalize the details of the Phase 5 expansion of the SafeCity camera program outside of the JCBD boundaries.

##### i. SFPD Non-City Entity Surveillance Camera Policy (19B) Update

The Board of Supervisors passed legislation approving access by law enforcement to private cameras in response to very specific public safety incidents. The request is only valid for 24 hours. SFPD has to report to the Board of Supervisors during these incidents. The legislation

must be reapproved by the Board of Supervisors on an annual basis. Requests also have to be approved by the Supervisor and the Station Command.

ii. Curb Appeal Pressure Washing Update

JCBD Staff has drafted a letter for the property owners to request support for funding. These letters will be sent out in the next few days.

6. **Action Item:** Discussion and nomination for new JCBD Board Members 6:40

Amit Patel, General Manager, Hotel Kabuki

Motion: Kathy Nelsen; Second: Eunice Ashizawa

The motion passed unanimously.

Marlon Smith, General Manager, Buchanan Hotel

Motion: Eunice Ashizawa; Second: Kathy Nelsen

The motion passed unanimously.

Amit Patel and Marlon Smith were approved by the Board of Directors as new Board Members.

7. General public comment - 2 minute per person 6:50

Marlon Smith: I am the new General Manager of the Hotel Buchanan. I would like to tell you we are very close in the completion of the renovation and are looking toward November for the reopening. The new name of the hotel will be Hotel Enso, and we are in the process of formulating the press release which will go out to the Japantown community media first before the general public. This will happen within the next 10 days.

8. Announcements and New Business 6:55

9. **Action Item:** Adjournment 7:00

Motion: Eunice Ashizawa; Second: Daniel Byron

The motion passed unanimously.

**Next JCBD Board Meeting:** The next scheduled JCBD Board meeting will take place on Wednesday, October 26, 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 Meliisa Bailey Nihei at [melissa@jtowncbd.org](mailto:melissa@jtowncbd.org) to request materials.