



Board of Directors Meeting Minutes

March 23, 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

February Board Meeting Minutes

February 23, 2022 • 6:00 P.M. - 7:00 P.M.

Attendees: Robert Sakai, Mary Ishisaki, Kathy Nelsen, Emily Nichols, Daniel Byron, Dennis Kern, Jerry Ono, David Dunham, Kim Kolbe, Steve Ishii

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

Guests: Eunice Ashizawa,

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: Kathy Nelsen
The motion passed unanimously.

3. **Action Item:** Approval of January & February 2022 Minutes 6:05

January

Motion: Dennis Kern; Second: Jerry Ono
The motion passed unanimously.

February

Motion: David Dunham; Second: Dennis Kern
The motion passed unanimously.

4. **Action Item:** Approval of January & February 2022 Financial Report 6:10

Motion: Dennis Kern; Second: Steve Ishii
The motion passed unanimously.

January

Budget Variance Report: The January year-to-date report shows gross income of \$294,038. We received \$15,000 from JCYC/JTF for administrative service for overseeing the Small Business Coordinator. The actual expenses ytd is \$409,823 and the budget ytd is \$366,606. This is \$43,216 over the budget or 11.79%.

Balance Sheet: The January year-to-date balance sheet shows that cash balance went down to \$717,672 from prior month's \$744,845. It 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 January ytd is \$294,038. The total expenses is \$409,823 which gives a net loss before carryovers of \$115,785. With the carryovers from the prior years included in the budget, the net income is \$325,907.

February

Budget Variance Report: The February year-to-date report shows gross income of \$297,201. During the month, we received \$536.70 donations for Heart of Jtown Resiliency fund, \$2,000 Holiday Lighting donation from Japan Center Malls, \$226.52 for Jtown Community Clean Up from JETAANC and the NPC service income of \$400.00. The actual expenses ytd is \$465,199 and the budget ytd is \$418,979. This is \$46,220 over the budget or 11.03%. This is slightly lower than previous month's variance of \$11.79%

Balance Sheet: The February year-to-date balance sheet shows that cash balance went down to \$677,470 from prior month's \$717,672. It 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 February ytd is \$297,201. The total expenses is \$465,199 which gives a net loss before carryovers of \$167,998. With the carryovers from the prior years included in the budget, the net income is \$336,792.

5. **Action Item:** Approval of FY 20-21 Financial Statement by Dimrov, CPA 6:15

Motion: Kathy Nelsen; Second: Dennis Kern
The motion passed unanimously.

The Financial Review is required based on JCBD's budget size. A full audit is not required since assessment income is under \$500,000.

6. Executive Director & Staff Reports 6:20

A. Update on Applied Analysis Japantown Economic Impact Report

The check was sent to JCBD from Katsura Apartments for about \$15,000 on the Economic Impact Report. In April-early May, the report will come in for Board review.

B. Update on 2022 CBD/BID Program Impact & Analysis Survey

This was conducted via a grant from OEWD and Urban Planning. They are collecting the information and will release the report in June. This will be important to show stakeholders the work the JCBD has been doing.

C. Cleaning & Safety Update

Brandon submitted reports to the Board. There were no questions. It was also reported that Tony has been hired as a new permanent Community Ambassador. It was noted that the cleanups of auto glass do not correlate with the request for footage of car break ins. Brandon noted that there is now an ability to report car break ins online which may change reporting in future. The undercover team is also back out and made an arrest in Japantown last week, which will be reported in next month's meeting.

D. Introduction to Jiya Work Management Software

SOMA West CBD introduced JCBD Staff to Jiya, a cleaning app they developed for work in their district. The interface is designed to be extremely user friendly, i.e. they used a map to show where clean ups are needed for response and reports are chosen from a drop down menu designed based on types. They are also working to integrate the 311 information into the app. This was an exploratory conversation to bring to the Board for informational purposes.

E. J-Town Community Clean-Up

April 2nd will be the second 2022 community clean up. Approximately 29 people have signed

up. There are discussions in progress with DPW to fund equipment purchase for future cleanups to accommodate more volunteers.

7. Update on Board Retreat and 5 Year Strategic Plan 6:30
We are in the process of planning the Board Retreat from 10-2 in late April-early May. Final dates will be emailed to coordinate with the retreat facilitator.
8. JCBD Marketing & Communication Committee Updates 6:35
The Street Lamp Banenrs will be installed in conjunction with the Clement St. and Glen Park Merchants Associations to save costs. It will save approximately \$3000. We are also receiving funding from JMA's Avenue Greenlight program for this project. Installation will be completed right after Cherry Blossom Festival.
The most recent Marketing Reels were recently completed by Natasha Weiss and will be posted to JCBD social media.
9. **Action Item:** To Enter Closed Session for Discussion on the Nomination of New JCBD Board Member, Eunice Ashizawa 6:40
Motion: Robert Sakai; Second: Mary Ishisaki
The motion passed unanimously.
10. **Action Item:** To Exit Closed Session 6:45
Motion: Robert Sakai; Second: Mary Ishisaki
The motion passed unanimously.
11. **Action Item:** Approval of New JCBD Board Member, Eunice Ashizawa 6:47
Motion: Mary Ishisaki; Second: Jerry Ono
The motion passed unanimously.
12. General public comment - 2 minute per person 6:48
13. Announcements and New Business 6:55
14. **Action Item:** Adjournment 7:00
Motion: Mary Ishisaki; Second: Emily Nichols
The motion passed unanimously.

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