

Board of Directors Meeting Minutes

July 26, 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, Kathy Nelsen, David Dunham, Amit Patel, Daniel Byron, Steve Ishii

Absent: Eunice Ashizawa, Junichiro Ikeda, Kim Kolbe, Marlon Smith, Dennis Kern

Staff: Grace Horikiri, Brandon Quan, Emi Thomas

Guests: Rod Valdepenas, Jesse Mainardi, Andrew Shen, Karson Little (Japantown Task Force)

1. Call to order and roll call

2. **Action Item:** Approval of June 2023 Minutes

Correction identified by Mary on Agenda Item 8 - Motion Action Item Adjournment, Motion to accept minutes was incorrectly identified as Mary Ishisaki. It should be corrected to Eunice Ashizawa

Motion with correction: Mary Ishisaki; Second: Kathy Nelsen

The motion passed unanimously.

3. **Action Item:** Approval of June 2023 Financials

Mary provided a summary of June 2023 financials.

Variance Report

Gross income of \$865,828.00. We receive assessment revenue of \$2,022 and total year to date of \$392,394. Heart of Jtown Pop Up sales were \$9,600 and year to date total of \$107,856. Big Belly grant payment of \$6,500. Heart of Jtown donation \$3,410.00. Nihonmachi Parking Corporation cleaning service of \$630.00. This was all income coming in.

Total income for June of 2023 \$865,828.00 this is 9.12% over the 12 month income projection of \$793,460. The actual expenses through June 2023 is \$821,480 including depreciation expenses of \$112,549. The budget is \$823,324, this is \$1,844.00 under the budget for .22% brings us close to where we want to be.

Balance Sheet

June year to date shows a cash balance of \$768,285 which is a 5.37% increase from the prior months \$811,872. Accounts receivable from JCYC/NCC Anti Asian Hate funding \$181,040. The total assets as of June 30th \$993,719 and retained earnings is \$934,393.

Mary noted the change from Union Bank to US Bank. We are looking to invest some of the funds that are not in immediate use at higher rates at the bank.

Profit & Loss

Gross income for June year to date \$865,828.00. \$821,480 which gives a net profit of \$44,348, with carryovers added in we end the year with a net income of \$844,025.

Robert noted that year end reserves have increased over the year due to the very nice grants that improved our reserves not having the need to go into them. Which is important given the fact that our assessments are little over \$400K and expenses and projects we do are significantly more than that. Staff and Grace have done a great job.

Mary noted that we have 3 of our biggest assets that are our staff who goes after grants going forward which balances out our books to a positive which is unbelievable with the amount of time that they put in and the things that we are able to do and accomplish for our community.

Motion: Kathy Nelsen; Second: David Dunham
The motion passed unanimously.

Discussion of JCBD FY 23-24 Budget

Mary summarized the budget.

We are going into the year with probably enough money to sustain us with the increase we are looking at, for at least 2 years. If the City's budget doesn't hit us with zingers due to the economy and that there will be RFPs to add into our assessment to keep our budget healthy. We will get to the end of our reserves at the end of 2 years.

There are areas where we can tighten our belts. We have been doing a lot of things that were extra for the community, such as assisting the merchants helping them to sustain their business through COVID. Our OEWD agency assessment is close to \$393K, if we have to make adjustments hopefully it will not be much. We are still looking at RFP 226 that may possibly bring in \$150k.

Robert commented that if you look at the very bottom numbers of the spreadsheet and the net operating income of \$738,908.04. The important thing is Mary's Budget to Actual Variance report line 28 for the total carry over \$687,128. The income that we are projecting is less than the reserve that we have. If we take the reserves out of that we will still have a profit of \$51,780. We need to keep track of those reserves because we don't know what future funding is going to be. Even if we don't get any grants next year we would have generated enough profits to keep those reserves where they are. This is a good project and based on historical activity this is a realistic budget.

Comments from the Board members

Kathy: Question on Expenses: Workmans Comp & General Liability
Workmans Comp is through our State Fund insurance and not from Paychex.
General Liability covers lease of office space and claims against the organization
We are not a secondary on anyone's insurance.

Action Item: Approval of JCBD FY 23-24 Budget

Motion: Amit Patel; Second: Kathy Nelsen
The motion passed unanimously.

4. **Closed Session:** Conference with Legal Counsel
Closed session entered at 6:06pm
Closed session opened at 6:35pm
5. Executive Director & Staff Reports
 - A. Small Business Update
Nikkei Community Intern Emi Thomas reported on the Small Business Survey that she has collected thus far.
 - Majority are struggling with staffing.
 - Some are implementing new technology such as QR Codes for menus, Square for payment
 - They are seeing more visitors are coming to Japantown than a year ago
 - Some need support to promote their businesses
 - Would like more assistance on safety and how to keep their businesses safe

Mary would like to see the tax

Grace thanked both Emi and Sumiko for all their work to help promote and keep Japantown informed.

B. Small Business Update

- Super Mira and Fermentation Lab had break-ins this month. Funds from the Heart of Jtown Resiliency Fund will go towards helping them
- Vacancies
 - Kinokuniya Mall has only 1 vacancy
 - Japan Center West Mall has no vacancies
 - Japan Center East Mall has 3 vacancies. Currently has short term lease with SF Go Club, OK Marketplace and the Japantown Task Force Visitors Hub/Japantenna
 - US Bank Ichiban Kan space still vacant
- Pin Rally has been doing well with about 300 participants so far. Emi and Sumiko have been taking turns manning the intake of receipts. May extend it. They will also start to ask participants what they liked about Japantown and will they come back. This feedback will be included in our e-newsletter as well shared with the City. The traffic coming into the Heart of Jtown shop also has been a plus for sales.
- Avenue Greenlight's \$10,600 grant award towards the JapantownSF Wayfinding Sign that will appear on 1700 Post (Michael Sim's property). ColorTone has already come by to paint and clean up the frame. It will be a backlit sign that will mirror the JapantownSF map.
- Sumiko encouraged the JCBD to start a TikTok page which she started and got the attention of one of Amiko's products that they carry. The character creator reposted it.
- Adobe Aero 3D Experience has been working with Linda Mihara of Paper Tree to bring this exciting augmented reality opportunity to Japantown. As mentioned in previous board meeting JCBD was approached by Adobe to see if Japantown would take part in this new robust storytelling experience. We connected them with Paper Tree to highlight the Osaka Way/Buchanan Mall area. The 3D Experience will go live early August.

C. Cleaning, Safety and SafeCity Updates

- 311 Workers App
 - 36 cases reported this month. 7 were taken care by our Ambassadors and 26 by DPW and other City agencies
- NexStreet contract will begin on August 1st. Ambassador AI will stay on with us and he has submitted 2 weeks notice/necessary paperwork with Block by Block and has accepted an offer letter.
 - We are also looking at hiring Isaiah Spikes who was part of the Virus Geeks team during COVID, staff approached him to possibly take on the part time position with NexStreet. He is a great young man that showed a lot of potential during COVID. Staff and AI feel confident that he can take on the work. As mentioned that position is part time (2 days - Sunday & Monday). Talking with AI we feel confident that they will be able to keep up the with the cleaning. AI, previous Ambassadors Lloyd and Laron have gotten us to a point where the daily cleaning routine is steady and not having to catch up. There are a few things like illegal dumping that they will stay on top of. AI will be in Japantown from Tuesday - Saturday.
 - Staff has been in close communication with NexStreet during the transition. They have provided great support for AI such as connecting him up with credit union, checking account, credit card.

Looking at the stats, even with the car glass cleaning is down to 9 compared to 79 in previous month. Mary asked that staff send out reminders to restaurants to clean up their area especially paper garbage and that employees pick up their own cigarette butts.

- **Larceny Thefts**
Car break ins fall into this category - 63 in January and 26 in June. This may be due to Capt. Jackson's efforts in getting the overtime program here in Japantown as well as SFPD Ambassadors that we share with the Fillmore which are helping bring down car break ins. These stats are contrary to the [recent SF Standard report](#). Compared to car glass cleaning and other stats we're seeing that our efforts along with support from SFPD showing something is going right.
- **Promotion for Capt. Jackson**
Capt. Jackson has just been promoted to Commander. We have not received any update on the next Captain for Northern Station. Once we find out staff will make sure to have him/her attend a walkthrough in Japantown
Mary mentioned that the Captains test was yesterday and today. Acting Captain for No. Station is Lt. Koniaris.
- **Video Requests**
4 were received. 2 from the public and 2 from SFPD. SFPD's request included one for vandalism (window at 1600 Webster) and a car break in.
- **SafeCity Camera**
Board should have received the disposition of cases that we have provided video to SFPD. Staff collected the data through public records. There were some arrests and court convictions. Robert recommended that we include a summary in our e-newsletter.
Mary also mentioned that each station provides newsletters which are free to the public and includes crime stats. Staff usually shares it out on the Safety Notification that goes out to the small businesses.

6. **General public comment - 2 minute per person**
Karson Little the new Administrative Manager of the Japantown Task Force would like to invite everyone to the Japantenna event inside the Japan Center East Mall that will be held this weekend from 11am - 5pm. It's a pop up event that showcases different localities in Japan. This weekends Japantenna features the Ehime prefecture. Ehime is known for their wide variety of citrus fruits and robust cycling community. Ribbon cutting ceremony will be held at 11 which will be attended by the Consul General of Japan and Deputy Consul General.
7. **Announcements and New Business**
Nihonmachi Street Fair will have the Aloha by the Bay pop up at the Plaza
Japantenna at Japan Center East Mall
JCCCNC's Mottainai rummage sale
Citizens Against Nihonmachi Eviction's (CANE) 50h Anniversary Event (8/19)
SF Buddhist Church Family Treasure Garage Sale
8. **Action Item: Adjournment**
Motion: Mary Ishisaki; Second: Amit Patel
The motion passed unanimously. Meeting ended at 6:55pm