



Notice of Regular Meeting and Agenda

February 24, 2021 • 5:00 P.M.

Via ZOOM

Attendees: Robert Sakai, Mary Ishisaki, Kathy Nelsen, Jerry Ono, Steve Ishii, Daniel Byron, Kim Kolbe

Absent: Rob Malone, Dennis Kern, Alex Prouty

Staff: Grace Horikiri, Brandon Quan, Melissa Ayumi Bailey

Guests: Adrienne Shiozaki-Woo (NLF), Emily Glick, Nanci Vega, Mark, Sam Mihara, Rich Hashimoto

1. Call to order and roll call **5:00**

Meeting was called to order at 5:02pm.

2. Vice President's Announcements **5:03**

Thanks everyone for attending. This is an important meeting to keep the JCBD moving forward.

3. Action Item: Approval January 27, 2020 Minutes **5:05**

Motion: Jerry Ono; Second: Mary Ishisaki

The motion passed unanimously.

4. Action Item: Approval January Financial Report **5:10**

Motion: Jerry Ono; Second: Kim Kolbe

The motion passed unanimously.

The balance sheet shows \$765,810.89. That is carryover from previous years as well as moneys that have been paid already this year from assessments. We have been looking at the projected carryovers and their disbursement, which will help us budget forward in the years to come. Our understanding is as long as we are fulfilling our mission and assisting our community during the pandemic, we will be allowed to hold some of the carryovers for projects to come. This will be divided between the budget categories with a 2.5% reserve held according to OEWD regulations. The budget to actual variance report shows \$295,683 remaining and projected expenses are at \$289,000. Depreciation of \$120,474 is included as well. We should be fine going into the first half of the next fiscal year. Everything is going to plan thus far. We are receiving the full amounts from the city and are still working with our full budget.

Kim Kolbe: I have some questions and comments but will be voting it through as is, just would like that noted. I will contact Mary directly.

5. Executive Director & Staff Reports **5:15**

A. FY19-20 Annual Report & 2020 Mid Year Report

As you can see in the reports, we have accomplished a lot in the last fiscal year as well as the last six months. This will be posted to our website and shared with our stakeholders. We have noticed that some people still don't entirely understand what

JCBD does, so this is a great way to promote the organization. Chris Corgas has also received and reviewed both reports.

B. COVID efforts

We are still continuing share e-newsletters on what we're working on and any information that comes in from the city. This has been helpful for small businesses. We also helped 12-15 businesses with the CA COVID Relief grant. Approximately 3 have been funded and the rest are moved to the next round automatically. The grants ranged from \$5000-\$35,000. The Heart of Jtown Resiliency Fund has raised \$507,100. A \$1000 donation came in from Virus Geeks, the company that administers the COVID testing in Japantown. In March, April, and May we will continue COVID testing, and I am also pressing on the Command Center to set up a vaccine site in Japantown.

C. Grant Submission Updates

In November 2020, we submitted a request for \$50,000 for COVID related work to Union Bank Charitable Foundation. Notification on this request will come through in April. In January 2021, two grants were submitted to OEWD for Storefront Improvement Mini Grants and Public Space Improvements. Notification is now set for February 25th. JCBD submitted \$15,000 to the CA COVID Relief Grant but were waitlisted. The JA Community Foundation COVID Emergency Relief Grant was submitted in January and notification is estimated to be early March. We also submitted an operating grant for \$10,000 to Union Bank and are waiting to hear back on that.

D. Cleaning & Safety Reports

Things are relatively steady. This past month we had very few video requests. The only requests occurred in December. The crime stats show how things overall are much lower. In February, we were coordinating with some of the businesses and properties having issues with homeless entering their establishments. We are coordinating a call with Capt. Yep at Northern Station on Friday to get feedback on the issue. Japan Center East and West Malls will also be included. Al and Shanice continue to do an amazing job at cleaning. They have mentioned the trash has been lighter lately, but they're still keeping busy with graffiti clean ups and other items, such as takeout boxes which are harder to compress in the Big Belly trash cans.

7. Japantown SafeCity Program Updates

5:20

We have been getting contacted by other communities and organizations asking about the Camera Program. We have spoken with Castro, Visitacion Valley, St. Francis Square, and others who are interested in bringing a program like this to their neighborhoods. We are on the radar in a lot of neighborhoods and with SFPD due to the strength of the program and the added element of the Community Ambassadors. It was emphasized by SFPD that communities invest in prevention and intervention. In Japantown we have been lucky to not see hate crimes happening here in the way they have been in other communities. People are looking to the JCBD as a role model in this area.

8. JCBD Marketing & Communication Updates

5:25

This is a projection of the marketing budget and some of these projects are in the funnel, so please keep that in mind. A few new line items include Maneki Neko sticker campaign, which supplies merchants with stickers at no cost to sell and keep 100% of the profits. The LGPR remaining obligation is what we have remaining in earmarked funds to bring them back on. It is

not actually owed at this point. Signage exploration is going to be a project that will include the Japantown Task Force. We will reach out to the Land Use Committee as a part of this. We have not had any notable movement on the other projects as of yet, as we are waiting to set more meetings with other collaborators such as Rec and Park. The banners we will partner with the Japantown Cultural District to update and replace the designs.

9. Community Updates

A. Japantown Task Force

5:30

We are currently in the process of hiring a new employee. We are looking for someone to work on fundraising and hope to have an announcement in the next week or two. The Cultural District is moving forward on the collaboration on Small Business Coordinator with JCBD. The CD will provides funds to support a hire to help the JCBD with small business needs.

10. General public comment*

5:35

Adrienne Shiozaki-Woo: I just wanted to thank Grace and JCBD for putting out the information for the NLF fundraiser coming up on the 28th. Thank you.

11. Discussion and action items

5:40

A. Nomination for Officer Secretary, Kathy Nelsen

Kathy Nelsen was unanimously approved as Officer Secretary.

B. Nomination for Community at Large, Emily Glick

Emily Glick was approved 4-2 as Community At Large Board Member.

12. Announcements and New Business

5:55

13. Action Item: Adjournment

6:00

Motion: Kathy Nelsen; Second: Jerry Ono

The motion passed unanimously.

The meeting adjourned at 6:06pm

Next JCBD Board Meeting: The December JCBD Board meeting will be cancelled. The first scheduled Board meeting for the new year will take place on Wednesday, March 24, 2021 at 5pm. 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.

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