JAPANTOWN TASK FORCE BOARD MEETING
November 15, 2017
UNION BANK COMMUNITY ROOM


ABSENT: Seiko Fujimoto, Jon Osaki, Richard Hashimoto, David Ishida

STAFF: Greg Marutani, Coco Tando

GUESTS: Karen Kai, Robert Rusky, Scott Hamaguchi, Nancy Nagano, Tomo Hirai, Mary Ishisaki

I. Call to Order
The meeting called to order at 6:10 p.m. by President Alice Kawahatsu

Alice Kawahatsu introduced Scott Hamaguchi who expressed the family’s appreciation for the recognition of his father. He commented that upon Bob’s retirement he spent many hours playing “Hearts” and when he began his involvement with the Japanese American community it became a very strong passionate effort to do something of the community he felt he had ignored for a long time.

Scott added that seeing the turnout of people at the celebration of life at the Japanese Cultural and Community Center of Northern California and then attending the signing of the designation of the Japantown Community Benefit District, which his father worked on for so long became a reality truly demonstrated the impact Bob had in Japantown.

It was moved by Glynis Nakahara and seconded by Anthony Brown to accept the agenda as submitted with the revision to move the items “Election of Board Member” and Election of Officers” to the Nominations Committee report.

The motion passed by a unanimous vote.

II. Approval of Minutes of the Board Meeting on October 18, 2017
It was moved by Anthony Brown and seconded by Neal Taniguchi to accept the minutes of the October 18, 2017 with the following revisions:

“Certificate of Occupancy” should be “Certificate of Appropriateness”; Under the Finance Committee report the years “2016-2017” should be 2017-2018.”

The statement “It was moved by Judy Hamaguchi and seconded by Anthony Brown to nominate Sandy Mori to the JTF Board to fill the vacancy for Paul Wermer. The motion passed by a unanimous vote.” Be changed to “Judy Hamaguchi shared that the Nominating Committee recommends Sandy Mori to be on the JTF Board. The voting would take place on the next JTF Board Meeting on November 15th, 2017.”

The statement “As of now, this vacancy has not been filled by may be filled with any recommendations from JTF Board” be changed to “JTF Board members may submit names to the Nominating Committee. The Nominating Committee will vet the candidates, then formally recommend a name to the full JTF Board for approval.”
The motion with recommended revisions was passed by unanimous vote.

III. GUEST SPEAKER
No Guest Speaker

IV. COMMITTEE REPORTS

A. Land Use Committee
1. Geary BRT Buchanan Median Update
Glynis reported that the Community meeting held on Wednesday, November 8, 2017 at the Community Room of Union Bank was well attended, including several representatives from St. Francis Square. The very preliminary draft designs for the ¼” metal plates was shared with those in attendance. As the designer, Kaz Naganuma, had asked that the drafts not be made public until he has met with the company that would be doing the work; he said he may have to redesign the images to best meet the need of the fabricator.

2. Ford Go Bike Update
Glynis reported that the representative from Ford Go Bike, Justin Nguyen, made a presentation about the possible locations of docking stations in and around Japantown. Three were discussed.

One would be on Post and Buchanan (in front of Union Bank), another on Post and Fillmore (next to Dosa Restaurant), and the third on Laguna and Octavia (Mary Ellen Pleasant Plaque). At present, the proposal would be to install docking stations that would accommodate 27 bicycles, which would require the equivalent of four parking spaces, though stations that would accommodate 23 or 19 bicycles may be options.

A request was made to Mr. Nguyen that he check with others at Ford Go Bike about any research that has been done to determine whether installation of the stations would provide any benefit to the neighborhood, in particular to Japantown as the proposed Post Street installations would potentially remove eight parking spaces on the street. It was also noted that two parking spaces were removed for the installation of parking for ZIP cars only, adding to the loss of valuable street parking.

Mr. Nguyen indicated he would try and find research that either shows the possible benefits to Japantown and/or any case histories of benefits brought to other neighborhoods where the docking stations have been installed. He added that he would check to see if there were data in other municipalities across the country where projects like Go Bike have been in existence for some time.

B: Cultural Heritage Committee (Rosalyn Tonai)
Rosalyn reported that the CH Committee has arranged to have a representative from the Legacy Business program to present the benefits of the program as well as how to apply for the program.

C. Peace Plaza/Pagoda Ad Hoc Committee (Jon Osaki/Richard Hashimoto)
In the absence of Richard Hashimoto and Jon Osaki, Sandy Mori reported that they are planning to approach individuals on the SF Municipal Transit Agency (SFMTA) and Recreation and Parks Department (RPD) to inform them of the need for the remediation of the leaks from the Peace Plaza into the Japan Center Garage (JCG).
The RPD is planning to introduce a bond measure for 2019 and the Ad Hoc Committee is working to get the Peace Plaza on to the bond. Greg M reported that letter was drafted and sent to President of HPC on JTF support on Pagoda landmarking and Peace Plaza remediation.

D. Economic Development/Marketing

Alice reported that Richard Hashimoto has taken the lead on the Holiday Lights project through the Japantown Merchants Association, not JTF. She said Rich is hoping to engage some of the JCYC youths in putting up the lights in an attempt to keep as many of the dollars in the community.

E. Finance Committee

1. 2017-18 Budget Update

Mark Moriguchi distributed the preliminary 2017-18 budget for JTF (Attachment A).

There was discussion about the carryover from the CBD Feasibility grant of $14,739 and the Community Benefit District grant of $18,796 might be available for the Japantown Community Benefit District (CBD) to use for expenses incurred between now and early 2018.

It was moved by Rosalyn Tonai and seconded by Glynis Nakahara to direct the Finance Committee to finalize the 2017-2018 Budget’s line items with details on staff salaries to ensure that there is adequate staff time spent and appropriately charged to both grants (MOEWD JTF & MOEWD-CBD formation) in achieving the deliverables of these separate funding sources.

The motion passed.

F. Executive Committee

1. Update on November Board Dinner (November 27, 2017)

Alice reminded those present about the upcoming Board dinner on Monday, November 27, 2017 at Nihonmachi Terrace that begins at 5:30 p.m.

2. Update on Japantown Community Benefit District (JCBD)

Coco Tando reported that the Board will be officially appointed at its November 16, 2017 meeting.

G. Nominating Committee

Benh Nakajo reviewed the nominations process that the Committee followed.

It was moved by Benh Nakajo and seconded by Beau Simon to accept Sandy Mori as a new member to the JTF Board.

The motion passed.

Rosalyn Tonai sought clarification on the status of Anthony Brown, since the board had already accepted his resignation from the JTF Board at the end of the term, due to his touring schedule in 2018. It was clarified that he would not be on-leave and that his resignation would stand.
Benh asked if there were any nominations from the floor for one of the four officer positions besides the ones put forth by the Nominations Committee. No names were presented.

It was moved by Anthony Brown and seconded by Beau Simon to accept the slate of officers presented by the Nominations Committee of Sandy Mori as President, Glynis Nakahara as Vice-President; Judy Hamaguchi as Secretary; and Mark Moriguchi as Treasurer.

The motion passed.

Sandy Mori added that once the CBD members are officially appointed that David Ishida would be resigning from the JTF Board as he would be the President of the CBD. This would add another vacancy to the JTF Board.

V. NEW BUSINESS
As work begins to draft a job description for the JTF Executive Director (ED) it was suggested that the search committee be comprised of the Executive Committee plus one additional individual.

VI. GENERAL PUBLIC COMMENT**

VII. STAFF REPORTS

A. Crime Report (Refer to Advanced Material)
   Greg Marutani provided copies of the "Park Smart" poster that was funded by the Neighborhood Justice Fund Grant from the District Attorney’s Office (Attachment B). With the support of the Business Watch Co-chairs (Penny Lam and Victor Lau) and engaging a graphic designer (Edmund Lam) after several minor revisions the end product was then printed in both 8 ½” x 11” and 11” x 17” sizes. Distribution among the merchants, in particular Post, Buchanan and Sutter Streets, to alert visitors parking on the street to avoid leaving anything that might be tempting for someone to break into their vehicle. Posters may be posted in storefronts and shops to alert shoppers, but not on parking meters or street poles.

B. President’s Report (Refer to Advanced Material)

VIII. ANNOUNCEMENTS
   Judy announced that SF JACL’s tickets are still available for “We Hold These Truths” a play reading about Gordon Hirabayashi.

The meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Rosalyn Tonai
Secretary
## Japantown Task Force, Inc.
### Budget / Funding Sources Jul 17 to Jun 18

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<th>Funding Sources</th>
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<th>084-830-802</th>
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### Contract term:
- 4/1/2016 - 12/31/2016
- 12/1/2016 - 06/30/18

### Revenue
- Carryover from 16-17: 14,739, 18,796, 3,900, 8,095, 45,530
- Original 16 - 17 Contract: 21,615
- New contract - pending: 130,000, 8,000, 138,000
- Total revenue and carryover: 14,739, 18,796, 151,615, 8,000, 3,900, 8,095, 205,145

### Expenses
- Salaries: 6,720, 16,588, 88,986, 6,062, 118,336
- PayTax/WC: 906, 1,988, 11,746, 825, 15,465
- Consultant - legal fees: 5,000
- DELIVERABLE Consultant - CBD: 1,200
- Consultant 1-JTF Sponsorships: 1,500, 3,900, 5,400
- Consultant 2-Festival Sponsorships: 6,846
- Cultural/Culinary Events: 430
- Insurance: 500, 4,502, 5,002
- Rents / Bldg: 0, 6,520, 6,520
- Utilities: 300, 1,323, 1,623
- Supplies: 400, 1,000, 21, 1,421
- Other Project Expenses: 5,913, 240, 6,153
- Admin Services JCYC: 15,162, 800, 15,962
- Deliverable: Sidewalk Powerwash: 5,600
- Deliverable #12: Visitor Center: 4,000
- Computer equipment: 5,000
- Total costs: 14,739, 18,796, 151,615, 8,000, 3,900, 6,908, 203,958

### Excess revenue:
- 0, 0, 0, 0, 0, 1,187, 1,187
### Japantown Task Force, Inc.

**Income and Expense Report**

**July 2017 - September 2017**

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<th>Funding Sources</th>
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<td>Marketing and Business Assistance</td>
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<td>Total Revenue</td>
<td>151,615.12</td>
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| Admin Services JCYC   | 15,162.40 | 3,790.60 | 1,273.31 | 759.56 | 1,198.40 | 3,231.27 | (559.33) | - | 3,231.27 |

| Total costs           | 151,615.12 | 37,903.78 | 8,763.88 | 7,606.43 | 12,096.12 | 28,466.43 | (9,437.35) | 251.18 | 28,717.61 |

| Net                   | - | - | 3,970.38 | (10.18) | (111.03) | 3,849.17 | 3,849.17 | 8,233.82 | 12,082.99 |
PARK SMART

TAKE belongings

LOCK it too

ENJOY your visit

EMERGENCY: 9-1-1 Police Non-Emergency: (415)533-0123

Funded from the SFDA Neighborhood Justice Fund

designed by: edmundlam826@gmail.com

ATTACHMENT B