

japantown task force, inc.

a planning, preservation, and development organization

JTF Board Meeting August 22, 2005 @ 6:00 p.m. Union Bank of California Hospitality Room Minutes

Attendees: Scott Belser, Seiko Fujimoto, Sandy Mori (Pres.), Tak Matsuba, Mark Moriguchi, Behn Nakajo, Tetsuya Yoshida

Staff: Linda Jofuku, Darryl Abantao, Misako Mori

Guests: Sachiko Kotani

Absent: Doug Dawkins, Michael Gowe, Caryl Ito, Rosalyn Tonai,

A. Recognition of Quorum

B. Approval of Minutes: Meeting of July 25, 2005

C. Chair's Report:

1. Reception for Ed Lee
 - a. Reception went well Ed was happy. JTF presented him with a \$150 Golf Mart Gift Certificate.
2. Executive Director Evaluation Process
 - a. Sandy Mori passed out the evaluation forms. She noted that Caryl Ito is the personnel Committee Chair. However, due to family matters that Caryl must attend to, Sandy will be overseeing the evaluation. The evaluations are to be returned to Sandy no later than September 16th.
 - b. Sandy asked that a motion be made to move forward with the evaluation process. Tak motioned and Scott seconded with a unanimous yes vote from the board.

D. Director's Report:

1. DPH Pedestrian Safety Application
 - a. Linda turned in the application. A response should come after the September 7th review. The application was emailed to the board from Linda.
2. Arcadia Book Project
 - a. The proofs are in the office being reviewed by the book committee. They will be sent back to the publishers by the end of the week.
 - b. Sandy asked about the marketing plan for the book. Linda explained that Arcadia has a marketing plan they follow; in addition Linda is creating a list of outlets that might be interested in selling the book. Also there are plans for placing ads in the Hokkubei Mainichi as well as other relevant media.
3. Nihonmachi Street Fair
 - a. Linda thanked everyone who came out and worked at the Task Force booth.
4. Japantown Community Benefit District Outreach they were able to get people to sign up on a pre-sale list for the book.
 - a. Caryl, Linda and Tak attended a meeting with MJM and New City America. At the meeting they mapped out the area around Japantown to distribute a cover letter a survey to property owners. The survey will ask these people their thought on Japantown as a CBD. The letter and survey will be translated in to Japanese, Korean and possibly Chinese.
 - b. There will be a meeting to inform property owners of this survey tentatively scheduled for September 22.

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5. Geary Corridor Multilingual Outreach Grant
 - a. Transportation Authority will be partnering with the Japantown Task Force to provide outreach on the portion of the Geary Corridor that runs through Japantown. They will be meeting to review the scope of the plan.

E. Committee Reports:

1. Finance Committee
 - a. 2005-2006 Fiscal Year Budget (Mark Moriguchi)
 - i. The executive committee reviewed the budget and recommends that the budget be passed. Sandy asked that Linda discuss with JCYC their role as a fiscal agent to clarify their duties. A motion was made by Scott to approve the Budget Tak seconded and a unanimous vote passed it.
 - b. Annual Fund Drive Letter (Scott Belser)
 - i. Scott is drafting a letter for the Annual Fund Drive when it is complete it will be sent out to those on mailing list.
2. Business and Economic Development Committee
 - a. Update on 1600 Webster Street
 - i. The developers did not accept the offer from Beard Papa for the 1600 Webster Street site. Therefore they are still searching for a tenant.
 - b. Update on Hokubei Building
 - i. The J-Pop Center has asked for more square footage. They are currently in negotiations with the redevelopment agency because if they add square footage to the existing building they must provide living space.
 - c. Update on RFP for Tea Garden Concession at Golden Gate Park
 - i. Carol Murata and Rich Hashimoto went to the Tea Garden and Carol will be submitting a proposal for the Tea Garden Concession. Linda read a list of everyone who requested a RFP.
3. Health and Safety Committee
 - a. Pedestrian fatality at Laguna and Geary
 - i. A meeting is being set up with Frank Markowitz a Traffic Engineer.
4. Cultural and Historical Preservation Committee
 - a. None.
5. Communications & Marketing Committee
 - a. Newsletter is at the printers. They should be in at the beginning of next week.

F. Other Business and Announcements