

# japantown task force, inc.

a planning, preservation, and development organization

## **JTF Board Meeting October 24, 2005 @ 6:00 p.m. Union Bank of California Hospitality Room Minutes**

**Attendees:** Scott Belser, Doug Dawkins, Seiko Fujimoto, Sandy Mori (Pres.), Mark Moriguchi, Benh Nakajo

**Staff:** Linda Jofuku

**Guests:** Gaynell Armstrong, Lucy Kishiue, Anna Liu, Yuko Nomura

**Absent:** Michael Gowe, Caryl Ito, Tak Matsuba, Tetsuya Yoshida

### **A. Recognition of Quorum**

### **B. Approval of Minutes: Meeting of September 26, 2005**

Motion to accept the minutes: Seiko Fujimoto; 2<sup>nd</sup> – Scott Belser; motion carried.

### **C. Chair's Report: Sandy Mori**

#### **1. Personnel Audit**

Mori requested board authorization to conduct an audit of JTF personnel records to ensure that all appropriate documents and records are on file, and to assure that practices and policies are in compliance with state and federal regulations. Mori asked a copy of the files from Jofuku. Jofuku acknowledged that the files are housed with JCYC. Scott Belser asked if an expert will be conducting this audit. Mori responded that she has obtained Jane Kow, a human resources attorney to conduct the audit.

Motion made for board to authorize a personnel audit: Scott Belser; 2<sup>nd</sup> – Benh Nakajo; motion carried.

#### **2. Personnel Evaluation of Executive Director**

Mori informed the board that the Executive Committee continues to work on the evaluation.

#### **3. Japantown 100<sup>th</sup> Year Celebration**

Mori reported a change in the direction of the original dinner event that would have benefited JCCCNC. Due to the significance of centennial observances, a proposal discussed to expand this event to a community-wide benefit. The Centennial Planning Committee will decide on a permanent memorial, landmark or other form of commemoration from the event's proceeds. This event will be held either in September or November 2006. Organizations will be encouraged to actively participate with the expected attendance of at least 1000 people. Nakajo commented that he supports the idea. Jofuku added it would be important to get the word out of the change in the event's purpose to encourage participation of more organizations.

#### **4. Western Addition Budget and Finance Committee Meeting**

Gaynell Amrstrong updated the board on SFRA' amended plan for Parcel G (location Fulton and Gough). The plan is to be amended to add the development of 115 units of supportive housing for the formerly homeless and supportive services will be on

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site and directly connected to that development. The CAC approved the amendment at their last meeting and the final plan will be emailed to JTF.

## 5. Community Benefit District

Mori reported that she met with Marco LiMandri and Karen Flood-Ecklund, consultants hired by SFRA to examine the possibility of Japantown and Fillmore districts becoming a community benefit district. Mori will conduct a walk-through of Japantown with the consultants, who will meet with the key property owners. The consultants will set-up meetings to discuss the CBD program. This effort builds upon previous meetings with the business and economic development committee.

## D. Director's Report:

### 1. DPH Pedestrian Safety Application

DPH has developed and amended questionnaires in both English and Japanese languages to specifically gather information in an effort to reduce pedestrian injuries/fatalities in Japantown. 50 completed questionnaires/surveys are required for this project. Linda encouraged the board members to assist in its circulation. A handout was provided to board members indicating the pedestrian injuries in Japantown between years 2000-2004. JTF staff (Jofuku and Takuro) will disseminate this questionnaire and conduct meetings with residents, workers and business owners on the importance of gathering this data. Targeting: Kimochi nutrition program, Hinode Towers, churches, St. Francis Square, Sequoias, Cleary Ct. The goal is to produce a report that specially identifies safety issues, problem areas, and recommendations in Japantown. Jofuku will work closely with Frank Markowitz, MTA to gather community input and possible remedies. A public service announcement is being developed with DPH approval to notify the community of this effort.

### 2. Book Project Update

Images of San Francisco's Japantown has been published. Jofuku and Kishiue presented a proposal, bulk discount ordering, and preliminary pre-orders for board consideration. Much discussion followed on pricing the books that is simple for other organizations and groups to pre-order. Organizations will be required to pay for book prior to ordering. The board requested a more specific pricing in offering to organizations (considering shipping costs, sales tax, resale certificate). Jofuku shared with the board that the book committee would like to coordinate a "book party" to launch the book in a very simple potluck setting, slide show of photos, and to sell books. Local merchants have been contacted to help sell the book. The emphasis is to sell the book at the published retail price of \$19.99. Plans are to provide a press release to newspapers; postcards (provided by Arcadia) for mailing, order forms on the website.

A motion was made that JTF staff prepare a proposal and pricing to share a portion of the profits on bulk discounted prepaid orders with other organizations in the effort to sell these books. The pricing will be reviewed by Mark Moriguchi prior to final board approval within 2 weeks: Scott Belser, 2<sup>nd</sup> – Benh Nakajo; motion carried with tone abstention: Rosalyn Tonai.

### 3. Neighborhood Tree Replacement

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Jofuku updated the board on the Nihonmachi Little Friends tree removal situation. A permit and a quick hearing will need to take place before the DPW for the removal of the tree.

4. Recommendation of Jim Misener to Geary Corridor CAC  
Reminder that the meeting is October 25<sup>th</sup> at 9:30 a.m. for consideration.
5. Geary Corridor Multilingual Outreach  
Jofuku reported that a meeting is being planned to “kick-off” the project but not date has been set at this time. It was confirmed that the grant is \$10,000 for this project.

## **E. Committee Reports:**

1. Finance Committee – Mark Moriguchi  
Mori reported on a meeting held with Mori, Moriguchi, Jofuku and the JCYC representative to review the fiscal agent relationship. A memorandum of understanding (MOU) will be drawn up on the specific role and relationship.
2. Business and Economic Development Committee  
No Report
3. Health and Safety Committee – Benh Nakajo  
Nothing to report
4. Cultural and Historical Preservation Committee – Rosalyn Tonai  
Tonai reported the exchanged emails with June-ko Nakagawa to arrange a meeting with the developer to share the historical findings gathered on the Hokubei Mainichi building site. Tonai commented that there was more of a Christian influence in San Francisco’s Japantown than any other city, i.e. Los Angeles.
5. Communications & Marketing Committee – Seiko Fujimoto  
Fujimoto reported on a committee discussion about marketing Japantown, to attract more business, and putting this information on the JTF website. Fujimoto asked when the newsletter will be out. Jofuku answered that the articles are due in two weeks. Mori reminded that the JTF was to develop a marketing plan for Japantown to fulfill the contract with the Japantown Center Garage and requested Jofuku to develop a plan in conjunction with the Communications and Marketing Committee.

Meeting adjourned at 7:33 p.m.

## **F. Other Business and Announcements**

Tonai shared an email inquiring about staging a premier of Steven Spielberg’s “Memoirs of a Geisha” movie in Japantown. Board advised Tonia to request a viewing of the movie and what Spielberg’s production can do to help our community.

Meeting adjourned at 7:33 p.m.