

2018 Annual Report
Bainbridge Island Japanese American Community

Organization Information

Organization Name: Bainbridge Island Japanese American Community ("BIJAC")

Contact Person: Ellen Sato Faust Position/Title: Member, Board of Trustees

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Award Information

Award Title: BIJAC Cultural Funding Grant

Brief Description of Award Purpose: To provide BIJAC with general operating support to facilitate the delivery of education and outreach to the community.

Total Amount Awarded: \$ 18,000

Have there been any changes to the scope of service since you received this award? No Yes (If yes, please explain in narrative section.)

Authorized Signature: Ellen Sato Faust Date: 1/17/2019

Print Name: Ellen Sato Faust

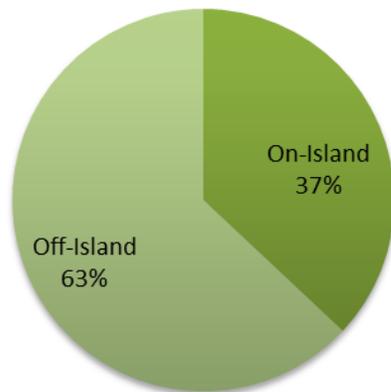
BIJAC 2018 Annual Report Questions

Dates Covered by Report: 01/01/2018 - 12/31/2018

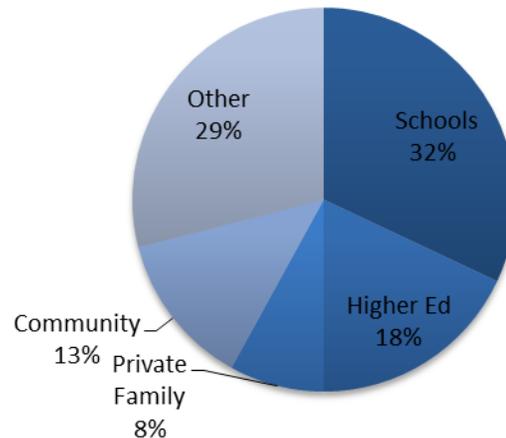
1) Progress

- a) BIJAC continues to make great strides in delivering our story of the Japanese Americans on Bainbridge Island through education and outreach to the Community. In 2018 we met several times with the NPS to contribute to its production of a film that will be shown at the Minidoka National Historic Site (and eventually the BI Exclusion Memorial) and to flesh out a Junior Rangers program to be offered at the Memorial. In March we hosted a community Memorial Anniversary Ceremony that included introduction of new official wayside signs and groundbreaking of the new Memorial deck. On Mar 29th, survivor Kay Nakao was interviewed by PBS. In addition to delivering our normal tours and speeches we participated in the Mar 23rd "Kitsap County Human Rights Conference Youth Rally," May 31st "Celebration of Cultures," and Oct 8th "Indigenous Peoples Day Celebration," which brought together many different local cultural organizations.
- b) It was our goal to maintain our ability to serve all who inquired about our tours or invited us to participate in events, either directly or through the BI Historical Museum. We were able to fulfill that goal. In total, more than 3,400 visitors/attendees were served by our tours, lectures, and events during the year. This was comprised of 100 groups (e.g., classes, families, tour groups) broken down into the following:

FY18 Groups by Locale



FY18 Groups by Type



- c) In a broader sense, our goal for Cultural Funding was to ensure our long-term viability through better organization, knowledge transfer, and use of systems. Interestingly, we made a great deal of progress, but not in the way we had initially imagined. When we applied for Cultural Funding, we were ready to formalize a shared staffing agreement with BIHM and BIJAEMA, and we felt this was a necessary step to strengthen our organization.

Shortly after we were awarded the grant, however, two unanticipated things happened. First, BIHM brought in a new Executive Director, Brianna Kosowitz. After several months of being prepared to pay our share of staffing costs, the Museum generously responded that they did not feel it necessary, and that we could continue our partnership without the cost-sharing agreement. We did not get that

definitive decision until Q2/Q3. Second, in January our biggest community event of the year, the Mochi Tsuki Festival, experienced a dramatic fall-off in attendance due to the institution of a ticketing system specifically designed to limit attendance by our host venue. BIJAC came to the realization that, at its size and popularity, Mochi Tsuki was no longer a comfortable fit for Islandwood. By fall, it also became obvious that the construction of the new Blakely Elementary School had eliminated the parking area for Mochi Tsuki. So, despite the fact that Islandwood had graciously invited BIJAC to host Mochi Tsuki on its campus for no rental fee for 15 years, the decision was made to move to a new venue, Woodward Middle School, in order to keep the event alive.

In the planning and execution of the move to Woodward, our organization took a dramatically different approach. Instead of relying on word-of-mouth and the traditional expectation that “volunteers just show up” the day of the event, we documented everything from floor plan to job descriptions to signage to supply purchases. We created a new BIJAC events web site and utilized new technology for member list management, volunteer signups and email communication, online advertising, inventory management, credit card processing, and budgeting. The result for the organization was unprecedented BIJAC member participation, partner participation (BIHM, Islandwood, T&C, BISD, and Outdoor Asian), community attendance, and the ability to reproduce the event in a streamlined manner going forward. We look forward to reporting our outstanding January metrics in our Q1 2019 report. The systems we now have in place will be an integral part of how we manage our organization.

In summary, although we worked on developing new initiatives for docent training, member database management, etc. throughout the year, we chose to invest our effort and Cultural Funding monies into preserving our 30th anniversary Mochi Tsuki event which, fortunately, helped us advance our organization’s fundraising efforts and operational tools more than ever. Because of that, we are in a good position going into 2019.

2) Financials and Financial Narrative

Attached is the actual income and expense statement for FY 2018 relative to our submitted budget for the first year of funding. For reasons outlined above, we experienced significant variances. We ended the year nearly 50% over budget in net income.

Income Notes:

- a) We did not sell as many books as in years past. Usually we have a big order from BIHM and the Manzanar Historical Site, which we did not get in 2018.
- b) We did not do a standalone membership dues campaign, however, we received more public contributions than budgeted.
- c) We received a \$26,000 grant from OSPI to produce a film featuring Kip Tokuda and to develop educational materials for several of our films (Honor and Sacrifice, Proof of Loyalty, and the Kip Tokuda project.)

Expense Notes:

- d) We did not incur the expense of Education Outreach for BIHM (\$8,640 in Education Outreach)
We did not pay C. Moriwaki for his time spent on BIJAC operations (\$2,900 in Independent Contractors)
- e) Mochi Tsuki costs were more than expected due to the venue change.
- f) The OSPI Grant expenses are listed under Independent Contractor in Other Program Expenses.

01/13/19

BIJAC
Profit and Loss Budget vs. Actual
January through December 2018

	Jan - Dec '18	Budget	\$ Over Budg...	% of Budget
Ordinary Income/Expense				
Income				
Sales from Inventory	848.76	1,750.00	-901.24	48.5%
Investments	14.60	25.00	-10.40	58.4%
Contributions, gifts, grants	34,852.25	6,000.00	28,852.25	580.9%
Total Income	35,715.61	7,775.00	27,940.61	459.4%
Cost of Goods Sold				
Cost of Goods Sold	69.84			
Total COGS	69.84			
Gross Profit	35,645.77	7,775.00	27,870.77	458.5%
Expense				
Education Outreach	2,815.45			
Education and Outreach	0.00	8,640.00	-8,640.00	0.0%
In Defense of Our Neighbors	14.56	50.00	-35.44	29.1%
Administrative Expenses	3,783.38	5,794.95	-2,011.57	65.3%
Mochi Tsuki	5,733.53	925.00	4,808.53	619.8%
Newsletter	894.19	1,000.00	-105.81	89.4%
Yamane Film	0.00	0.00	0.00	0.0%
Other Program Expenses	27,266.45	1,000.00	26,266.45	2,726.6%
Prof fees and Indep contrac...	0.00	169.76	-169.76	0.0%
Other Grants Paid	0.00	300.00	-300.00	0.0%
Total Expense	40,507.56	17,879.71	22,627.85	226.6%
Net Ordinary Income	-4,861.79	-10,104.71	5,242.92	48.1%
Net Income	-4,861.79	-10,104.71	5,242.92	48.1%