

**MINUTES**  
**WAR MEMORIAL BOARD OF TRUSTEES**  
**REGULAR BOARD MEETING**

**Thursday, June 11, 2020**

The Board of Trustees of the War Memorial of San Francisco met remotely in regular session at 2:20 p.m. on Thursday, June 11, 2020, President Horn presiding.

**ROLL CALL**

Present: President Horn, Vice President Shultz, Trustee Bechtle, Trustee Gatti, Trustee Levin, Trustee Lui, Trustee Moscone, Trustee Myatt, Trustee Pelosi and Trustee Wilsey

Staff Present: John Caldon, Managing Director, and Jennifer Norris, Assistant Managing Director

**PRESIDENT'S REPORT**

President Horn stated that City Boards and Commissions have been directed by the Mayor's Office to be efficient when meeting during the pandemic, and to prioritize matters most important to the continued operation of departments.

President Horn said that he will request the approval of Minutes, Rental Requests, Rental Refund Requests, and the Secretary's Reports as a consent agenda at the end of the meeting.

President Horn stated that when holding remote meetings the Board is now required to take roll-call votes for each item, and he requested that Board Secretary Jennifer Norris take a roll-call vote following motions for each item on the agenda.

**Resolution Honoring Belva Davis:**

President Horn said it was with personal sadness that he announce the resignation of Belva Davis from the War Memorial Board of Trustees, which became effective in late May.

President Horn stated that Belva has been a monumental presence in San Francisco for decades, and that she has contributed so much to San Francisco and the region as a groundbreaking journalist and television broadcaster.

President Horn submitted to the War Memorial Board of Trustees a resolution honoring Belva Davis for her service to the War Memorial and a lifetime of achievement.

*Whereas,* Belva Davis has served the San Francisco War Memorial and Performing Arts Center with distinction for thirteen years, from 2007 to 2020, having been appointed by Mayor Gavin Newsom, Mayor Edwin M. Lee, and Mayor London N. Breed; and

*Whereas,* Belva Davis made her mark as the first African American broadcaster on the West Coast, winning eight Emmy Awards, and being recognized by the American Women in Radio and Television and the National Association of Black Journalists; and

*Whereas,* Belva Davis has served the community as a Trustee of the Corporation of the Fine Arts Museums of San Francisco, a Director Emeritus of the Museum of the African Diaspora, a Director of the American Federation of Television and Radio Artists, and a Director of the Institute on Aging; and

- Whereas,* Belva Davis served on all four War Memorial Board standing committees at one time or another, and served as Chair of the War Memorial Board of Trustees Budget and Finance Committee for four years; and
- Whereas,* Belva Davis served as a member of the special Veterans Building Project Committee, which oversaw the Veterans Building Life Safety and Seismic Improvement Project that preserved for the enjoyment of future generations the War Memorial Veterans Building; and
- Whereas,* Belva Davis has been dedicated to championing the important role of Veterans in society and in particular at the San Francisco War Memorial and Performing Arts Center; now Therefore Be It
- Resolved,* By the Board of Trustees of the War Memorial of San Francisco to hereby thank and commend Belva Davis for her spirit of service, energetic support, and dedication to the San Francisco War Memorial and Performing Arts Center and the City and County of San Francisco, and extend to her heartfelt best wishes on the occasion of her resignation from the War Memorial Board of Trustees.

On motion of President Horn, seconded by Trustee Moscone, the following resolution was adopted after a unanimous roll call vote.

RESOLUTION NO. 20-25

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that a resolution honoring Belva Davis for her service to the War Memorial and a lifetime of achievement is hereby approved.

**Commemoration of the 75<sup>th</sup> Anniversary of the Signing of the UN Charter:**

President Horn stated that in 1945, with the world in its sixth year of global war, the focal point was San Francisco and the War Memorial Opera House and Veterans Building, which served as the birthplace of the United Nations. He further stated that most of the plenary sessions of the Conference took place in the War Memorial Opera House, but it was on the stage of the Veterans Auditorium, now the Herbst Theatre, that President Truman and other heads of state signed the United Nations Charter on June 26, 1945, during what at the time was the largest international gathering to ever take place

President Horn said that typically the War Memorial would host an event, but unfortunately, due to the current COVID-19 closures, we are unable to come together to celebrate. He invited Charlotte Shultz, Vice President of the War Memorial Board of Trustees, and Chief of Protocol for both the State of California and the City and County of San Francisco, to share a few words.

Vice President Shultz stated that she first became involved with the United Nations Celebrations during the 20<sup>th</sup> Anniversary, and has had the opportunity and pleasure of being involved with the 25<sup>th</sup>, 30<sup>th</sup>, 35<sup>th</sup>, 40<sup>th</sup>, 45<sup>th</sup> and 50<sup>th</sup> United Nations Celebrations. She shared that this year's celebration would be online by video, and that she hopes everyone will watch it. She also said everyone is proud of the beautiful buildings here at the San Francisco War Memorial and Performing Arts Center, and proud of the City and County of San Francisco.

**Resident Company Update:**

President Horn stated that our resident companies continue to be impacted by the COVID-19 closures. He again invited the leadership of the San Francisco Ballet, San Francisco Opera and San Francisco Symphony to update the War Memorial Board on the status of their respective organizations.

Kelly Tweeddale, Executive Director of the San Francisco Ballet, thanked War Memorial staff for making it possible for the San Francisco Ballet to have a safe load-out of equipment from the War Memorial Opera House. Ms. Tweeddale reported that the Ballet's concerns are its finances, and returning dancers to training and company class. She said the Ballet plans to announce a new season called "A Leap of Faith," which will be performed either digitally, physically, or both.

Matthew Shilvock, General Director of the San Francisco Opera, noted the Opera's Summer Season would have opened tomorrow, and that it is sad to see the season lost. Mr. Shilvock stated that although the Opera does not have an announcement about the fall season, at this time he thinks it is likely it will be canceled. He said canceling the fall season would be a financial catastrophe for the San Francisco Opera. Mr. Shilvock stated that the Opera opened its Scene Shop in Burlingame a few weeks ago, and they are active in digital content and keeping people connected to the Opera through streaming content or live content presented outdoors.

Mark Hanson, Executive Director of the San Francisco Symphony, stated that the San Francisco Symphony is restructuring its Administrative Team and making re-entry plans, which will allow the San Francisco Symphony to perform digital concerts for current audiences and to hopefully attract new audiences. Mr. Hanson said that the Symphony is in the midst of a month-long digital celebration of Music Director Michael Tilson Thomas' 25-year tenure with the San Francisco Symphony. Mr. Hanson noted the Symphony looks forward to performing solo and small ensembles in War Memorial spaces once it has an approved health plan.

## **MANAGING DIRECTOR'S REPORT**

### **Recovery Efforts and Safety Planning:**

Director Caldon stated that War Memorial staff continues to support the City's response efforts with 15 employees working as Disaster Service Workers at the Emergency Operations Center, General Hospital, and the City's temporary residential hotels. Staff is also working directly with our resident companies to design and implement safety plans so that work in the buildings may resume. He thanked Assistant Managing Director Jennifer Norris for leading the effort to facilitate the safe reopening of shops and resumption of load-out activity.

Director Caldon said he is also working to play an active role in the City's reopening plans for public assembly venues. City Administrator Naomi Kelly named him to a Large Venue Reopening Working Group, which is collaborating on guidelines to be proposed to the Department of Public Health for the reopening of both publicly and privately held venues, such as the War Memorial, Broadway SF, Oracle Stadium, and the Chase Center.

### **Staff Change:**

Christopher Muyo, War Memorial Chief Financial Officer, announced he has accepted a new position as Chief Administrative Officer of Enrollment Management at the University of California, Davis. He thanked the War Memorial Board of Trustees for their support during his tenure.

## **SECRETARY'S REPORT**

### **Update on the War Memorial Opera House Seating Project:**

Assistant Managing Director Norris reminded Trustees that at the April 2020 meeting they voted to not proceed with the Opera House Seat Project during May 2021 and July 2021 in hopes that the time could be used for performances should reopening venues be permitted. She reported that in the past several weeks she has been meeting with various consultants to ascertain if it is possible to replace the War Memorial Opera House Orchestra, Grand Tier and Dress Circle seats during this extended closure of the Opera House.

Ms. Norris stated three different seat samples have been ordered and arrangements will be made for Trustees to review the samples once they arrive. She further stated that she is working with the Department of Public Works' Bureau of Architecture on ADA upgrades that will be required as part of the seat replacement project. Ms. Norris said that she met with a carpet consultant who stated the carpet is in good condition, and that she has a back-up plan to reupholster seat bottoms only if the Opera House reopens sooner than anticipated, which might leave insufficient time for a full seat replacement project.

### COMMITTEE REPORT

#### War Memorial Revised Departmental Budget for Fiscal Years 2020-20 and 2021-22:

Trustee Lui, Chair of the Budget and Finance Committee, stated that earlier today, June 11, 2020 at 1:30 p.m., the Budget and Finance Committee met to consider the War Memorial Revised Departmental Budget for Fiscal Years 2020-21 and 2021-22.

Chair Lui stated that the Committee reviewed staff's Proposed War Memorial Revised Departmental Budget for Fiscal Years 2020-21 and 2021-22, including revenue and expenditures, operating costs, debt service, facilities maintenance, and capital budgets. These proposals are significantly different than the budget approved in February 2020. Staff has revised the budget to compensate for revenue losses related to the ongoing closure of War Memorial facilities to prevent the spread of COVID-19. Chair Lui reported that the Budget Committee agreed the Budget was prudent and conservative, and recommended its approval by the full Board.

On motion of Trustee Lui, seconded by Trustee Moscone, the War Memorial Proposed Revised Departmental budget for Fiscal Years 2020-21 and 2021-22 was unanimously approved.

### RESOLUTION NO. 20-26

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the War Memorial Revised Departmental budget for Fiscal Years 2020-21 and 2021-22 is hereby approved.

#### Approval of Minutes of April 23, 2020, Rental Requests, Rental Refunds, and the April and May Revenue, Appropriations and Housekeeping Expenditure Reports:

President Horn asked for a motion to approve as submitted: the minutes of the April 23, 2020 regular meeting of the Board; Rental Requests for June 11, 2020; Rental Refund Requests for June 11, 2020; and the April 30 and May 31, 2020 Revenue, Appropriations and Housekeeping Expenditures Reports.

On motion of Trustee Pelosi, seconded by Trustee Wilsey, the following resolution was unanimously adopted:

### RESOLUTION NO. 20-27

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the minutes of the April 23, 2020 regular meeting of the Board; Rental Requests for June 11, 2020; Rental Refund Requests for June 11, 2020; and the April 30 and May 31, 2020 Revenue, Appropriations and Housekeeping Expenditures Reports are hereby approved.

### GOOD AND WELFARE

Trustee Pelosi complimented the Budget Committee for doing a "great job," and said that Director Caldon made an excellent presentation of the budget to the War Memorial Trustees.

Trustee Levin stated that with everything that has been going on, Memorial Day went by without any celebrations for American soldiers. Trustee Levin requested that today the War Memorial Board adjourn the meeting in honor of the one million Americans that were killed in wars while serving in the American Armed Forces of the United States.

Trustee Myatt said that the World War II Committee partnered with the Academy of Art University to work on eight banners commemorating World War II and the founding of the United Nations. Trustee Myatt said he hopes the Committee can bring the banners before the War Memorial Board before the anniversary of V-J Day so the banners can be posted in the Veterans Building.

### **PUBLIC COMMENT**

Public comment is an opportunity for members of the public to directly address the Trustees on items within the subject matter jurisdiction of the Board, but not on the agenda.

President Horn stated that during the COVID-19 health emergency while Trustees are meeting remotely, members of the public may address the Board by emailing their public comment to [WarMemorialBoard@sfgov.org](mailto:WarMemorialBoard@sfgov.org), or by leaving public comment as a voicemail at 415-554-6308, in advance of Board meetings. President Horn also invited the public to leave additional public comment until 12:00 p.m. on War Memorial Board meeting days.

Trustees encourage the public to provide their comments and feedback by email or voicemail. It should be noted that no public comment was received either prior to the meeting or in the subsequent week.

### **ADJOURNMENT**

There being no further business to come before the Board, President Horn adjourned the meeting in honor of the one million Americans that were killed in wars while serving in the American Armed Forces of the United States at 3:15 p.m.



Jennifer E. Norris  
Executive Secretary