

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR BOARD MEETING

Thursday, October 8, 2020

The Board of Trustees of the War Memorial of San Francisco met remotely in regular session on Thursday, October 8, 2020, at 2:00 p.m., 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, Trustee Wilsey and Trustee Wright

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

PRESIDENT'S REPORT

Resident Company Update:

President Horn stated that War Memorial resident companies continue to be impacted by COVID-19 closures. He invited representatives of War Memorial resident companies to update the Board on the status of their organizations.

Matthew Shilvock, General Director of the San Francisco Opera, stated that he has observed the progress of the seat replacement project in the War Memorial Opera House and that it is exciting to see the speed of the work that is happening and the transformation taking place. Mr. Shilvock thanked Trustees and staff for their partnership in getting the Opera House seats replaced while no performances are allowed.

Mr. Shilvock showed Trustees photos of the new set built for the opera "Fidelio." It is a flexible set, which has two stories and can rotate 360 degrees. The set can be used in outdoor settings, as well as on the Opera House stage when performances are again permitted. He reported that the Opera is operating its scene shop in Burlingame and its costume shop in the Veterans Building.

President Horn then invited Kelly Tweeddale, Executive Director of the San Francisco Ballet, to provide an update. Ms. Tweeddale reported that the Ballet is now working very hard to gain approval from the Department of Public Health for its professional company to rehearse. The Ballet is testing 100 dancers and staff on a weekly basis and after five weeks has not received any positive COVID test results.

Ms. Tweeddale stated that the Ballet hopes to re-open its school next week. The Ballet is also excited about the Boas Center, a residential housing space being built on Van Ness Avenue, which will house students from the Ballet school and the San Francisco Conservatory of Music. The Ballet is reviewing how rehearsal will function and looking at every protocol for creating new work. It has three world premieres planned to be presented either in person or digitally, and it has been scouting indoor and outdoor locations across the City at which to safely capture performances on video. Ms. Tweeddale further reported that the Ballet is embarking upon an immersive digital experience for presenting Nutcracker, which will include walking through the lobby of the Opera House in digital form.

Ms. Tweeddale expressed her gratitude to the War Memorial Board of Trustees and that she shares Matthew Shilvock's enthusiasm for the seating project in the Opera House. She feels it will be something bright with which to welcome back audiences.

President Horn stated that Mark Hanson, Chief Executive Officer of the San Francisco Symphony, could not attend this meeting due to a prior commitment. In his absence, Andrew Dubowski, Director of Operations for the San Francisco Symphony, reported that the Symphony is currently capturing its first digital SoundBox in Zellerbach A. He stated that Music Director Esa-Pekka Salonen is in his second week of residency with the San Francisco Symphony and Symphony staff is excited to be making a connection with him.

Mr. Dubowski said that he too would like to thank the War Memorial Board of Trustees and the Memorial staff for all they have done to keep the San Francisco Symphony out in the community and in front of important patrons and donors.

MANAGING DIRECTOR'S REPORT

Approval of Consent Agenda: Director Caldon stated that items submitted on the Consent Agenda included: minutes of the Building Committee of September 10, 2020; minutes of the regular meeting of the Board of September 10, 2020, Rental Requests and Rental Refund Requests for October 8, 2020, and Revenue, Appropriations and Housekeeping Expenditures Reports for September 30, 2020. Mr. Caldon requested their approval. On motion of Trustee Shultz, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 20-36

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the minutes of the September 10, 2020 meeting of the Building Committee and the September 10, 2020 regular meeting of the Board; Rental Requests and Rental Refund Requests for October 8, 2020; and the September 30, 2020 Revenue, Appropriations and Housekeeping Expenditures Reports are hereby approved.

Summary of War Memorial's Pandemic Support: Director Caldon stated that the War Memorial has supported the City's COVID-19 response efforts in several ways. He shared the following highlights of War Memorial efforts:

- Logistical support in the form of parking for the City's Homeless Outreach Team.
- Disaster Service Workers: To date 24 War Memorial employees have been deployed, providing almost 6,000 hours of service; currently four War Memorial employees are deployed at the City's COVID Command Center through the remainder of the calendar year.
- Emergency Medical Services Agency: Continue to host the COVID-19 ambulance and Paratransit vehicle dispatch office on the second floor of the Veterans Building, and parking in the horseshoe driveway and adjacent parking lot.
- To date War Memorial has hosted 16 blood drives, collecting almost 700 units of blood, benefiting 1,900 patients.

Director Caldon thanked the American Legion War Memorial Commission for its partnership in helping support the City's COVID-19 response efforts. The Commission has allowed use of a meeting room in the Veterans Building and two of their parking spaces for the EMSA dispatch office and emergency vehicle parking.

COMMITTEE REPORTS

Veterans Committee:

Proposed Renewal of Agreement with American Legion War Memorial Commission:

Chair Myatt stated that the Veterans Committee met earlier today to consider and adopt recommendations on one item:

The Committee considered the proposed renewal agreement between the War Memorial and American Legion War Memorial Commission under which an annual sum is paid by the War Memorial to the Commission.

Trustee Myatt stated that the agreement stems from the 1977 transfer of management and control of what is now the Herbst Theatre and the Green Room from the Commission to the Trustees in exchange for a more assured source of income. This income helps cover the Commission's office expenses related to administering Veterans Building space allocated for veterans' use. He reported that the original 1977 agreement and 18 subsequent

renewal agreements each specified an annual sum to be paid by the Trustees to the Commission from Herbst Theatre rental revenues based on the Commission's needs and requirements at the time.

Trustee Myatt reminded Trustees that the Herbst Theatre has not earned revenue since it was closed by Order of the Health Officer on March 7, 2020. Despite that, understanding the unexpected and unprecedented nature of the Covid-19 pandemic, the War Memorial has continued to make its monthly payments to the Commission in full. Trustee Myatt noted that even though the agreement does not require the War Memorial to make any payments to the Commission until such time as the Herbst Theatre resumes earning revenue, the Veterans Committee is recommending that the full Board approve its recommendation to continue providing financial support to the Commission at the reduced rate outlined in the proposed renewal agreement.

Trustee Myatt stated that the Committee is unanimously recommending a renewal agreement, which contains the same terms and conditions as the current renewal, with the exception of the agreement term and annual amounts to be paid to the Commission. The term recommended is for the one-year period of 2021 and the amount the Trustees would pay to the Commission would total \$30,000. He noted that this direct support is in addition to annual in-kind support to the San Francisco American Legion Posts of approximately \$400,000.

On motion of Trustee Levin, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 20-37

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby adopts the recommendation of its Veterans Committee and approves the American Legion War Memorial Commission's request to renew their Agreement between the War Memorial Board of Trustees and the American Legion War Memorial Commission in the amount of \$30,000 effective for 12 months beginning January 1, 2021.

Public Comment:

Paul Cox of the American Legion War Memorial Commission stated that he appreciates the cooperation from Trustees in granting approval of the Agreement between the American Legion War Memorial Commission and the War Memorial Board of Trustees.

Nelson Lum of the American Legion War Memorial Commission thanked the Trustees for their support and said that the American Legion War Memorial Commission will do their best to support the veteran's community.

REGULAR ITEMS

Approval of Pamela Rosenberg bas relief:

President Horn stated that at the regular meeting on September 10, 2020, Trustees were presented a request from the San Francisco Opera for approval of the final design of a bas relief of former Opera General Director Pamela Rosenberg to be installed in the Opera House main lobby.

He further reported that at that meeting, Trustees noted the design appeared to depict Ms. Rosenberg with bare legs and requested an alteration to the design so that the subject would not appear to have bare legs. During the September meeting, Ellen Presley, San Francisco Opera Board Relations and Special Projects Manager, presented a revised design and requested approval from the full Board. Trustees expressed concern as to whether Pamela Rosenberg was in favor of the design as presented and asked that the Opera confirm with her.

President Horn stated that the Opera has followed up with Pamela Rosenberg and the artist and has been informed that the artist will need more time to make the requested revisions. As a result, this item will be held over to a future meeting of the Board to make a final decision.

Update on Opera House Seat Replacement Project: Jennifer Norris, project lead for the Opera House Seating Replacement Project, provided an update.

Ms. Norris stated that the seating replacement project is under way. The project began with the installation of facility protection starting on September 18, 2020, followed by the removal of the existing seats from the Orchestra, Grand Tier and Dress Circle sections. Currently troughs are being constructed in the Orchestra floor to install electrical boxes, which will be necessary to light the end standard panels along the aisles, as is required by current code. Staff is anticipating the arrival of the new seats on November 23, 2020, and their subsequent prompt installation so the building will be ready for a first Ballet performance on January 19, 2021, should audiences be permitted to enter the building at that time.

Director Caldon thanked Ms. Norris for her hard work and the War Memorial's engineering team and stage electrician John Boatwright for their work in advancing the Opera House seating project by 8 months. He noted that it has taken a lot of effort to accomplish this and expressed gratitude to Ms. Norris for the commitment she has demonstrated by making herself available for the project during evenings and weekends. Director Caldon also expressed thanks to Debra Bernard and Chris Dennis of the San Francisco Ballet, and to Erik Walstad, Jen Good and Jeremy Patfield of the San Francisco Opera, for putting so much effort into this project.

GOOD AND WELFARE

President Horn asked everyone to reach out to family, friends, and acquaintances to encourage them to vote in the upcoming election on November 3.

Trustee Levin complimented War Memorial staff for putting together the report on the history of the agreement between the American Legion War Memorial Commission and the War Memorial Board of Trustees. Trustee Levin complimented the leadership of the American Legion War Memorial Commission for the past twelve years, in particular Roger Dong, Nelson Lum, Paul Cox and Helen Wong.

Trustee Myatt announced that a virtual San Francisco Fleet Week is underway. He encouraged everyone to watch it, as well as the "Honor the Fallen" concert, which will feature a welcome introduction by Tim McGraw.

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 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 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 day.

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 at 2:40 p.m.



Jennifer E. Norris
Executive Secretary