

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
SPECIAL BOARD MEETING

Thursday, February 18, 2021

The Board of Trustees of the War Memorial of San Francisco met remotely in special session on Thursday, February 18, 2021, 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 Myatt, Trustee Pelosi and Trustee Wilsey
Absent: Trustee Moscone, Trustee Wright
Staff Present: John Caldon, Managing Director, and Jennifer Norris, Assistant Managing Director

PRESIDENT'S REPORT

President Horn began the meeting by stating he wanted to note with sadness the passing of a great friend, former Secretary of State George Shultz, husband of Vice President Charlotte Shultz. He said that George was a monumental presence in San Francisco, the United States, and the world, for decades. President Horn stated that he felt he spoke on behalf of the entire War Memorial Board in extending its sincere condolences to Trustee Charlotte Shultz and all of George's family. President Horn also noted that he intended to adjourn today's Board meeting in honor of Secretary George P. Shultz.

Trustee Shultz expressed her gratitude to President Horn and everyone who sent their sympathy and condolences. It meant a great deal to her.

MANAGING DIRECTOR'S REPORT

Approval of Consent Agenda: Director Caldon stated that items submitted on the Consent Agenda included: minutes of the January 14, 2021 regular meeting of the Board; minutes of the February 3, 2021 meeting of the Budget and Finance Committee; Rental Requests and Rental Refund Requests for February 18, 2021. Mr. Caldon requested their approval. On motion of Trustee Wilsey, seconded by Trustee Lui, the following resolution was unanimously adopted:

RESOLUTION NO. 21-03

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the minutes of the January 14, 2021 regular meeting of the Board; the minutes of the February 3, 2021 meeting of the Budget and Finance Committee; Rental Requests and Rental Refund Requests for February 18, 2021, are hereby approved.

Director Caldon provided an update on the process of hiring the new Director of Finance and Administration position. He reported that the department received applications from a few great candidates. He hopes to interview for the position in March and to make an offer shortly thereafter so as to have the position filled by late April or early May.

Secretary's Report: Assistant Managing Director/Secretary Jennifer Norris requested approval of the Revenue, Appropriations and Housekeeping Expenditures Reports for January 31, 2021. On motion of Trustee Pelosi, seconded by Trustee Bechtle, the following resolution was unanimously adopted:

RESOLUTION NO. 21-04

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the January 31, 2021 Revenue, Appropriations and Housekeeping Expenditures Reports are hereby approved.

CA Form 700 Statement of Economic Interest and Sunshine/Ethics Training Certification and Filing:

Ms. Norris reminded Trustees that the California Form 700 Statement of Economic Interest and Sunshine/Ethics Training Certification and Filing must be completed by April 1, 2021.

Opera House Seating Update: President Horn requested an update on the Opera House Seat Replacement Project. Ms. Norris reported that the Opera House Seat Replacement Project is proceeding with floor preparation underway and new seat components scheduled to arrive for installation beginning March 1. Seat installation is projected to last six weeks.

COMMITTEE REPORT

Budget and Finance Committee: Chair Lui stated that to comply with legal requirements the Board is required to hold two public budget hearings no fewer than 15-days apart before voting to approve the departmental budget. Chair Lui stated that the Budget and Finance Committee held meetings on February 3, 2021, and again earlier today, to consider and adopt recommendations on the War Memorial department's proposed budgets for Fiscal Year 2021-22 and Fiscal Year 2022-23.

Chair Lui reported that the Committee reviewed staff's proposed budgets for Fiscal Year 2021-22 and Fiscal Year 2022-23, including revenues and expenditures for operating, debt service, facilities maintenance, and capital budgets.

Following discussion, President Horn requested a motion to adopt the report of the Budget and Finance Committee. On motion of Trustee Gatti, seconded by Trustee Pelosi, Trustees voted unanimously to recommend approval of staff's proposed two-year budget for Fiscal Year 2021-22 and Fiscal Year 2022-23.

RESOLUTION NO. 21-05

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco to adopt the report of the Budget and Finance Committee and approve staff's proposed two-year budget for Fiscal Year 2021-22 and Fiscal Year 2022-23.

REGULAR ITEMS

Racial Equity Report: President Horn stated that in July 2019 the Office of Racial Equity was created by legislation as a division of the San Francisco Human Rights Commission in response to the City's growing racial disparities and as a means to address the history of structural and institutional racism in San Francisco's delivery of services to the public. War Memorial staff subsequently formed a staff Racial Equity Team, which is co-facilitated by Sharon Walton, Communications and Events Manager, and Jennifer Norris, Assistant Managing Director. Staff created the War Memorial's Racial Equity Action Plan, which was submitted to the Office of Racial Equity in December.

President Horn reported that to facilitate this Board's racial equity work, at the November 2020 meeting he formed a Special Committee on Racial Equity and named Trustee Wright as its Chair. At the January regular meeting of the Board, Chair Wright reported on the Committee's first meeting, including its recommendation that the War Memorial Board of Trustees begin receiving regular informational reports from licensees about their racial equity work.

President Horn stated that in advance of today's meeting, Trustees received a report from the San Francisco Opera's Department of Diversity, Equity and Community outlining the achievements of its inaugural year in 2020. He invited Charles "Chip" McNeal, Director of Diversity, Equity and Community, and Ryan Marchand, Community Engagement Manager, to make a presentation to Trustees.

Mr. McNeal stated that the San Francisco Opera made a historic choice in 2019 by announcing the formation of the Department of Diversity, Equity and Community. The Opera understood the changing landscape of diversity and equity in classical music organizations and was at the forefront of the drive to create a more equitable, hospitable cultural organization by becoming the first opera company in the world to establish a fully funded diversity department.

Ryan Marchand, Community Engagement Manager, stated that the Department of Diversity, Equity and Community has three central areas of focus:

- *Diversity, Equity, and Inclusion (DEI)*: The Opera's goal is to advance DEI within the organization and externally. The Department of Diversity, Equity and Community has been holding monthly trainings for the Opera's staff and Board to achieve this goal.
- *Education*: Administer and evolve the Opera's programming for schools. Mr. Marchand noted that the Opera's "Arts Resources in Action" (ARIA) program is now available free to schools.
- *Community*: Deliver innovative programs to the community at large and build partnerships and engagement around the stories being told on stage. An example of this civic engagement practice is the "Earn Your Wings" program. During "Hansel & Gretel" in fall 2019, representatives from Community Housing Partnership (CHP), a nonprofit organization in San Francisco working to end homelessness, partnered with the Opera for a lobby activation activity in the Opera House, which included having CHP staff present to interact with patrons and a text-to-give program with donation proceeds benefiting CHP.

GOOD AND WELFARE

Trustee Levin stated that he had found in a San Francisco Chronicle article a brief quote that gave great insight into Secretary George Shultz. A Chronicle reporter interviewed Secretary Shultz and noted that Secretary Shultz had traveled the world extensively. The reporter asked Secretary Shultz about his favorite place, to which he replied: "I love spending time with Charlotte."

PUBLIC COMMENT

President Horn opened public comment by noting that 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 in honor and memory of Secretary George P. Shultz at 2:30 p.m.

A handwritten signature in blue ink, appearing to read "Jennifer E. Norris". The signature is fluid and cursive, with the first and last names being the most prominent.

Jennifer E. Norris
Executive Secretary