

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

**Thursday, June 10, 2021**

The Board of Trustees of the War Memorial of San Francisco met remotely in regular session on Thursday, June 10, 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 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**

President Horn reported that tonight the Herbst Theatre is having its first live performance since COVID closures began in March 2020. Philharmonia Baroque Orchestra will be hosting an invitation-only donor concert followed by a publicly sold concert tomorrow. These concerts kick off a summer season that will also include concerts by San Francisco Performances and build toward a robust fall season.

President Horn reported that the Veterans Commemoration Committee's "Fortress San Francisco" banner exhibit celebrating San Francisco's many contributions to the victory in World War II has been unveiled. The eight panels, which were designed by students from the Academy of Art University under the leadership of Trustee Myatt and Trustee Levin, are now hanging in the Veterans Building Lobby. They serve as an historic marker and educational display for all visitors to the building.

President Horn announced the retirement of Ruby Henderson, long-serving Executive Secretary to the Managing Director. He proposed a resolution commemorating her many accomplishments. On motion of Vice President Shultz, seconded by Trustee Moscone, the following resolution was unanimously adopted:

**RESOLUTION NO. 21-13**

*Whereas,* RUBY L. HENDERSON will retire on June 30, 2021, after working for the City and County of San Francisco for over twenty-eight years; and

*Whereas,* Ruby has provided outstanding service to the San Francisco War Memorial and Performing Arts Center, initially as a Senior Clerk Typist and then for more than twenty-seven years as an Executive Secretary; and

*Whereas,* Ruby, in her role as Executive Secretary to the Managing Director, has assisted and supported three Managing Directors through the years; and

*Whereas,* Ruby, in her role as Recording Secretary to the War Memorial Board of Trustees, has served as the department's communication liaison with trustees, tracking attendance, creating agendas, mailing materials, and preparing minutes, with great attention to detail, for hundreds of Board and Committee meetings; and

- Whereas*, Ruby, in her role as Office Manager and de facto Manager of the War Memorial's secretarial staff, has trained, mentored, and supported a generation of administrative support staff in providing exemplary service; and
- Whereas*, Ruby has managed the treasuring and distribution of Trustee tickets for more than sixteen thousand performances; and
- Whereas*, Ruby has smoothly and efficiently handled and resolved problems – of every type imaginable and unimaginable; now Therefore Be It
- Resolved*, By the Board of Trustees of the War Memorial of San Francisco to hereby thank and commend RUBY L. HENDERSON for her outstanding and dedicated service to the San Francisco War Memorial and Performing Arts Center, its licensees, and patrons, and extend to her heartfelt best wishes in her new endeavors.

On invitation from President Horn, Ms. Henderson expressed her gratitude for having worked at the War Memorial and thanked Trustees for the resolution.

Kelly Tweeddale, Executive Director of the San Francisco Ballet, reported on the Ballet completing its first digital season and the good response to its current subscription renewals. She expressed gratitude to War Memorial Trustees and staff for their support.

### **MANAGING DIRECTOR'S REPORT**

**Approval of Consent Agenda:** Director Caldon stated that items submitted on the Consent Agenda included minutes of the May 13, 2021, meeting of the Special Committee on Racial Equity, the minutes of the May 13, 2021, regular meeting of the Board, and Rental Requests and Rental Refund Requests for June 10, 2021. He requested their approval. On motion of Trustee Pelosi, seconded by Trustee Moscone, the following resolution was unanimously adopted:

#### **RESOLUTION NO. 21-14**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the minutes of the May 13, 2021, meeting of the Special Committee on Racial Equity, the minutes of the May 13, 2021, regular meeting of the Board, and Rental Requests and Rental Refund Requests for June 10, 2021, are hereby approved.

Director Caldon reported that on Wednesday, June 16, 2021, and Wednesday, June 23, 2021, he will be presenting the departmental budget to the Board of Supervisors. He further stated that staff met with Global Gourmet Catering this week and that they look forward to coming back to provide concession services.

### **SECRETARY'S REPORT**

**Revenue, Appropriations, and Housekeeping Expenditures:** Assistant Managing Director Jennifer Norris requested approval of the Revenue, Appropriations and Housekeeping Expenditures Reports for May 31, 2021. On motion of Trustee Pelosi, seconded by Trustee Moscone, the following resolution was unanimously adopted:

#### **RESOLUTION NO. 21-15**

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

**Opera House Seating Update:** Ms. Norris reported that the Opera House seating project will meet its scheduled date of completion of August 18, 2021.

Ms. Norris announced that Booking Manager Stephanie Smith had resigned from her position at the War Memorial after 13 years. On behalf of Trustees, President Horn thanked Ms. Smith for her service.

### **COMMITTEE REPORT**

**Special Committee on Racial Equity:** President Horn reminded Trustees that at the regular meeting on May 13, 2021, Trustee Wright, Chair of the Special Committee on Racial Equity, shared with Trustees a draft Racial Equity Statement created with input from Committee members and War Memorial staff. Prior to today's meeting, Trustees received the draft statement to review for approval.

President Horn requested that the draft statement be read into the statement. Assistant Managing Director Jennifer Norris read it for the record:

“The San Francisco War Memorial and Performing Arts Center, a monument to our nation's veterans, the birthplace of the United Nations, was created for the enjoyment of all people.

The War Memorial, under our care, has a long history of supporting European art forms, oftentimes to the exclusion of other art forms, artists, arts organizations, and their patrons, in particular people of color. Having been entrusted with San Francisco's premiere performing arts venues, the War Memorial Board of Trustees understands our broader obligation to San Francisco's performing arts communities. Trustees and staff will work to create an environment where people of all backgrounds participate in, and are enriched by, performances and presentations in venues which we have dedicated ourselves to preserving for generations to come.

The War Memorial Board of Trustees is fully committed to advancing racial equity through our policies and the use of our venues. The effectiveness of our work will be evident by the expansion of the racial and ethnic diversity of the patrons, presenters, and workers under our roofs.”

Following discussion, and on motion of Trustee Pelosi, seconded by Trustee Moscone, the following resolution was unanimously adopted:

#### **RESOLUTION NO. 21-16**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it approves the War Memorial Board of Trustees Racial Equity Statement.

### **REGULAR ITEMS**

**Pamela Rosenberg Bas Relief:** President Horn reported that at the regular meeting of the Board on November 12, 2020, Trustees approved the final design and installation location of the bas relief of former Opera Director Pamela Rosenberg. The bas relief has since been completed and a photo of the actual sculpture was shared with Trustees prior to this meeting.

Today, the Opera is returning with a request to add to the bas relief a marble base that will bear an inscription of Ms. Rosenberg's name. Ellen Presley of the San Francisco Opera presented the request to Trustees.

Following discussion, and on motion of Trustee Gatti, seconded by Trustee Moscone, the following resolution was unanimously adopted:

#### **RESOLUTION NO. 21-17**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it approves the addition of a marble base to the bas relief of Pamela Rosenberg bearing an inscription of her name.

### **GOOD AND WELFARE**

Trustee Levin stated it is important that Trustees passed the Racial Equity Statement, as many of our fellow Chinese and Asian citizens are feeling the sting of hatred today. Trustee Levin noted that panels in the “Fortress San Francisco” exhibit in the Veterans Building Lobby depict that more than 100,000 Americans of Japanese ancestry were placed in camps and that many women and racial minorities were brought into the job market during World War II.

### **PUBLIC COMMENT**

President Horn opened public comment by noting that public comment is an opportunity for members of the public to address 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 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 2:45 p.m.



Jennifer E. Norris  
Executive Secretary