

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

RENTAL REQUESTS: July 14, 2022

DAVIES SYMPHONY HALL

SF Gay Men's Chorus Spring Concerts	March 15 – March 17, 2023	\$8,760.00 vs. 10% \$14,750 maximum
--	---------------------------	--

HERBST THEATRE

She-Can Global She-Can Revolution 2.0	November 4, 2023	\$1,450.00
--	------------------	------------

Japanese Community Youth Council JCYC 5 Decades Film Screening Celebration	November 12, 2022	\$1,450.00
---	-------------------	------------

Samoan Community Development Center	July 19-July 20, 2022	\$2,600.00
-------------------------------------	-----------------------	------------

**San Francisco War Memorial
FY 2021-2022 Housekeeping Expenditures - June 30, 2022**

PO Number	Description	Amount	Fund Source
<u>PURCHASE ORDER</u>			
629258	RMI MECHANICAL CONTRACTOR INC	\$ 23,640.00	14670
629391	RMI MECHANICAL CONTRACTOR INC	\$ 6,400.00	14670
629396	RMI MECHANICAL CONTRACTOR INC	\$ 2,960.00	14670
629402	B B I ENGINEERING INC	\$ 516.22	14670
629411	GRAINGER	\$ 1,737.80	14680
629763	PRIBUSS ENGINEERING INC	\$ 1,500.00	14670
629847	ZONES, LLC	\$ 1,935.76	14670
630326	AIR DALE COMPRESSORS INC	\$ 378.62	14670
630335	GRAINGER	\$ 834.18	14670
630336	GRAINGER	\$ 1,009.04	14670
630339	MCCLURE ELECTRIC INC	\$ 14,250.00	14670
630342	D T C GRIP & ELECTRIC INC	\$ 4,608.00	14670
630888	One Diversified, LLC	\$ 64,431.00	14720
630902	One Diversified, LLC	\$ 59,976.00	14720
630915	HOLZMUELLER CORP	\$ 29,371.00	14720
630918	HOLZMUELLER CORP	\$ 40,927.00	14720
630922	ISLAND CREATIVE MANAGEMENT LLC	\$ 80,995.87	14720
630927	ISLAND CREATIVE MANAGEMENT LLC	\$ 6,295.00	14720
630938	ISLAND CREATIVE MANAGEMENT LLC	\$ 4,388.00	14720
630940	B B I ENGINEERING INC	\$ 13,317.08	14720
630963	B B I ENGINEERING INC	\$ 1,641.50	14720
630964	B B I ENGINEERING INC	\$ 732.76	14720
631069	Artifax Software Limited	\$ 17,000.00	14670
631072	SAN FRANCISCO OPERA ASSN	\$ 19,000.00	14670
631297	PRIBUSS ENGINEERING INC	\$ 4,786.00	14670
631529	Volz Community Training Services LLC	\$ 8,120.00	14670
631539	WAXIE SANITARY SUPPLY	\$ 2,041.25	14670
631605	KELLY-MOORE PAINT CO INC	\$ 1,713.28	14670
631658	PATRICK & CO	\$ 88.54	14670
	Total	\$ 414,593.90	
FUND CODE:	DESCRIPTION:		
14670	Operating	\$ 110,780.89	
14680	Facilities Maintenance	\$ 1,737.80	
14690	Capital Projects	\$ -	
14700	Concessions Equipment Replacement Fund	\$ -	
14720	War Memorial Reserve	\$ 302,075.21	
14820	Gift Fund	\$ -	
	Total	\$ 414,593.90	

San Francisco War Memorial
FY 2021 - 2022 Appropriations Report - June 30, 2022

Account	DESCRIPTION	YTD		
		REVISED APPROPRIATION	ENCUMBERED & EXPENDED	BALANCE
501010	Permanent Salaries	\$ 6,473,700	\$ 5,170,333	\$ 1,303,367
505010	Temporary Salaries	\$ 381,958	\$ 745,862	\$ (363,904)
509010	Premium Pay	\$ 108,247	\$ 110,287	\$ (2,040)
510210	One-Time Salaries Payments	\$ -	\$ 89,060	\$ (89,060)
511010	Overtime	\$ 185,077	\$ 276,788	\$ (91,711)
501070	Holiday	\$ 99,318	\$ 70,622	\$ 28,696
513000	Mandatory Fringe Benefits	\$ 3,484,112	\$ 3,071,586	\$ 412,526
521030	Air Travel	\$ -	\$ 287	\$ (287)
521050	Non-Air Travel	\$ -	\$ -	\$ -
522000	Training	\$ 22,600	\$ 8,195	\$ 14,405
523010	Auto Mileage // Local Field Expense	\$ -	\$ 250	\$ (250)
524010	Membership Dues	\$ 3,795	\$ 175	\$ 3,620
527090	Special Inspection & Testing Services	\$ 3,952	\$ 22,772	\$ (18,820)
527610	Systems Consulting	\$ 41,989	\$ 321	\$ 41,668
527990	Other Professional Services	\$ 81,320	\$ 159,167	\$ (77,847)
528010	Scavenger Service	\$ 224,432	\$ 134,621	\$ 89,812
528030	Pest Control	\$ 45,889	\$ 40,049	\$ 5,840
528910	Elevator Service	\$ 262,170	\$ 216,938	\$ 45,232
528990	Other Building Maintenance Services	\$ 730,761	\$ 1,079,751	\$ (348,990)
529110	Data/Word Processing Maintenance	\$ 16,620	\$ 765	\$ 15,855
529990	Other Equipment Maintenance	\$ 37,282	\$ 42,446	\$ (5,164)
531000	Equipment Lease/Rental	\$ 17,989	\$ 20,879	\$ (2,890)
535000	Other Current Expenses (535000-535990)	\$ 67,317	\$ 114,369	\$ (47,052)
540000	Materials & Supplies	\$ 327,517	\$ 326,846	\$ 670
552110	Taxes (Community Benefit District)	\$ 275,851	\$ -	\$ 275,851
552115	Sales Tax	\$ -	\$ 257	\$ (257)
552210	Fees, Licenses and Permits	\$ 34,169	\$ 20,897	\$ 13,272
581051	PUC - Light, Heat and Power	\$ 958,817	\$ 812,469	\$ 146,348
581063	PUC - Sewer Service	\$ 77,412	\$ 76,475	\$ 937
581064	PUC - Water	\$ 74,031	\$ 70,516	\$ 3,515
581140	DT - Technology Projects	\$ 80,513	\$ 38,374	\$ 42,139
581210	DT - Technology Infrastructure	\$ 149,552	\$ 149,552	\$ -
581270	City Attorney - Legal Services	\$ 93,000	\$ 41,037	\$ 51,963
581325	DTIS - Enterprise Agreement	\$ 11,553	\$ 11,553	\$ -
581360	DTIS - Telephone Services	\$ 30,480	\$ 25,216	\$ 5,264
581410	GSA - Custodial Services	\$ 2,742,425	\$ 2,160,126	\$ 582,299
581450	DHR - Management Training	\$ 42,790	\$ -	\$ 42,790
581460	DHR - Workers Compensation	\$ 135,203	\$ 98,156	\$ 37,048
581570	DPH - Medical Services/Training	\$ 61,732	\$ 1,907	\$ 59,826
581580	DPH - Toxic Waste & Haz. Mat Svcs.	\$ 24,556	\$ 258	\$ 24,298
581820	Purchasing - Reproduction	\$ 8,500	\$ 182	\$ 8,318
581880	Rec. Park - Gardener Services	\$ 187,264	\$ 187,264	\$ -
	TOTAL OPERATING	\$ 17,603,894	\$ 15,396,607	\$ 2,207,287
14680	Facilities Maintenance	\$ 585,888	\$ 457,187	\$ 128,701
14690	Capital Improvements	\$ 3,419,718	\$ 321,176	\$ 3,098,542
067ACP	Capital Equipment	\$ -	\$ -	\$ -
	GRAND TOTAL	\$ 21,609,500	\$ 16,174,970	\$ 5,434,531
10000	Debt Service	\$ 9,502,809	\$ 9,437,088	\$ 65,721
14720	War Memorial Reserve	\$ 1,649,456	\$ 467,841.01	\$ 1,181,615
14700	Concessions Equip. Repl. Fund	\$ 52,424	\$ 499	\$ 51,925

San Francisco War Memorial
FY 2021-22 Revenue Report - June 30, 2022

		JUNE REVENUE	FISCAL YEAR TO DATE	LAST YEAR TO DATE	FY 2018-2019
FACILITY RENTAL					
435511	Opera House	\$ 17,015.00	\$ 590,609.51	\$ 122,225.00	\$ 653,711.90
435512	Green Room	18,550.00	105,469.16	4,800.00	313,205.00
435521	Herbst Theatre	22,425.00	165,468.70	22,750.00	407,524.39
435531	Davies Symphony Hall	14,730.00	585,140.00	123,035.00	750,902.05
435542	Wilsey Center	11,475.00	202,297.14	30,270.00	151,810.00
462891	Zellerbach Rehearsal Hall		246,895.00	56,755.00	294,195.00
OFFICE RENTAL					
435517	San Francisco Ballet (OH)	\$ 6,622.76	\$ 35,347.94	\$ 28,725.18	\$ 18,696.80
435519	San Francisco Opera (OH)	15,060.52	180,836.12	180,726.72	165,725.20
435539	San Francisco Symphony (DSH)	15,170.40	166,874.40	182,044.00	171,828.00
435540	Veterans Bldg. Office Rent (SFO)	\$ 37,922.14	378,571.40	417,778.70	445,143.31
462861	Veterans Building Occupancy Fees		149,679.40	121,163.79	3,251.64
FOOD/BEVERAGE CONCESSIONS					
435611	Opera House	\$ 97,502.10	\$ 290,798.98	\$ -	\$ 415,033.51
435611	Herbst Theatre	3,195.39	5,261.14	-	78,208.69
435631	Davies Symphony Hall	50,763.08	121,614.28	-	280,178.77
PROGRAM CONCESSIONS					
435612	Opera House	\$ 171.46	\$ 1,288.31		\$ 3,637.11
435612	Herbst Theatre		-		4,169.48
435632	Davies Symphony Hall		17,791.92		5,998.07
OTHER					
435232	Parking Fees	\$ 2,573.00	\$ 41,150.50		\$ 45,191.00
462899	Miscellaneous Revenue	19,741.00	80,194.00	1,543.00	264,305.17
GROSS REVENUE		\$ 332,916.85	\$ 3,365,287.90	\$ 1,291,816.39	\$ 4,472,715.09
	Less 15% War Memorial Reserve	\$ (49,937.53)	\$ (504,793.19)	\$ (193,772.46)	\$ (670,907.26)
	Payment to War Memorial Commission	(3,150.00)	(33,900.00)	(34,345.00)	(39,510.00)
NET REVENUE		\$ 279,829.32	\$ 2,826,594.72	\$ 1,063,698.93	\$ 3,762,297.83
OTHER FUNDS					
435614	Concessions Equipment Replacement	\$ 4,958.89	\$ 19,548.86	\$ 548.07	\$ 37,196.63

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
PRESENTORS LIAISON COMMITTEE / SPECIAL MEETING

Thursday, June 9, 2022

The Presentors Liaison Committee of the Board of Trustees of the War Memorial of San Francisco met in-person at 1:45p.m. on Thursday, June 9, 2022, Chair Wilsey presiding.

ROLL CALL

Committee Members Present: Chair Wilsey, President Horn, and Trustee Fisher
Committee Members Absent: Trustee Pelosi
Non-Committee Members Present: Trustee Muduroglu
Staff Present: John Caldon, Managing Director, and Rob Levin, Executive Secretary

Global Gourmet Catering Possible Contract Extension:

Chair Wilsey noted that prior to the meeting, members of the Presentors Liaison Committee received a letter from Global Gourmet Catering requesting consideration and approval to extend the original term of its agreement by a period of 18 months. Chair Wilsey then invited Garo Eldemir, Director of Concessions for Global Gourmet, to present the request to the Committee.

Mr. Eldemir explained that because Global Gourmet was unable to operate during venue closures for 18-months of the pandemic, he was respectfully requesting that those 18-months not count toward the five-year Original Term of the Agreement. He requested that the Original Term of the Agreement be extended by an equal period.

Following discussion, on motion of Trustee Fisher and seconded by President Horn, the Presentors Liaison Committee voted unanimously to recommend to the full Board approving Global Gourmet's request to extend the Original Term of its Agreement by 18-months, with the amended Original Term expiring on January 31, 2025.

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.

There being no public comment, Chair Wilsey closed public comment.

ADJOURNMENT

There being no further business, Chair Wilsey adjourned the meeting at 1:49 p.m.

Rob Levin
Executive Secretary

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR BOARD MEETING

Thursday, June 9, 2022

The Board of Trustees of the War Memorial of San Francisco met in regular session on Thursday, June 9, 2022, at 2:00 p.m., in the Trustees' Board Room, War Memorial Opera House, President Horn presiding. As authorized by California Government Code Section 54953(e) and Mayor Breed's 45th Supplement to her February 25, 2020 emergency proclamation, some members of the public also attended this meeting remotely.

ROLL CALL

Present: President Horn, Vice President Lui, Trustee Fisher, Trustee Muduroglu, and Trustee Wilsey

Absent: Trustee Gatti, Trustee Kopp, Trustee Pelosi, and Trustee Wright

Staff Present: John Caldon, Managing Director, and Rob Levin, Executive Secretary

The meeting did not have a quorum, so no actions were undertaken by the Board at this meeting.

PRESIDENT'S REPORT

Passing of Trustee Gina Moscone: President Horn opened the meeting with a somber announcement regarding the passing of Trustee Gina Moscone. He reported that Trustee Moscone was appointed to the War Memorial Board in 1980 by then-Mayor Dianne Feinstein. He noted that Trustee Moscone served on every committee of the Board, as well as the Boards of the San Francisco Performing Arts Center Foundation and the San Francisco Art Institute. He remarked that she was reliable, dependable, conscientious, and did her homework.

President Horn noted that Trustee Moscone and he had become close after Mayor George R. Moscone's death, attending performances of the opera, symphony, and ballet together, as well as staying up late to sing showtunes. He expressed that personally he was going to miss her. President Horn requested that the meeting be adjourned in her honor.

SF Opera Summer Season: President Horn then reported that the San Francisco Opera kicked off its summer season with an incredible production of "Don Giovanni," the conclusion of its ambitious and inventive Mozart-Da Ponte trilogy. He remarked that he is also looking forward to "Dream of the Red Chamber" and Music Director Eun Sun Kim conducting a Verdi concert. He wished the Opera a fabulous summer season.

Behested Payments Legislation: President Horn stated that in the recent June 2022 election, San Francisco voters passed Proposition E, which involves behested payments. He noted that because the measure created new rules regarding fundraising efforts, he has asked the City Attorney to attend the July Board meeting to brief the Trustees on what the new legislation entails.

MANAGING DIRECTOR'S REPORT

Staffing: Director Caldon was happy to report that a new Assistant Managing Director had been hired, as well as new stationary engineers and security guards. The hiring focus will now move to vacant administrative positions. He stated that this means the department is getting back to being almost fully staffed, which is welcome after two years of operating understaffed. Director Caldon thanked the HR team for their efforts.

Automated Rigging System: Director Caldon reported that he is working with the Opera and the Ballet on an issue related to the automated rigging system on the Opera House stage. He explained that it is a mechanically-driven system installed over the last 10-15 years that flies scenery in and out and controls the main drape.

Director Caldon reported that the system is starting to fail, and due to the pressing nature of the issue, he has been in talks with the resident companies regarding replacement and will keep the Board apprised of any developments. He also noted that they still need to do a full assessment to clearly understand the scope of the problem.

SECRETARY'S REPORT

Summer Work in the Opera House: Executive Secretary Levin reported back to the Board on scheduled repairs and maintenance that would be completed during the summer. He noted there was still a short list of items to finish before the Opera House Seating Replacement project is officially completed, including a fix to the aisle lighting, which will be completed in July. Executive Secretary Levin also thanked the Board for trusting him with his new position and he said he looks forward to working with all the Trustees in the future.

COMMITTEE REPORT

Presentors Liaison Committee: President Horn noted that prior to today's meeting, Global Gourmet Catering, the War Memorial's exclusive concessionaire, submitted a request to Trustees to extend the Original Term of their Agreement. He noted Global Gourmet's agreement includes an Original Term lasting 5-years from August 1, 2018 to July 31, 2023. He then asked Chair Wilsey to brief the Board members on what occurred during the Committee meeting.

Chair Wilsey explained that due to the COVID pandemic, War Memorial venues were closed to concessions service for 18 months during the Original Term of Global Gourmet's Agreement. She stated that Global Gourmet requested to extend the Original Term of its Agreement by 18 months so it may benefit from a full 5-years of revenue-earning potential, as guaranteed under the Agreement. She then reported that the Presentors Liaison Committee voted unanimously to recommend to the full Board approving Global Gourmet's request to extend the original term of its Agreement by 18 months, with the amended Original Term to expire on January 31, 2025.

Due to the lack of quorum, no action was taken and the item was held over to a future meeting.

REGULAR ITEMS

Assistant Managing Director/Executive Secretary Hiring: President Horn reported that at the May Board meeting, Trustees voted unanimously in closed session to offer the position of Assistant Managing Director/Executive Secretary to Rob Levin. President Horn noted that at that meeting, the selection could not be publicly announced as Mr. Levin first needed to complete some administrative matters.

President Horn then happily announced that Rob Levin officially became the Assistant Managing Director/Executive Secretary of the War Memorial effective May 28, 2022. He congratulated Mr. Levin on behalf of the Trustees. A member of the public, associated with the Shen Yun production, also congratulated Mr. Levin on his appointment and expressed his enjoyment working with Mr. Levin in previous years.

GOOD AND WELFARE

There being no good and welfare, President Horn closed good and welfare.

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 415-554-6377 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.

Abe Thompson, presenter of Shen Yun, extended his thanks to Managing Director Caldon and Assistant Managing Director Levin for their assistance in bringing Shen Yun to the theater safely for performers, audiences, and staff. He praised their outstanding job in helping the production deal with the COVID surge in January 2022. Mr. Thompson also mentioned how much he enjoyed the wider seats in the Opera House and how forward-thinking it was to complete that project while the space was closed. Mr. Thompson remarked that he looked forward to a long partnership with the War Memorial Opera House and thanked the Board.

ADJOURNMENT

There being no further business to come before the Board, President Horn adjourned the meeting at 2:17 p.m. in memory of Trustee Gina Moscone.

Rob Levin
Executive Secretary

**RESOLUTION MAKING FINDINGS TO ALLOW TELECONFERENCED
MEETINGS UNDER CALIFORNIA GOVERNMENT CODE SECTION
54953(e)**

WHEREAS, California Government Code Section 54953(e) empowers local policy bodies to convene by teleconferencing technology during a proclaimed state of emergency under the State Emergency Services Act so long as certain conditions are met; and

WHEREAS, In March, 2020, the Governor of the State of California proclaimed a state of emergency in California in connection with the Coronavirus Disease 2019 (“COVID-19”) pandemic, and that state of emergency remains in effect; and

WHEREAS, On February 25, 2020, the Mayor of the City and County of San Francisco (the “City”) declared a local emergency, and on March 6, 2020 the City’s Health Officer declared a local health emergency, and both those declarations also remain in effect; and

WHEREAS, On March 11 and March 23, 2020, the Mayor issued emergency orders suspending select provisions of local law, including sections of the City Charter, that restrict teleconferencing by members of policy bodies; and

WHEREAS, Consistent with the Mayor’s orders and State law, the War Memorial Board of Trustees met remotely during the COVID-19 pandemic through March 6, 2022; and

WHEREAS, On February 10, 2022, the Mayor issued an emergency order that (1) requires decision-making boards and commissions established in the Charter (with the exception of the Board of Supervisors) to hold meetings in person at a physical location where members of the public may attend and provide comment, (2) allows members of those boards and commissions to participate remotely in the in-person meetings for COVID-related health reasons, (3) allows but does not require subcommittees of those boards and commissions to meet in person at a physical location where members of the public may attend and provide comment, and (4) prohibits all other policy bodies (with the exception of the Board of Supervisors and its committees) from meeting in person under any circumstances, with limited exceptions; and

WHEREAS, On September 16, 2021, the Governor signed AB 361, a bill that amended the Brown Act to allow local policy bodies to continue to meet by

teleconferencing during a state of emergency without complying with restrictions in State law that would otherwise apply, provided that the policy bodies make certain findings at least once every 30 days; and

WHEREAS, While federal, State, and local health officials emphasize the critical importance of vaccination (including a booster once eligible) and consistent mask-wearing, regardless of vaccination status, to prevent the spread of COVID-19, the City's Health Officer has issued at least one order (Health Officer Order No. C19-07y, available online at www.sfdph.org/healthorders) and one directive (Health Officer Directive No. 2020-33i, available online at www.sfdph.org/directives) that continue to recommend measures to promote safety for indoor gatherings, including vaccination, masking, improved ventilation, and other measures, in certain contexts; and

WHEREAS, The California Department of Industrial Relations Division of Occupational Safety and Health ("Cal/OSHA") has promulgated Section 3205 of Title 8 of the California Code of Regulations, which requires most employers in California, including in the City, to train and instruct employees about measures that can decrease the spread of COVID-19; and

WHEREAS, Without limiting any requirements under applicable federal, state, or local pandemic-related rules, orders, or directives, the City's Department of Public Health, in coordination with the City's Health Officer, has advised that for group gatherings indoors, such as meetings of boards and commissions, people can increase safety and greatly reduce risks to the health and safety of attendees from COVID-19 by maximizing ventilation, wearing well-fitting masks regardless of vaccination status (and as required for unvaccinated people by the State of California's indoor masking order), encouraging vaccination (including a booster as soon as eligible), staying home when sick or when experiencing any COVID-19 symptom, discouraging consumption of food or beverages in the meeting, following good hand hygiene practices, and making informed choices when gathering with people whose vaccination status is not known; and

WHEREAS, the War Memorial Board of Trustees will begin meeting in person consistent with the Mayor's February 10, 2022 order, allowing members to participate by video from a separate location for COVID-related health reasons and providing members of the public an opportunity to observe and provide public comment either in person or remotely; now, therefore, be it

RESOLVED, That the War Memorial Board of Trustees finds as follows:

1. As described above, the State of California and the City remain in a state of emergency due to the COVID-19 pandemic. At this meeting, the War Memorial Board of Trustees has considered the circumstances of the state of emergency.
2. As described above, because of the COVID-19 pandemic, conducting meetings of this body and its committees in person without allowing certain members of this body to attend remotely would present imminent risks to the health or safety of certain attendees due to COVID-19, and the state of emergency continues to directly impact the ability of those members to meet safely in person; and, be it

FURTHER RESOLVED, That for at least the next 30 days, the War Memorial Board of Trustees will hold in-person meetings, with some members possibly appearing remotely. If all members of the War Memorial Board of Trustees are unable to attend in person for COVID-related health reasons, then the War Memorial Board of Trustees will hold the meeting remotely without providing an in-person meeting location. If the War Memorial Board of Trustees votes to allow it and appropriate space is available, the War Memorial Board of Trustees' subcommittees may hold in-person meetings as well, or alternatively, the subcommittees may hold meetings exclusively by teleconferencing technology (and not by any in-person meetings or any other meetings with public access to the places where any policy body member is present for the meeting). All meetings of the War Memorial Board of Trustees and its committees will provide an opportunity for members of the public to address the body and will otherwise occur in a manner that protects the statutory and constitutional rights of parties and the members of the public attending the meeting via teleconferencing; and, be it

FURTHER RESOLVED, That the Executive Secretary of the War Memorial Board of Trustees is directed to place a resolution substantially similar to this resolution on the agenda of a future meeting of the War Memorial Board of Trustees within the next 30 days. If the War Memorial Board of Trustees does not meet within the next 30 days, the Executive Secretary is directed to place a such resolution on the agenda of the next meeting of the War Memorial Board of Trustees.