WAR MEMORIAL BOARD OF TRUSTEES
War Memorial Opera House
301 Van Ness Avenue, Fourth Floor Board Room
San Francisco, California 94102
(Entry at Opera House North "Carriage" Door)

OFFICIAL MEETING NOTICE

VETERANS COMMITTEE MEETING /
WAR MEMORIAL BOARD OF TRUSTEES SPECIAL MEETING

Thursday, November 8, 2018 at 1:30 p.m.

AGENDA

Roll Call.

Regular Items:

1. Allocation of Space in the Veterans Building to Swords to Plowshares.
   Consideration and adoption of recommendation(s) to the War Memorial Board of Trustees on:

   a. Proposed tenant improvements to be implemented by Swords to Plowshares in Veterans Building Suites 310 and 313.
      Explanatory Documents:
      1) Veterans Building third floor plan showing third floor space to be allocated to Swords to Plowshares.
      2) Renderings depicting tenant improvements to be implemented by Swords to Plowshares in Veterans Building Suites 310 and 313.

   b. Proposed Occupancy Agreement between the War Memorial Board of Trustees and Swords to Plowshares for Swords to Plowshares’ occupancy of approximately 6,822 square feet of office space on the third floor of the Veterans Building for a 15-year term effective approximately November 13, 2018, pursuant to the Trustees’ “Policy Governing Allocation of Space in the Veterans Building to Patriotic Organizations.”
      Explanatory Documents:
      1) “Basic Agreement Information” section of draft Occupancy Agreement between War Memorial Board of Trustees and Swords to Plowshares.
      2) War Memorial Board of Trustees’ “Policy Governing Allocation of Space in the Veterans Building to Patriotic Organizations.”

2. Public Comment. Public comment on items within the jurisdiction of the Veterans Committee of the Board of Trustees, but not on the agenda.

3. Adjournment.

Notice:
Because it is expected that six Trustees may attend this meeting of the Veterans Committee, which would constitute a majority of the members of the War Memorial Board of Trustees, this meeting is also being noticed as a special meeting of the War Memorial Board of Trustees. If this should occur, the meeting will nevertheless be conducted as a Committee meeting, chaired by the Chair of the Veterans Committee, and limited to providing advice and recommendations to the full Board of Trustees.

Note: Public Comment will be taken before or during the Committee’s consideration of each agenda item.
## BOARD OF TRUSTEES
- Nancy H. Bechtle, President
- Vaughn R. Walker, Vice President
- Belva Davis
- Thomas E. Horn
- Lt. Col. Wallace I. Levin, CSMR (Ret.)
- Gorretti Lo Lui
- Mrs. George R. Moscone
- MajGen. J. Michael Myatt, USMC (Ret.)
- Charlotte Mailliard Shultz
- Diane B. Wilsey

## DEPARTMENT REPRESENTATIVES
- Elizabeth Murray, Managing Director
- Jennifer Norris, Assistant Managing Director and Executive Secretary

### Contact Information
- Telephone: (415) 621-6600
- FAX: (415) 621-5091

### Accessible Meeting Policy

Materials accompanying agenda items are available for inspection and copying on our website [http://sfwmpac.org](http://sfwmpac.org) and during regular office hours at the War Memorial office, located at 401 Van Ness Avenue, Suite 110, San Francisco, CA 94102. Any materials distributed to the members of the War Memorial Board of Trustees within 72 hours of the meeting or after the agenda packet has been delivered to the members are available for inspection at the above-mentioned War Memorial office during regular business hours, on our website, or at the meeting.

The ringing and use of cell phones, pagers, and similar sound-producing electronic devices are prohibited at this meeting. The President may order the removal from the meeting room of any person responsible for the ringing or use of a cell phone, pager, or similar sound-producing electronic device.

In order to assist the City’s efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

Individuals and entities that influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100 – 2.160] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, telephone (415) 252-3100; fax (415) 252-3112; e-mail ethics.commission@sfgov.org and web site [http://www.sfgov.org/ethics](http://www.sfgov.org/ethics).

---

**ACCESSIBLE MEETING POLICY**

Per the Americans with Disabilities Act and the Language Access Ordinance, Chinese, Spanish, and/or American Sign Language interpreters will be available upon request. Additionally, every effort will be made to provide a sound enhancement system, meeting materials in alternative formats, and/or a reader. Requesting accommodations at least 72 hours in advance will help ensure availability. Minutes may be translated after they have been adopted by the Board. For all these requests, please contact the War Memorial Office at least 72 hours before the meeting at 415/621-6600. Late requests will be honored if possible. The hearing room is wheelchair accessible.
The War Memorial Board of Trustees meetings are held in the Board Room, War Memorial Opera House, 301 Van Ness, 4th floor. The meeting location is between Grove and McAllister Streets and is wheelchair accessible. MUNI’s No. 5, 47, and 49 accessible bus lines serve this location. For information about MUNI accessible services, call 415-923-6142. The closest accessible BART station is located in the Civic Center at Market and Eighth Streets. Accessible parking is available at the following locations: two (2) designated blue curb spaces on the southwest corner of McAllister Street at Van Ness Avenue; and the Performing Arts Garage (entrance on Grove Street between Franklin and Gough Streets, immediately behind the San Francisco War Memorial and Performing Arts Center).

**KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE**

(Chapter 67 of the San Francisco Administrative Code). Government’s duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people’s review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE, OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE.

Sunshine Ordinance Task Force  
City Hall, Room 244  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689  
Office: (415) 554-7724  Fax: (415) 554-7854  
E-mail: sotf@sfgov.org

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Ordinance Task Force, at the San Francisco Public Library, and on the City’s website at [http://www.sfgov.org/sunshine](http://www.sfgov.org/sunshine).