

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
VETERANS COMMITTEE
Thursday, November 8, 2018

The Veterans Committee of the Board of Trustees of the War Memorial of San Francisco met at 1:30 p.m. on Thursday, November 8, 2018, in the Trustees' Board Room, War Memorial Opera House, Chair Myatt presiding.

ROLL CALL

Committee Members Present: Chair Myatt, Trustee Davis, Trustee Levin, Vice President Walker
President Nancy Bechtle, *Ex officio*

Non-Committee Members Present: Trustee Horn

Committee Members Absent: Trustee Pelosi

Staff Present: Elizabeth Murray, Managing Director
Jennifer Norris, Assistant Managing Director

REGULAR ITEMS

Chair Myatt stated that at the August 2017 meeting of the Board, the Trustees approved the Notice of Space Allocation submitted by the American Legion War Memorial Commission for Swords to Plowshares and approved the allocation of Veterans Building Suite 313, currently allocated to the American Legion Posts, to Swords to Plowshares. Simultaneously, the Trustees approved the allocation of Veterans Building Suite 310, currently an unallocated and unfinished space, to Swords to Plowshares. Chair Myatt stated that these approvals were subject to the Trustees' subsequent approval of Swords to Plowshares' proposed tenant improvements to the spaces and to the Trustees' subsequent approval of the Veterans Building occupancy agreement to be entered into by the War Memorial and Swords to Plowshares.

Proposed tenant improvements to be implemented by Swords to Plowshares:

Chair Myatt stated that in advance of today's meeting, Committee members received the floor plan for the Veterans Building third floor identifying the two office suites approved for occupancy by Swords to Plowshares. Committee members also received renderings of the tenant improvements proposed by Swords to Plowshares for Veterans Building Suites 310 and 313. He noted that a complete set of architectural, structural, mechanical and electrical drawings for the proposed tenant improvements have been submitted to and reviewed by War Memorial staff.

Chair Myatt introduced and called on Swords to Plowshares' representatives Michael Blecker and Karen Frost to comment on their proposed tenant improvements.

Michael Blecker thanked the Trustees and the American Legion War Memorial Commission for this opportunity for Swords to Plowshares to continue their good work in the War Memorial Veterans Building. He stated that Swords to Plowshares intends to keep good faith and make sure the finished spaces are very nice and to take good care of the space for their occupancy term.

Mr. Blecker stated that Swords to Plowshares has engaged an excellent general contractor, Fine Line Construction, who has previously worked with the War Memorial. He stated that their plans represent a typical office tenant improvement project and retain ceiling patterns and finishes consistent with other spaces on the third floor. Mr. Blecker and Ms. Frost explained the drawings for the tenant improvements to Suites 310 and

313. Mr. Blecker said there will be approximately 22 work spaces in Suite 310 and approximately 14 work spaces in Suite 313. They anticipate the improvement work will take 100 work days. They hope to start by the end of the month once the occupancy agreement and insurance are in place. Ms. Frost said that the total cost of the improvements is projected at \$1.2 million.

Ms. Murray clarified that Suite 313 is approximately 2,800 square feet and was designed for use by the American Legion Department of California which chose not to return to the Veterans Building following the building renovation. She stated that Suite 310 is approximately 4,000 square feet and has been unallocated since the 2013-15 renovation. She noted that this space was used as the contractor's office space during the renovation and due to budget constraints was left unfinished. She said that assigning Suite 310 to Swords to Plowshares does not expand the allocation of space to the Posts of the American Legion.

During public comment, Paul Cox, Chair of the American Legion War Memorial Commission, said that for the Commission and for himself personally, this is the culmination of a number of years' efforts and he appreciates the Trustees' approval of this matter which will help to provide services to veterans.

Following discussion, Chair Myatt called for a motion, and on motion of Trustee Levin and seconded by Trustee Davis, the following recommendation was unanimously adopted.

RECOMMENDED, To the Board of Trustees of the War Memorial of San Francisco that it approves the proposed tenant improvements to be implemented by Swords to Plowshares in Veterans Building Suites 310 and 313.

Proposed occupancy agreement between War Memorial and Swords to Plowshares:

Chair Myatt stated that committee members have received the "Basic Agreement Information" section of the draft Occupancy Agreement between the War Memorial and Swords to Plowshares for Swords' occupancy of 6,822 square feet of office space on the Veterans Building third floor for a 15-year term effective approximately November 13, 2018. Under this agreement, Swords will pay to War Memorial utilities and service costs of \$16.34 per square foot per year, with such cost subject to adjustment by the Board of Trustees on July 1 of each calendar year during the term. The full occupancy agreement includes all of the City's standard and required provisions for leases and other agreements.

Chair Myatt stated that committee members have today received a copy of the letter from the American Legion War Memorial Commission stating that the Commission, at its meeting on November 6, voted to reconfirm its previous decision to install Swords to Plowshares in Veterans Building Suite 313 for a 15-year term.

Following discussion, Chair Myatt called for a motion, and on motion of Trustee Levin and seconded by Vice President Walker, the following recommendation was unanimously adopted.

RECOMMENDED, To the Board of Trustees of the War Memorial of San Francisco that it approves the proposed Occupancy Agreement between the War Memorial and Swords to Plowshares for Swords' occupancy of 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."

ADJOURNMENT

There being no further business, Chair Myatt adjourned the meeting at 1:55 p.m.


Jennifer E. Norris
Executive Secretary