

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

**Thursday, March 14, 2019**

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, March 14, 2019, in the Trustees' Board Room, War Memorial Opera House, President Bechtle presiding.

**ROLL CALL**

Present: President Bechtle, Trustee Davis, Trustee Horn, Trustee Levin, Trustee Lui, Trustee Myatt, and Trustee Wilsey

Absent: Vice President Walker, Trustee Moscone, Trustee Pelosi and Trustee Shultz

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

**APPROVAL OF MINUTES**

President Bechtle called for approval of the minutes of the February 14, 2019 Budget and Finance Committee meeting of the Board. On motion of Trustee Myatt and seconded by Trustee Wilsey, the minutes were unanimously approved.

President Bechtle called for approval of the minutes of the February 14, 2019 regular meeting of the Board. On motion of Trustee Horn and seconded by Trustee Lui, the minutes were unanimously approved.

**PRESIDENT'S REPORT**

**Selection Committee Membership:** President Bechtle stated that at last month's meeting she named an ad hoc Selection Committee of the board to determine and implement a selection process for the position of Managing Director of the War Memorial. The committee as named included four trustees, and President Bechtle is adjusting this to be a committee of five members, to include herself as War Memorial Board President.

**MANAGING DIRECTOR'S REPORT**

**Rental Requests:** Ms. Murray stated that rental requests mailed to Trustees are routine and requested their approval. On motion of Trustee Lui, seconded by Trustee Wilsey, the following resolution was unanimously adopted:

**RESOLUTION NO. 19-08**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the March 14, 2019 rental requests are hereby approved.

**Additional Rental Requests:** Ms. Murray stated that additional rental requests submitted to the Trustees today are routine and requested their approval. On motion of Trustee Myatt, seconded by Trustee Wilsey, the following resolution was unanimously adopted:

**RESOLUTION NO. 19-09**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the March 14, 2019 additional rental requests are hereby approved.

### SECRETARY'S REPORT

**Revenue, Appropriations and Housekeeping Expenditures Reports for February 2019:** Ms. Norris stated that Revenue, Appropriations and Housekeeping Expenditures reports for February 2019 have been distributed to Trustees, and she requested approval of February 2019 housekeeping expenditures as submitted. On motion of Trustee Myatt, seconded by Trustee Wilsey, the following resolution was unanimously adopted:

#### RESOLUTION NO. 19-10

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. PO274957 through PO283985 are hereby approved.

**Form 700 Statement of Economic Interest and Sunshine & Ethics Training Reminder:** Ms. Norris reminded Trustees that trustees and designated staff must complete their annual filing of Form 700 Statement of Economic Interest by April 2, 2019. She stated that Trustees must also view both the Sunshine and Ethics training videos and submit the training declaration form by April 1, 2019. All forms and trainings must be completed online. Ms. Norris said she is available to provide any assistance to trustees in completing this process.

### COMMITTEE'S REPORTS

**Selection Committee:** Trustee Horn, Chair of the ad hoc Selection Committee, stated that the Selection Committee met earlier today to review, consider and adopt a recommendation of the proposed job description for the Managing Director.

Trustee Horn reported that following discussion, the Committee voted unanimously to recommend approval of the draft job description for the position of Managing Director of the War Memorial and Performing Arts Center. Following discussion, and on motion of Trustee Horn, seconded by Trustee Myatt, the following resolution was unanimously adopted:

#### RESOLUTION NO. 19-11

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby adopts the job description for the position of Managing Director of the War Memorial and Performing Arts Center.


### GOOD AND WELFARE

Trustee Myatt stated the World War I display in the Veterans Gallery will be open through June 16, 2019.

Trustee Myatt reported there will be a dance performance for an invited audience of veterans in the Atrium Theater on Friday, April 12 at 2 p.m., presented by San Francisco Performances. The dance company, Rosie Kay, will perform a full length work called *Five Soldiers*, which is a look at how the human body is used in war.

### ADJOURNMENT

There being no further business to come before the Board, President Bechtle adjourned the meeting at 2:15 p.m.

  
Jennifer E. Norris  
Executive Secretary