

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR BOARD MEETING

Thursday, February 9, 2023

The Board of Trustees of the War Memorial of San Francisco met in regular session on Thursday, February 9, 2023, 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 Kopp, Trustee Muduroglu,
(in person) Trustee Newstat, and Trustee Wilsey

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

Staff Present: Rob Levin, Acting Managing Director/Executive Secretary

PRESIDENT'S REPORT

Retirement of Sharon Walton: President Horn reported on the retirement of Communications and Events Manager, Sharon Walton. He proposed to the Board a resolution to commemorate Ms. Walton's retirement, which was seconded by Trustee Wilsey, and was unanimously adopted:

RESOLUTION NO. 23-03

Whereas, **SHARON WALTON** will retire on February 10, 2023, following a 26 year long association with the San Francisco War Memorial and Performing Arts Center; and

Whereas, Sharon Walton began her career with the City and County of San Francisco as the first ever Facilities Administrator of War Memorial in June of 1997, supporting the Food and Beverage Concessionaire Request for Proposal process, by diligently creating inventories and skillfully onboarding and overseeing two new concessionaires, Service America, and Patina; and

Whereas, Sharon Walton improved the accessibility of the San Francisco Performing Arts Center for persons with disabilities, relying on her knowledge of the requirements of the Americans with Disabilities Act as well as her lived experience as an audience member, and a person with an invisible disability; and

Whereas, after five years of outstanding service, Sharon Walton resigned from the War Memorial in June 2001, only to return in the temporary role of the Booking Administrator in September 2002, ensuring the continued efficient use of the venues during a colleagues' family leave; and

Whereas, during her long affiliation with the San Francisco War Memorial and Performing Arts Center, Sharon Walton served in many temporary assignments from 2008 to 2016, covering a multitude of positions, including: Foundation Accountant, Receptionist, and Green Room Booking Manager; and

Whereas, as an indispensable part of the Event and House Management team, Sharon Walton welcomed and assisted countless patrons in Herbst Theatre; and ensured the Center's venues and their tenants were treated respectfully by event planners and film and photo clients; and

Whereas, in late 2016, Sharon Walton accepted the full-time position of Communications and Events Manager at the War Memorial, calmly and efficiently handling requests, issues and concerns from the public and the press, while overseeing the continual improvement of the Center's website; and

Whereas, Sharon Walton, expertly facilitated remote meetings for a variety of departments, from May 2020 through February 2021, as an Essential Worker, on behalf of the department, during the initial COVID outbreak; and

Whereas, Sharon Walton was instrumental in developing the War Memorial's first ever Racial Equity Plan, while leading the employee Racial Equity Team with sensitivity and grace; and

Whereas, Sharon Walton's varied skillset, perpetual can-do spirit, and dedicated efforts have contributed to the War Memorial's mission of providing safe, first-class facilities to promote cultural, educational and entertainment opportunities to residents of and visitors to San Francisco; now Therefore Be It

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco to hereby thank and commend **SHARON WALTON** for her outstanding service to the San Francisco War Memorial and Performing Arts Center, and for her dedicated service to the cultural community of San Francisco and extend to her heartfelt best wishes on the occasion of her retirement.

On invitation from President Horn, Ms. Walton addressed the Trustees, and remarked on the magic that is performed on the War Memorial stages. She expressed that it has been her privilege to work with those who the general public do not see, those who work backstage, to help continue that magic for the public to enjoy and thanked the Board.

Lunar New Year: President Horn noted that the San Francisco Symphony had a very successful Lunar New Year Celebration Concert, the 23rd anniversary of the signature event, kicking off the Year of the Rabbit. He acknowledged and recognized Vice President Lui who has chaired the event many times and is always behind the scenes organizing and helping the event. He expressed his congratulations to her and the San Francisco Symphony. Vice President Lui thanked the Symphony for their commitment to diversity and the inclusiveness of so many different Asian communities in the event.

APEC Conference: President Horn stated that the Asia Pacific Economic Cooperation CEO Summit, which will include CEOs from some of the largest corporations in the world, plus 21 heads of state and President Biden, will be held in San Francisco this year. He noted that depending on the venues selected for the event, it may have effects on the operations of the War Memorial, for the week of Nov 10-17, 2023. The event planners were shown venues and spaces across the entire city although no venue decisions have been made yet. President Horn acknowledged that Chief of Protocol, Trustee Muduroglu, is heavily involved, and invited her to speak to the Board about the event. Trustee Muduroglu noted that it is a huge opportunity for the City, although the War Memorial venues were not reviewed as potential venues for the event, they may certainly be affected due to the proximity to City Hall. She stated that most of the event will be held at the Moscone Center and that there would be 200-300 delegates from each of the 21 countries invited. She noted that this is an amazing economic opportunity to create partnerships and interact with heads of state, although security will be intensified over this time period. She reported on the difficulty of winning the contract and how large of an opportunity it is. Vice President Lui asked about whether local communities would be contacted, as this is an Asian-focused conference, and Chinatown has not been made aware of this to-date. President Horn noted that this is because the event has not been publicized yet, he wanted to give the information to the Board as a heads-up well in advance of the event. Acting Managing Director Levin also noted he let the resident companies know about this so they would be aware and might be interested in providing some cultural piece to accompany this event.

Managing Director Position: President Horn then asked Director Levin to step out of the room. President Horn gave a brief update on the Managing Director search. He reported that the Director of Finance and Administration advised him that there is a process that must be followed with the Department of Human Resources before jobs can be posted, and they are currently waiting on the final signoff. President Horn also announced that he met with Assistant Managing Director and current Acting Managing Director Rob Levin to discuss the role, and after being in the seat since December 2022, he has decided to put himself in the running as a potential candidate to lead the Department. President Horn noted that he will not be able to participate in the vetting or candidate selection process but is confident that staff will be able to vet candidates and present finalists

to the Special Hiring Committee and then to the full Board. Acting Managing Director Levin then returned to the room.

MANAGING DIRECTOR'S REPORT

Approval of Consent Agenda: Acting Managing Director Levin stated that items submitted on the Consent Agenda included: the minutes of the January 12, 2023 Special Hiring Committee meeting; the minutes of the January 12, 2023 Regular Board meeting; the minutes of the January 25, 2023 meeting of the Budget and Finance Committee; Rental Requests for February 9, 2023, including Supplemental Rental Requests for February 9, 2023; and the Revenue, Appropriations and Housekeeping Expenditures reports for January 2023.

Following discussion, on motion of Trustee Kopp, seconded by Trustee Wilsey, the following resolution was unanimously adopted:

RESOLUTION NO. 23-04

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco the minutes of the January 12, 2023 Special Hiring Committee meeting; the minutes of the January 12, 2023 Regular Board meeting; the minutes of the January 25, 2023 meeting of the Budget and Finance Committee; Rental Requests for February 9, 2023, including Supplemental Rental Requests for February 9, 2023; and the Revenue, Appropriations and Housekeeping Expenditures reports for January 2023 are hereby approved.

Form 700: Director Levin reminded the Board that the annual Form 700 and Ethics and Sunshine training are due April 3, 2023. Public Information Officer Francesca Cicero confirmed to the Board that they are required to complete the Ethics and Sunshine training every year, in addition to the Form 700, and noted that this requires filing a Declaration, which is in the online Netfile system.

Resolution to Allow Teleconferenced Meetings Under California Government Code section 54953(e):

Director Levin gave an update on the resolution to allow teleconferenced meetings that was required during the pandemic emergency to be passed every 30 days, allowing for hybrid access to the meetings. He reminded the Board that at the February meeting, the Mayor had just come out with a memorandum requiring all board and commission members to return to in-person meetings on March 1, 2023. He also stated that there is an emergency meeting of the Commission Secretaries on February 10, 2023, which is likely to discuss reserving some aspect of hybrid meetings for public comment.

New Interested Parties List: - Director Levin noted that staff is keeping the Interested Parties list, as defined in the Behested Payments Legislation, current and up-to-date on a quarterly basis, and the latest version will be circulated to Trustees after the meeting.

Update on Global Gourmet Catering Request for Change to Contract Terms: - Director Levin also reported that Global Gourmet Catering is currently refining their request to the Board to change contract terms, since the last Board meeting. He noted that once staff receives the updated request, a Presentors Liaison Committee meeting will be scheduled at that time.

AIDS Quilt Panel on Display in Opera House: - Director Levin mentioned that the AIDS Quilt is currently experiencing a revival, a symbol of hope and healing for the AIDS epidemic, being juxtaposed to the current landscape as we emerge from the recent COVID-19 pandemic. He noted that a panel of the AIDS Quilt, devoted to San Francisco theater, is currently on display at the Opera House on the Grand Tier (North Side).

COMMITTEE REPORT

Budget & Finance Committee: President Horn reported that the Budget and Finance Committee meeting met at 1:30pm to consider the War Memorial Departmental Budget for Fiscal Years 2023-24 and 2024-25. Chair Lui

reported on behalf of the Committee.

Chair Lui stated that the Budget and Finance Committee held meetings on January 25, 2023, and immediately preceding the meeting, to consider and adopt recommendations on the War Memorial department's proposed budgets for Fiscal Year 2023-24 and Fiscal Year 2024-25, including revenues and expenditures, facility maintenance, and capital budgets. She noted that following discussion, the Committee voted to recommend approval of staff's proposed budget for both fiscal years.

Following discussion, President Horn requested a motion to adopt the report of the Budget and Finance Committee. On motion of Trustee Fisher, seconded by Trustee Wilsey, Trustees voted unanimously to recommend approval of staff's proposed two-year budget for Fiscal Year 2023-24 and Fiscal Year 2024-25.

RESOLUTION NO. 23-05

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco to adopt the report of the Budget and Finance Committee and approve staff's proposed War Memorial Department two-year budget for Fiscal Year 2023-24 and Fiscal Year 2024-25.

President Horn thanked Chair Lui for jumping in to chair the meeting and for staff's involvement in completing the budget, specifically Donna D'Cruz and Dave Salem in the Finance Department.

REGULAR ITEMS

Consideration of Request from American Legion for Waiver of The Green Room Rental Fees: President Horn stated that prior to the meeting Trustees received a letter from the American Legion War Memorial Commission requesting a waiver of rental fees to present a fundraising event in The Green Room on March 17, 2023. He noted the letter indicated the event is to raise funds for veteran and community projects in San Francisco. President Horn invited the Chair of the American Legion War Memorial Commission to address questions from the Board, but she was not present at the meeting. President Horn postponed the item to be taken up at the March 9, 2023 meeting, and requested that someone from the Commission be available to answer questions then.

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.

There being no public comment, President Horn closed public comment.

ADJOURNMENT

There being no further business to come before the Board, President Horn adjourned the meeting at 2:36 p.m.

A handwritten signature in black ink, appearing to read "Rob Levin". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Rob Levin
Executive Secretary