

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

**Thursday, March 9, 2023**

The Board of Trustees of the War Memorial of San Francisco met in regular session on Thursday, March 9, 2023, at 2:00 p.m., in the Trustees' Board Room, War Memorial Opera House, President Horn presiding.

**ROLL CALL**

Present: President Horn, Trustee Gatti, Trustee Fisher, Trustee Kopp, Trustee Muduroglu (2:04pm), Trustee Newstat, Trustee Pelosi, Trustee Rocco, Trustee Wilsey, and Trustee Wright

Absent: Vice President Lui

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

**Public Employee Appointment / Hiring: Managing Director of the San Francisco War Memorial & Performing Arts Center:**

President Horn, Chair of the ad hoc Special Hiring Committee, announced that as noticed on the agenda, the Board would hold a closed session pursuant to California Government Code Section 54957(b)(1) and San Francisco Administrative Code Section 67.10(b) to discuss candidates for appointment as Managing Director (Department Head II) of the San Francisco War Memorial and Performing Arts Center. He noted that Deputy City Attorneys Ana Flores and Lauren Curry would be present in the Closed Session.

Chair Horn stated that prior to going into closed session, the Board would hear public comment on all matters pertaining to closed session. President Horn called for any public comment relating to any aspect of the of the agenda item. There being no public comment, President Horn closed public comment.

On motion of Trustee Kopp, seconded by Trustee Wilsey, the Board voted unanimously to enter closed session to discuss candidates for Managing Director of the San Francisco War Memorial and Performing Arts Center.

The Board of Trustees then moved into closed session for that discussion.

**CLOSED SESSION**

After reconvening in open session, President Horn announced that no action was taken during the Closed Session. Then the Board unanimously approved a motion by Trustee Kopp, seconded by Trustee Wilsey, to not disclose matters discussed in closed session.

After discussion, Trustee Kopp made a motion to abate the current search for the Managing Director and that the appropriate Committee re-examine and revise the job description, to be approved by the Board of Trustees, which was seconded by Trustee Pelosi.

**RESOLUTION NO. 23-06**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the current search for the Managing Director position be abandoned and the Board resume the hiring process from the beginning, including re-drafting the job description, to include items the Board found deficient, is hereby approved.

### **PRESIDENT'S REPORT**

President Horn reported that he had been informed by Carmen Chu, City Administrator, that Rob Levin, Acting Managing Director has been nominated to serve as a City Representative Director on the Board of the Civic Center Community Benefit District (CCCBD). President Horn explained that the Civic Center Community Benefit District improves and promotes San Francisco's historic Civic Center through a host of planning, policy and public programming initiatives. He stated that in addition to focused and responsive neighborhood clean and safe programs, CCCBD provides public open space beautification, activation, and advocacy on behalf of the area's diverse constituency.

President Horn noted that it is a positive sign that even with staffing changes, the Department is staying connected with the community, particularly an agency that is working to clean up the neighborhood. He noted that having voice on the CCCBD board is crucial and demonstrates the respect the City Administrator has for our Acting Managing Director to be nominated to the CCCBD.

### **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 minutes of the February 9, 2023 Regular Board meeting; the minutes of the February 9, 2023 meeting of the Budget and Finance Committee; Rental Requests for March 9, 2023; and the Revenue, Appropriations and Housekeeping Expenditures reports for February 2023.

Trustee Kopp requested that the Rental Requests for March 9, 2023, be separated from the Consent Agenda. He questioned why San Francisco United School District Elementary Schools are charged for use of The Green Room. Trustee Gatti noted that all events require event staff that need to be paid. Trustee Kopp requested further information on the events from staff.

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

#### **RESOLUTION NO. 23-07**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco the minutes of the February 9, 2023 Regular Board meeting; the minutes of the February 9, 2023 meeting of the Budget and Finance Committee; and the Revenue, Appropriations and Housekeeping Expenditures reports for February 2023 are hereby approved.

Following discussion, on motion of Trustee Pelosi, seconded by Trustee Muduroglu, the following resolution was adopted (Yes Votes: Horn, Gatti, Fisher, Muduroglu, Newstat, Pelosi, Rocco, Wilsey, and Wright and No Vote: Kopp).

#### **RESOLUTION NO. 23-08**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco the Rental Requests of March 9, 2023, are hereby approved.

Acting Managing Director Levin reminded the Board that the annual Form 700 and Ethics and Sunshine training are due April 3, 2023. He noted that the Public Information Officer sent out reminders to those Board members who still have outstanding items to file. He also updated the Board on the downstairs restrooms at Davies Symphony Hall, which had been closed for 5 weeks due to a plumbing issue. He stated that after much investigation, both internally and by the Department of Public Works, a leak was found behind a wall which appeared to be causing a moisture condition in the restrooms. Director Levin reported that a contractor has been engaged to work on the leak, while the Symphony is on tour. He thanked the engineering team for their work.

Acting Managing Director Levin noted that a group came to do a second walkthrough at the Herbst Theatre and The Green Room for a potential theatrical event and/or delegate dinner for the APEC CEO Summit Conference

in November 2023. Trustee Muduroglu noted that one of the most important considerations for that specific event includes 24-hour closure for the entire building and full security within 4-5 full blocks. Mr. Levin noted this could be a challenge during Opera season, but they would do everything possible to make it work.

Director Levin also reported to the Board that the Land Acknowledgement, which recognizes Indigenous Peoples as the original stewards of the lands on which the War Memorial buildings are built, has been incorporated into Appendix D – a piece of the contract that goes to all licensees, requiring them to add the Land Acknowledgement into any printed programs at their events. He noted that it has gone to all outside licensees, is currently printed in both the Ballet and Symphony's programs, and is expected to be printed in the Opera's programs when they resume their season in June.

Acting Director Levin also provided an update on the Booking Team organizational structure, as the Department is currently in the midst of hiring a Booking Supervisor, someone with dedicated availability and supplemental coverage for the three current Booking Managers. He concluded his report by noting the Mayor's most recent Department Head meeting was held at the new South East Community Center in the Bayview District, which houses an event space and amphitheater for community use. Mr. Levin noted that he connected with the Executive Director Emily Rogers-Pharr, to facilitate referrals between the venues. Director Levin concluded his report by noting that Board of Trustees meetings will remain in the online hybrid format to facilitate remote public comment, as a best practice for accessibility.

### 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 a representative of the American Legion War Memorial Commission to address questions from the Board. President Horn invited Merc Martinelli, Operations Manager for the American Legion War Memorial Commission to address the Board. Mr. Martinelli explained that the event is a fundraiser for Post 599.

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

#### RESOLUTION NO. 23-09

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco, the waiver of The Green Room rental fees for the American Legion War Memorial Commission's fundraising event on March 17, 2023, is hereby approved.

**Global Gourmet Catering Request for Amendments to Original Contract:** President Horn noted that prior to the meeting, Trustees received a letter from Global Gourmet Catering requesting consideration and approval to amend the original contract terms, which involves forgiveness of outstanding and future capital expense requirements and has been adjusted since it was originally referred to the Committee.

President Horn referred the item to the Presentors Liaison Committee and requested that the Committee meet to review and consider approval of the request.

### 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.

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

**ADJOURNMENT**

President Horn stated that due to the business discussed by the Board in the Closed Session, the Special Hiring Committee meeting scheduled for directly after the Board Meeting would be cancelled. There being no further business to come before the Board, President Horn adjourned the meeting at 3:05 p.m.



Rob Levin  
Executive Secretary