

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR BOARD MEETING
Thursday, June 13, 2024

The Board of Trustees of the War Memorial of San Francisco met in regular session on Thursday, June 13, 2024, at 2:01 p.m., in the Trustees' Board Room, War Memorial Opera House, President Horn presiding.

ROLL CALL

Present: President Horn, Vice President Wilsey, Trustee Fisher, Trustee Kopp, Trustee Lui, Trustee Newstat, Trustee Pelosi, Trustee Rocco and Trustee Wright

Absent: Trustee Gatti and Trustee Muduroglu

Staff Present: Kate Sofis, Managing Director; Rob Levin, Assistant Managing Director; and Francesca Cicero, Board Secretary

Board Secretary Cicero made an opening announcement related to remote public comment. She stated that remote public comment, except as necessary for disability accommodations, has been discontinued. She noted that members of the public are invited to observe the meeting in-person or online, but only members of the public attending the meeting in-person will have an opportunity to provide public comment. She stated that no one online will be permitted to unmute themselves or present at the Board Meeting.

Requests for accommodation for remote public comment should be made at least 48 hours prior to the meeting, by email or voicemail (WarMemorialBoard@sfgov.org or 415-554-6377).

PRESIDENT'S REPORT

President Horn congratulated the San Francisco Opera on the opening of its summer season, beginning with the US premiere of *Innocence*. He remarked on how impactful the staging was and relayed how impressed those who had been traveling with the production was with the War Memorial stagehands and crew. He noted that the summer season will also include productions of *The Magic Flute* and *Partenope*.

MANAGING DIRECTOR'S REPORT

Managing Director Kate Sofis reported on the budget process, noting that the Mayor's Budget Office restored \$200K in the proposed Departmental budget cuts and was successfully defended at the Board of Supervisors that morning. She also reported on the efforts of the Inclusive War Memorial initiative for the Department, which she hopes will infuse equity and inclusivity into all Departmental efforts. Trustee Wright thanked Director Sofis and asked to have a facilitated conversation for the Racial Equity & Cultural Awareness standing committee. Director Sofis also reported that the Foundation agreed to treasure the funds in the newly-created Food & Beverage Fund from Global Gourmet. She also reminded the Board members that they have Department of Human Resources trainings to complete by the end of the year.

ASSISTANT MANAGING DIRECTOR'S REPORT

Assistant Managing Director Rob Levin introduced the Booking Team to the Trustees and thanked his team for all the good work they do on behalf of the Department. Director Sofis also pointed out that the Department is currently exceeding its revenue targets for the year. Director Levin noted that they just received a marketing plan

from the outside consultant, so the increase in rentals will hopefully grow even more once they implement that plan. Trustee Kopp suggested advertising in the neighborhood newsletters.

Approval of Consent Agenda: Assistant Managing Director Levin stated that items submitted on the Consent Agenda included the minutes of the May 9, 2024, Regular meeting of the Board; Rental Requests for June 13, 2024; and Housekeeping Expenditure Reports for May 2024.

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

RESOLUTION NO. 24-13

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco, the minutes of the May 9, 2024, Regular meeting of the Board; Rental Requests for June 13, 2024; and Housekeeping Expenditure Reports for May 2024, are hereby approved.

COMMITTEE REPORT

Presentors Liaison Committee - Patron Screening Procedures at War Memorial Venues: Chair of the Presentors Liaison Committee, Trustee Wilsey, reported that staff presented to the Committee on various types of patron screening systems that could potentially be implemented in the War Memorial's major venues. She stated that the City and County of San Francisco has strict purchasing requirements the Department must comply with, and the Committee recommended that the Full Board direct staff to work with the resident companies to begin the RFP process in order to select and implement a budget-neutral patron screening system for the major War Memorial venues. Director Sofis noted that the Department would be looking at different potential funding and grant sources from the federal government. There was a brief discussion about the change in the bag policy to no longer allow large bags and suitcases into the venues. Director Levin noted that would be considering both the patron experience and the security of the buildings.

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

RESOLUTION NO. 24-14

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco, that the recommendation of the Presentors Liaison Committee to direct staff to work with the resident companies to begin the City's RFP process to select and implement a budget-neutral patron screening system for the major War Memorial venues, is hereby approved.

REGULAR ITEMS

Proposition D & Ethics Commission Legislation: President Horn invited Deputy City Attorney for the War Memorial Department, Lauren Curry and the Deputy City Attorney for the Ethics Commission Brad Russi to present to the Board on recently-passed legislation and potential impacts to the Department. Ms. Curry briefly reviewed the rules for behested payments, payments made at the best of an officer, or officer's agent, that is made primarily for a legislative, governmental, or charitable purpose. She noted that City officers may not solicit behested payments from "interested parties," which include department contractors and parties involved in permitting proceedings. She also explained that solicitations of less than \$1K a year are exempt. Mr. Russi explained Proposition D, the Ethics Commission measure on the March 2024 ballot, which changed a number of local ethics laws. He explained that the new legislation expanded the definition of restricted source with regards to gift reporting laws. He stated that currently a department can accept tickets from a restricted source and distribute

them under a departmental ticket distribution policy to employees and now under Proposition D, accepting a gift through a City department is prohibited if it was funded or provided by a restricted source. Mr. Russi then explained the new exceptions to the gift prohibition are made for: 1) one ticket to a non-profit fundraiser hosted by the non-profit and attendance must be necessary to carry out the official's duties and 2) one ticket to an art exhibit, performance, cultural or other entertainment event or production if necessary to carry out official duties, while employees of the department may receive one additional ticket for a guest in some circumstances. He noted that official duties would include monitoring City-funded or permitted events or assessing local events to inform future funding or permitting decision and ensuring proper use of City facilities, so long as such tasks are part of the official's City duties.

Mr. Russi also discussed the prohibition on contracting with one's own department or serving on the board of directors for an entity that contracts with one's own department. There was a discussion about Trustees sitting on the boards of the resident companies and President Horn noted the Charter requires that the Mayor give due consideration to veterans and those who have a special interest in the purposes for which the War Memorial and Performing Arts Center exists. Mr. Russi noted that the Ethics Commission has not yet adopted regulations for this provision. Ms. Curry stated that she would ask the Ethics Commission about how this might affect non-voting members of the Boards, whether a Trustee can recuse themselves on any matters before the Board that affects the other organizations that they may sit on the boards of and considered there may be possible exceptions in the regulations that have yet to be finalized. President Horn assembled an ad-hoc committee to address the issue, with himself, Vice President Wisley and Trustee Kopp as members.

MISCELLANEOUS CORRESPONDENCE

None.

GOOD AND WELFARE

There being no other good and welfare, President Horn closed good and welfare.

PUBLIC COMMENT

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

ADJOURNMENT

There being no further business, President Horn adjourned the meeting at 3:31 p.m.



Francesca Cicero
Board Secretary