

**MINUTES**  
**WAR MEMORIAL BOARD OF TRUSTEES**  
**SPECIAL BOARD MEETING**  
**Wednesday, June 21, 2023**

The Board of Trustees of the War Memorial of San Francisco met in special session on Wednesday, June 21, 2023, at 12:00 p.m., in the Trustees’ Board Room, War Memorial Opera House, President Horn presiding.

**ROLL CALL**

- Present: President Horn, Vice President Lui, Trustee Kopp, Trustee Muduroglu (*departed 1:28pm*), Trustee Newstat, Trustee Pelosi (*arrived 12:09*), Trustee Rocco, Trustee Wilsey, and Trustee Wright
- Absent: Trustee Fisher and Trustee Gatti
- Staff Present: Francesca Cicero, Public Information Officer

**PRESIDENT’S REPORT**

President Horn congratulated the Opera on almost completing their summer 2023 season. He remarked that he had the pleasure of attending the Centennial Concert in the Opera House on June 16, 2023, with three different conductors: Eun Sun Kim, Patrick Summers, and Sir Donald Runnicles. He gave his congratulations to the Opera on behalf of the Board on the Opera’s extraordinary season, and said they look forward to the next 100 years.

**Retirement of Colleen Burke-Hill:** President Horn reported on the retirement of the War Memorial Facilities Manager, Colleen Burke-Hill. Ms. Burke-Hill thanked the Board for the honor and privilege of working for the War Memorial Department and remarked on how astounding the art presented in the War Memorial venue is. President Horn proposed to the Board a resolution to commemorate Ms. Burke-Hill’s retirement, which was seconded by Trustee Wilsey, and was unanimously adopted:

**RESOLUTION NO. 23-17**

*Whereas,* **COLLEEN BURKE-HILL** will retire on June 30, 2023, following over 21 years of distinguished service to the San Francisco War Memorial and Performing Arts Center; and

*Whereas,* Colleen began her career with the City and County of San Francisco as the War Memorial Facilities Administrator in November 2001. In this capacity, Colleen worked closely with all War Memorial divisions and tenants on a wide variety of building projects, delivery of building services, and implementation of administrative programs; and

*Whereas,* Colleen served as the public face of the War Memorial for all building office tenants, maintaining schedules, planning and coordinating facilities maintenance and tenant improvement projects, communicating proactively, and resolving problems promptly and professionally; and

*Whereas,* As an indispensable part of the management team, Colleen functioned as the Administrative Office Manager, offering comprehensive training and consistent supervision of office and reception staff and services to insure efficient office operations and high standards of public interactions; and

*Whereas,* In 2008, Colleen assumed responsibility for the development, oversight and implementation of Information Technology capabilities and services at the War Memorial, overseeing technology service providers, developing policies, procedures and training programs to safeguard the Center's IT programs, and efficiently handling IT requests, issues and concerns; and

*Whereas,* Colleen deftly facilitated audio visual needs for the War Memorial Board of Trustees including the transition to remote meetings of the Trustees during the COVID pandemic; and

*Whereas,* Colleen was instrumental in developing administrative policies and procedures related to War Memorial performance metrics, on-site parking, and investigation and reporting of City claims; and

*Whereas,* Colleen's varied skillset, attention to detail, 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 **COLLEEN BURKE-HILL** for her outstanding service to the San Francisco War Memorial and Performing Arts Center, and to extend heartfelt best wishes on the occasion of her retirement.

### **MANAGING DIRECTOR'S REPORT**

**Approval of Consent Agenda:** Acting Managing Director Levin was away on vacation, and President Horn took over in his absence. President Horn stated that items submitted on the Consent Agenda included: the minutes of the Regular Meeting of May 11, 2023; the minutes of the Special Hiring Committee meeting of May 31, 2023; Rental Requests for June 21, 2023; and the Revenue, Appropriations and Housekeeping Expenditures reports for May 2023.

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

#### **RESOLUTION NO. 23-18**

**RESOLVED,** By the Board of Trustees of the War Memorial of San Francisco the minutes of the Regular Meeting of May 11, 2023; the minutes of the Special Hiring Committee meeting of May 31, 2023; Rental Requests for June 21, 2023; and the Revenue, Appropriations and Housekeeping Expenditures reports for May 2023 are hereby approved.

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

President Horn announced that the work of the Special Hiring Committee has been accomplished, and the Committee would present its recommendation for a new Managing Director of the San Francisco War Memorial and Performing Arts Center to the Board. He stated 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 consider the appointment of a candidate as Managing Director (Department Head II) of the San Francisco War Memorial and Performing Arts Center. He noted that if the Board of Trustees votes to convene in closed session, all members of the public and staff will be excused from the meeting room.

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

President Horn called for a motion whether to enter a closed session to consider appointment of a new Managing Director of the San Francisco War Memorial and Performing Arts Center.

On motion of Vice President Lui, seconded by Trustee Wilsey, the Board voted to enter closed session:  
 Yes: Horn, Lui, Muduroglu, Newstat, Pelosi, Rocco, Wilsey, and Wright  
 No: Kopp

President Horn announced the Board would enter closed session pursuant California Government Code Section 54957(b)(1) and San Francisco Administrative Code Section 67.10(b) and asked all staff to leave the room.

### CLOSED SESSION

President Horn reconvened the meeting in open session and noted that the Board of Trustees generally chooses not to disclose details of matters discussed in closed session. He remarked that the privacy of the candidate and the Board's ability to freely discuss the candidate are paramount. He then called for a motion on whether to disclose any or all of the Board's discussions during the closed session. A motion was made by Trustee Wilsey not to disclose closed session discussion. The motion was seconded by Vice President Lui and passed.

The roll call vote on the motion was:

Yes: Horn, Lui, Newstat, Pelosi, Rocco, Wilsey, and Wright (Muduroglu departed at 1:28pm and did not vote)  
 No: Kopp

President Horn reported that the Trustees voted to make an offer of appointment to a candidate and that the appointment will become effective upon completion of a background check and the candidate's acceptance of the offer. He noted that they would not be releasing the name at this time because it infringes on the privacy rights of candidates, but that a public announcement naming the candidate would be made following those actions.

### GOOD AND WELFARE

President Horn thanked staff, the Deputy City Attorney, the Special Hiring Committee, and the Trustees, for their help as the Board navigated the hiring process. There being no further good and welfare, President Horn closed good and welfare.

### PUBLIC COMMENT

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

### ADJOURNMENT

There being no further business, Chair Horn adjourned the meeting at 1:49 p.m.



Francesca Cicero  
 Public Information Officer