



To the Trustees of the War Memorial Performing Arts Center

Dear Trustees,

Thank you for your ongoing support of our efforts to finalize the bas relief to honor former San Francisco Opera General Director Pamela Rosenberg. I apologize that I am not able to attend the November 12th meeting due to a conflict with our own Executive Committee meeting.

Attached you will find the latest images of the bas relief design by artist Bertrand Freiesleben. Following your feedback, he made significant alterations to increase the appearance of pants on the leg, which I hope you will find satisfactory. Ms. Rosenberg was able to join Mr. Freiesleben in his studio last week to see the bas relief in this latest version and is very happy with this final design.

The clay does need to move to the casting phase as soon as possible and I would like to ask for your approval for the bas relief to proceed to the bronze casting phase.

We are so excited to celebrate Pamela in this way and very much appreciate your partnership as we go through this process.

With warmest wishes,

Matthew Shilvock

PAMELA ROSENBERG

Board of Directors
War Memorial Opera House
301 Van Ness Avenue
San Francisco, California 94102

November 5, 2020

Dear Members of the Board of Directors,

This week I met with Bertrand Freiesleben in his studio to look at the changes he has made to the *bas relief*, and I would like to relate to you that I find the outcome very gratifying. He took on board the objections to the treatment of the legs and has beautifully modified his original efforts. I am altogether delighted with the results of his work and feel that he has "caught" my spirit.

May I take this opportunity to thank you for mounting the *bas relief* of me in the War Memorial Opera House. I am deeply honored and grateful. Once Corona is under control, I hope to be able to thank you in person.

with sincere and warm regards,
Pamela Rosenberg

Bas Relief – former Opera General Director Pamela Rosenberg
Artist: Bertrand Freiesleben



**Images are of the wax mold that will be used to cast the final bronze bas relief. Discoloration is due to wax age and will not affect the final product.*

War Memorial Racial Equity Framework Summary for WMBT



Background:

San Francisco has created an Office of Racial Equity (ORE) and has asked each department to create a Racial Equity Plan for the coming year. The plan is due December 31, 2020.

Why:

The San Francisco Human Rights Commission states that racial equity means the systematic fair treatment of people of all races that results in equal outcomes, while recognizing the historical harm done to specific racial groups. The conditions that have created racial inequities are also made worse by the intersection of race with class, gender, sexuality, immigration status, disability, and other social identities and experiences that result in inequitable treatment or opportunities.

Moving forward, San Francisco wants to ensure that its laws, policies, and programs do not continue racial inequities within government and community. As part of addressing this issue, the Office of Racial Equity encourages City departments to reflect upon and recognize any potential harm that their departmental processes may be causing to underrepresented, underserved, and marginalized communities.

Office of Racial Equity Vision:

Transforming Systems to Support the Collective Liberation of Black, Indigenous and People of Color in San Francisco.

War Memorial Racial Equity Framework Summary for WMBT

Task:

Create a War Memorial Racial Equity Action Plan (RE Action Plan)

Phase 1: Inward facing: department policies, procedures and climate

Racial Equity Action Plan Sections

1. Hiring and Recruitment
2. Retention and Promotion
3. Discipline and Separation
4. Diverse and Equitable Leadership and Management
5. Mobility and Professional Development
6. Organizational Culture of Inclusion and Belonging
7. Boards and Commissions

Step 1: Understand Where We Are

Develop an understanding of how the War Memorial is doing in relationship to achieving racial equity in the above seven areas.

Step 2: Understand Where We Want to Go

Step 3: Develop Strategies for Moving Toward Our Destination

Step 4: Enact Strategies

Step 5: Assess Progress and Continue Journey by repeating Steps 1 - 4

How:

Employee surveys, one-on-one interviews and focus groups.

Who:

- **Jennifer Norris** is the named administrator responsible for creating the department's Racial Equity Framework and submitting it to the Office of Racial Equity.
- **Sharon Walton**, who is working with Jennifer on the Racial Equity Framework by co-facilitating the Racial Equity Committee, helping create surveys, conducting one-on-one interviews and focus groups, and assisting in the preparation of the Framework.
- A **War Memorial Racial Equity Committee** of staff who have volunteered or were brought forward by their managers and who represent a racially diverse group representing workgroup divisions, gender, sexuality, age, ability, length of service, and level within hiring classes within the War Memorial.

War Memorial Racial Equity Framework Summary for WMBT

What has been accomplished thus far:

- Convened five meetings of the Racial Equity Team
- Developed staff climate and demographic survey (distributing Nov. 2020)
- Drafted a Racial Equity Hiring Policy
- Drafted departmental Racial Equity Goals for interviewing, hiring, promotion, and retention to be included in the Framework

Section 7: Boards and Commissions

What does the Framework require?

Ensure a diverse and equitable board and commission.

- 7.1.1. Review and revise bylaws to include inclusive language and align with the department's Racial Equity Action Plan.
- 7.1.2. Collect current board and/or commission demographic data and include in the department annual report.
- 7.1.3. Reserve board and/or commission seats or create an advisory board with a zero or lesser give/get amount to diversify participation.
- 7.1.4 Adopt ORE racial equity assessment tools to inform decision-making of Boards and Commissions.

Safeguard members so they naturally feel welcomed and valued, not tokenized.

- 7.2.1. Determine a regular and standardized protocol for accommodating requests, centering people with disabilities, working people, parents, etc.
 - e.g. ASL interpretation, video conferencing, food during meetings, translations, etc.
- 7.2.2. Commit to ongoing racial equity training, as well as being mindful of ongoing and current issues.
- 7.2.3. Develop a mentorship program between newer and more experienced board/commission members.

What happens after the Plan is submitted in December?

Achieving racial equity is an ongoing process. In the following years, the War Memorial's Racial Equity Plan will continue to evolve as strategies are enacted and assessed for effectiveness. Employee surveys will be conducted on an annual basis to collect new data. Committee members may be asked to continue participating or to assist in identifying other staff members to serve in future years. The Citywide process involves a Phase 2 targeted for 2021, which focuses on how departments interface with their clients, vendors and the public.



Mitise Watts
Administrative Support



Masae Aitoku
Stage Operations



David Eng
Accounting



Ophelia Butler
Receptionist



Tim Tunks
Stage Operations



Michael Kim
Security Supervisor



Marcia Colhour
Security Patrol Officer



Issac Mesghena
Engineering



Mariebelle Hansen
Venue Sales & Operations



Sharon Walton
*Communications
ORE Facilitator*



Jennifer Norris
*Deputy Director
ORE Dept. Lead*

War Memorial Racial Equity Team – Fall 2020

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

RENTAL REQUESTS: November 12, 2020

DAVIES SYMPHONY HALL

San Francisco Symphony Outdoor Concerts, Tech and Video Capture	October 2020	\$16,110.00
--	--------------	-------------

WAR MEMORIAL OPERA HOUSE

San Francisco Opera Tech Activity	October 2020	\$14,775.00
--------------------------------------	--------------	-------------

HERBST THEATRE

Philharmonia Baroque Video Capture Activity	October 29 & 30, 2020 November 5 & 6, 2020	\$5,500.00
Department of Emergency Services Furniture Demo (HT & GR)	October 28 & 29, 2020 November 9-13, 2020	\$2,200.00

San Francisco War Memorial & Performing Arts Center
Refund Requests: November 12, 2020

VENUE	LICENSEE	EVENT DATE(S)	AMOUNT
Green Room	Castro Country Club	10/14/2020	\$ 1,050.00
Green Room	ODADA	12/12/2020	\$ 2,375.00
Green Room	University of Rochester	1/9/2021	\$ 1,050.00
Green Room Total:			\$ 4,475.00
Wilsey	Other Minds	1/7/2021-1/10/2021	\$ 1,000.00
Wilsey Total:			\$ 1,000.00
Grand Total:			\$ 5,475.00

San Francisco War Memorial
FY 2020-21 Revenue Report - October 31, 2020

REF.		OCT REVENUE	YEAR TO DATE	LAST YEAR TO DATE
	FACILITY RENTAL			
35511	Opera House	\$ 9,905.00	\$ 22,550.00	\$ 283,166.90
35512	Green Room	-	1,100.00	205,100.00
35521	Herbst Theatre	2,750.00	4,375.00	292,950.00
35531	Davies Symphony Hall	-	8,925.00	375,010.00
35542	Wilsey Center	-	5,530.00	74,930.00
62891	Zellerbach Rehearsal Hall	-	-	145,795.00
	OFFICE RENTAL			
35519	San Francisco Opera (OH)	15,060.52	75,302.60	67,494.10
35519	San Francisco Ballet (OH)	-	6,725.00	9,348.40
35539	San Francisco Symphony (DSH)	15,170.40	60,681.60	57,276.00
35540	Veterans Bldg. Office Rent (SFO)	37,979.87	189,899.35	143,323.60
35540	Veterans Bldg. Occupancy Fees	9,846.42	40,669.53	179,154.50
	FOOD/BEVERAGE CONCESSIONS			
35611	Opera House	-	-	87,153.38
35611	Herbst Theatre	-	-	29,872.45
35631	Davies Symphony Hall	-	-	103,106.33
	PROGRAM CONCESSIONS			
35612	Opera House	-	-	200.03
35612	Herbst Theatre	-	-	657.01
35632	Davies Symphony Hall	-	-	4,447.02
	OTHER			
35232	Parking Fees	-	-	15,190.50
62899	Miscellaneous Revenue	-	1,156.00	95,403.77
GROSS REVENUE		\$ 90,712.21	\$ 447,737.19	\$ 2,027,881.21
	Less 15% War Memorial Reserve	(13,606.83)	(62,537.11)	(304,182.05)
	Payment to War Memorial Commission	(3,369.00)	(13,476.00)	(12,864.00)
NET REVENUE		\$ 73,736.38	\$ 371,724.08	\$ 1,710,835.16
	OTHER FUNDS			
35614	Concessions Equipment Replacement	\$ -	\$ -	\$ 11,008.80

San Francisco War Memorial
FY 2020-2021 Appropriations Report - October 31, 2020

OBJ	DESCRIPTION	REVISED APPROPRIATION	YTD ENCUMBERED & EXPENDED	BALANCE
501010	Permanent Salaries	\$ 5,610,632	\$ 1,299,323	\$ 4,311,309
501010	Temporary Salaries	231,653	59,003	172,650
509010	Premium Pay	142,074	27,858	114,216
510210	One-Time Salaries Payments		28,001	(28,001)
511010	Overtime	92,661	14,029	78,632
501070	Holiday	95,904	16,858	79,046
513000	Mandatory Fringe Benefits	3,370,681	940,423	2,430,258
521030	Air Travel	-	-	-
521050	Non-Air Travel	-	-	-
522000	Training	12,600	396	12,204
523010	Auto Mileage	100	-	100
524010	Membership Dues	3,795	3,150	645
527090	Special Inspection & Testing Services	4,566	-	4,566
527610	Systems Consulting	94,750	-	94,750
527990	Other Professional Services	6,750	-	6,750
528010	Scavenger Service	310,000	36,819	273,181
528030	Pest Control	36,828	11,471	25,357
528910	Elevator Service	225,096	45,190	179,906
528990	Other Building Maintenance Services	1,062,071	104,602	957,469
529110	Data/Word Processing Maintenance	18,060	49	18,011
529990	Other Equipment Maintenance	41,882	477	41,405
531000	Equipment Lease/Rental	4,725	371	4,354
535000	Other Current Expenses	47,890	100	47,790
540000	Materials & Supplies	278,657	55,591	223,066
552110	Taxes (Community Benefit District)	173,741	-	173,741
552115	Sales Tax	-	-	-
552210	Fees, Licenses and Permits	26,800	27,522	(722)
581051	PUC - Light, Heat and Power	844,410	102,685	741,725
581063	PUC - Sewer Service	104,200	14,713	89,487
581064	PUC - Water	92,400	14,806	77,594
581140	DT - Technology Projects	147,498	-	147,498
581210	DTIS - ISD Services-Infrastructure	147,498	36,875	110,623
581270	City Attorney - Legal Services	100,000	-	100,000
581325	DTIS - Enterprise Agreement	3,793	3,548	245
581360	DTIS - Telephone Services	24,601	7,917	16,684
581410	GSA - Custodial Services	1,729,859	340,523	1,389,336
581450	DHR - Management Training	19,855	-	19,855
581460	DHR - Workers Compensation	40,619	35,786	4,833
581570	DPH - Medical Services/Training	20,856	-	20,856
581580	DPH - Toxic Waste & Haz. Mat Svcs.	7,980	2,220	5,760
581820	Purchasing - Reproduction	8,500	-	8,500
581880	Rec. Park - Gardener Services	187,264	41,677	145,587
	TOTAL OPERATING	\$ 15,371,249	\$ 3,271,983	12,099,266
067AAP	Facilities Maintenance	\$ 252,631	\$ 5,565	\$ 247,066
067ACP	Capital Improvements	-	-	-
067ACP	Capital Equipment	-	-	-
	GRAND TOTAL	\$ 18,529,928	\$ 3,277,548	\$ 12,346,332
570000	Debt Service	\$ 9,253,577	\$ 2,499,995	\$ 6,753,582
	War Memorial Reserve	\$ 2,150,809	\$ 47,101	\$ 2,103,708
	Concessions Equip. Repl. Fund	\$ 90,215	\$ -	\$ 90,215

San Francisco War Memorial
FY 2020-2021 Housekeeping Expenditures - October 31, 2020

Number	Description	Amount	Fund Source
PURCHASE ORDER			
0000468863	United California Glass & Door	6,945.07	14670
0000468837	Air Filter Supply	132.89	14670
0000468845	Air Filter Supply	4,357.66	14670
0000468876	Crest/Good Mfg Co Inc	553.30	14670
0000468880	DTC Grip & Electric Inc	385.94	14670
0000468881	RMI Mechanical Contractor Inc	2,890.00	14670
0000468882	Kelly Moore	4,064.53	14670
0000469619	McClure Electric Inc	3,546.00	14670
0000469621	McClure Electric Inc	3,546.00	14670
0000469623	McClure Electric Inc	4,523.00	14670
0000469624	McClure Electric Inc	4,523.00	14670
0000470340	Xtech	975.00	14670
0000471779	Crest/Good Mfg Co Inc	2,441.25	14670
0000471745	International Fire Inc	3,984.00	14670
0000471755	Malby Electric Supply Co Inc	151.90	14670
0000472089	Recology Sunset Scavenger Co	7,194.27	14670
0000472381	Grainger	1,124.21	14670
0000472534	Grainger	555.77	14670
0000468906	ABCO Mechanical Contractors	5,740.26	14670
0000472888	Xtech	780.00	14670
0000473267	Ashrae Inc	230.00	14670
0000474418	United California Glass & Door	12,753.59	14670
0000474420	Piper Murakami	1,057.88	14670
0000474419	Ergonomic Seating & Products	3,991.08	14670
0000474408	Bearing Agencies Inc	557.91	14670
0000474303	Air Filter Supply	166.59	14670
0000474333	Air Filter Supply	694.49	14670
0000474342	DTC Grip & Electric Inc	2,721.18	14670
0000474421	Xtech	4,170.00	14670
0000474422	Xtech	60.00	14670
FUND CODE:	DESCRIPTION:		
14670	Operating		
14680	Facilities Maintenance		
14690	Capital Projects		
14700	Concessions Equipment Replacement Fund		
14720	War Memorial Reserve		

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
VETERANS COMMITTEE
Thursday, October 8, 2020

The Veterans Committee of the Board of Trustees of the War Memorial of San Francisco met remotely at 1:30 p.m. on Thursday, October 8, 2020, Chair Myatt, presiding.

ROLL CALL

Committee Members Present: Chair Myatt, Vice-chair Levin, Trustee Gatti, Trustee Pelosi
President Thomas E. Horn, *Ex officio* and
Vice President Charlotte M. Shultz, *Ex officio*

Non-Committee Members Present: Trustee Bechtle, Trustee Lui, Trustee Wilsey, and Trustee Wright

Staff Present: John Caldon, Managing Director
Jennifer Norris, Assistant Managing Director

REGULAR ITEMS

Proposed Renewal of Agreement with American Legion War Memorial Commission.

Chair Myatt stated that in advance of today's meeting, Committee members received several documents relating to the proposed renewal of the agreement between the War Memorial Board of Trustees and the American Legion War Memorial Commission, under which an annual sum is paid by the War Memorial to the Commission.

Chair Myatt stated that the renewal agreement under consideration stems from the 1977 transfer of management and control of what is now the Herbst Theatre and the Green Room from the Commission to the Trustees, and the Commission's relinquishing two basement rooms to the Museum of Modern Art. This agreement was made in exchange for the Commission receiving a more assured source of income to help cover the Commission's office expenses related to administering Veterans Building space allocated for veterans' use.

Chair Myatt said each of the original 1977 agreement and 18 subsequent renewal agreements specified an annual sum to be paid by the Trustees to the Commission from Herbst Theatre rental revenues based on the Commission's needs and requirements at the time. The last renewal agreement covered the two-year period from January 1, 2019 to December 31, 2020.

Chair Myatt noted documents distributed to Trustees include a Staff Report, which provides a history of this agreement and provides staff's recommendation for the January 1, 2021 renewal. Trustees also received a draft of the proposed one-year renewal agreement, War Memorial staff's worksheet for the American Legion War Memorial Commission 2021 budget with staff recommendations, and a history of the sums paid by the Trustees to the Commission over the last 43 years.

Chair Myatt asked Managing Director John Caldon to review and explain the documents provided to the Committee.

Director Caldon stated that as noted in the Staff Report provided to the Committee, staff is recommending approval of a one-year renewal agreement for calendar year 2021. Under the proposed renewal, staff is recommending that a total annual sum of \$30,000 be paid to the Commission from Veterans Building revenues with all other terms of the agreement remaining the same as provided in the current 2019-2020 renewal. The 2021 agreement will be renewed for a 12-month period, effective January 1, 2021.

Chair Myatt asked Helen Wong, Chair of the American Legion War Memorial Commission, to provide comments to the Committee.

Ms. Wong stated that the American Legion War Memorial Commission agrees with the terms of the renewal agreement as set forth. She noted that beyond the 10 San Francisco Posts, the American Legion also has 25 other Veterans organizations that utilize the Veterans Building each year. The meeting rooms are being used more, mainly because veterans groups are making more of a presence in the building with the assistance of War Memorial management. Ms. Wong commented that the War Memorial Veterans Building is being recognized as "the place to go" for veterans. Ms. Wong said that the American Legion War Memorial Commission respectfully requests that the War Memorial Board of Trustees approve the contract renewal with the budget as set forth in the agreement.

Following discussion, and on motion of Trustee Levin, seconded by Vice President Shultz, the following recommendation was unanimously adopted.

RECOMMENDED, To the Board of Trustees of the War Memorial of San Francisco that it approve the proposed one-year renewal agreement with the American Legion War Memorial Commission effective January 1, 2021 as recommended by staff.

PUBLIC COMMENT

Trustee Levin said that as a fellow veteran, he would like to thank the War Memorial Board of Trustees for the amount of \$1,197,236 that has been given to support the American Legion War Memorial Commission from 1977 to 2021, which has allowed it to continue its work on behalf of veterans.

ADJOURNMENT

There being no further business, Chair Myatt adjourned the meeting at 1:40 p.m.

Jennifer E. Norris
Executive Secretary

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR BOARD MEETING

Thursday, October 8, 2020

The Board of Trustees of the War Memorial of San Francisco met remotely in regular session on Thursday, October 8, 2020, at 2:00 p.m., President Horn presiding.

ROLL CALL

Present: President Horn, Vice President Shultz, Trustee Bechtle, Trustee Gatti, Trustee Levin, Trustee Lui, Trustee Moscone, Trustee Myatt, Trustee Pelosi, Trustee Wilsey and Trustee Wright

Staff Present: John Caldon, Managing Director, and Jennifer Norris, Assistant Managing Director

PRESIDENT'S REPORT

Resident Company Update:

President Horn stated that War Memorial resident companies continue to be impacted by COVID-19 closures. He invited representatives of War Memorial resident companies to update the Board on the status of their organizations.

Matthew Shilvock, General Director of the San Francisco Opera, stated that he has observed the progress of the seat replacement project in the War Memorial Opera House and that it is exciting to see the speed of the work that is happening and the transformation taking place. Mr. Shilvock thanked Trustees and staff for their partnership in getting the Opera House seats replaced while no performances are allowed.

Mr. Shilvock showed Trustees photos of the new set built for the opera "Fidelio." It is a flexible set, which has two stories and can rotate 360 degrees. The set can be used in outdoor settings, as well as on the Opera House stage when performances are again permitted. He reported that the Opera is operating its scene shop in Burlingame and its costume shop in the Veterans Building.

President Horn then invited Kelly Tweeddale, Executive Director of the San Francisco Ballet, to provide an update. Ms. Tweeddale reported that the Ballet is now working very hard to gain approval from the Department of Public Health for its professional company to rehearse. The Ballet is testing 100 dancers and staff on a weekly basis and after five weeks has not received any positive COVID test results.

Ms. Tweeddale stated that the Ballet hopes to re-open its school next week. The Ballet is also excited about the Boas Center, a residential housing space being built on Van Ness Avenue, which will house students from the Ballet school and the San Francisco Conservatory of Music. The Ballet is reviewing how rehearsal will function and looking at every protocol for creating new work. It has three world premieres planned to be presented either in person or digitally, and it has been scouting indoor and outdoor locations across the City at which to safely capture performances on video. Ms. Tweeddale further reported that the Ballet is embarking upon an immersive digital experience for presenting Nutcracker, which will include walking through the lobby of the Opera House in digital form.

Ms. Tweeddale expressed her gratitude to the War Memorial Board of Trustees and that she shares Matthew Shilvock's enthusiasm for the seating project in the Opera House. She feels it will be something bright with which to welcome back audiences.

President Horn stated that Mark Hanson, Chief Executive Officer of the San Francisco Symphony, could not attend this meeting due to a prior commitment. In his absence, Andrew Dubowski, Director of Operations for the San Francisco Symphony, reported that the Symphony is currently capturing its first digital SoundBox in

Zellerbach A. He stated that Music Director Esa-Pekka Salonen is in his second week of residency with the San Francisco Symphony and Symphony staff is excited to be making a connection with him.

Mr. Dubowski said that he too would like to thank the War Memorial Board of Trustees and the Memorial staff for all they have done to keep the San Francisco Symphony out in the community and in front of important patrons and donors.

MANAGING DIRECTOR'S REPORT

Approval of Consent Agenda: Director Caldon stated that items submitted on the Consent Agenda included: minutes of the Building Committee of September 10, 2020; minutes of the regular meeting of the Board of September 10, 2020, Rental Requests and Rental Refund Requests for October 8, 2020, and Revenue, Appropriations and Housekeeping Expenditures Reports for September 30, 2020. Mr. Caldon requested their approval. On motion of Trustee Shultz, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 20-36

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the minutes of the September 10, 2020 meeting of the Building Committee and the September 10, 2020 regular meeting of the Board; Rental Requests and Rental Refund Requests for October 8, 2020; and the September 30, 2020 Revenue, Appropriations and Housekeeping Expenditures Reports are hereby approved.

Summary of War Memorial's Pandemic Support: Director Caldon stated that the War Memorial has supported the City's COVID-19 response efforts in several ways. He shared the following highlights of War Memorial efforts:

- Logistical support in the form of parking for the City's Homeless Outreach Team.
- Disaster Service Workers: To date 24 War Memorial employees have been deployed, providing almost 6,000 hours of service; currently four War Memorial employees are deployed at the City's COVID Command Center through the remainder of the calendar year.
- Emergency Medical Services Agency: Continue to host the COVID-19 ambulance and Paratransit vehicle dispatch office on the second floor of the Veterans Building, and parking in the horseshoe driveway and adjacent parking lot.
- To date War Memorial has hosted 16 blood drives, collecting almost 700 units of blood, benefiting 1,900 patients.

Director Caldon thanked the American Legion War Memorial Commission for its partnership in helping support the City's COVID-19 response efforts. The Commission has allowed use of a meeting room in the Veterans Building and two of their parking spaces for the EMSA dispatch office and emergency vehicle parking.

COMMITTEE REPORTS

Veterans Committee:

Proposed Renewal of Agreement with American Legion War Memorial Commission:

Chair Myatt stated that the Veterans Committee met earlier today to consider and adopt recommendations on one item:

The Committee considered the proposed renewal agreement between the War Memorial and American Legion War Memorial Commission under which an annual sum is paid by the War Memorial to the Commission.

Trustee Myatt stated that the agreement stems from the 1977 transfer of management and control of what is now the Herbst Theatre and the Green Room from the Commission to the Trustees in exchange for a more assured source of income. This income helps cover the Commission's office expenses related to administering Veterans Building space allocated for veterans' use. He reported that the original 1977 agreement and 18 subsequent renewal agreements each specified an annual sum to be paid by the Trustees to the Commission from Herbst Theatre rental revenues based on the Commission's needs and requirements at the time.

Trustee Myatt reminder Trustees that the Herbst Theatre has not earned revenue since it was closed by Order of the Health Officer on March 7, 2020. Despite that, understanding the unexpected and unprecedented nature of the Covid-19 pandemic, the War Memorial has continued to make its monthly payments to the Commission in full. Trustee Myatt noted that even though the agreement does not require the War Memorial to make any payments to the Commission until such time as the Herbst Theatre resumes earning revenue, the Veterans Committee is recommending that the full Board approve its recommendation to continue providing financial support to the Commission at the reduced rate outlined in the proposed renewal agreement.

Trustee Myatt stated that the Committee is unanimously recommending a renewal agreement, which contains the same terms and conditions as the current renewal, with the exception of the agreement term and annual amounts to be paid to the Commission. The term recommended is for the one-year period of 2021 and the amount the Trustees would pay to the Commission would total \$30,000. He noted that this direct support is in addition to annual in-kind support to the San Francisco American Legion Posts of approximately \$400,000.

On motion of Trustee Levin, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 20-37

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby adopts the recommendation of its Veterans Committee and approves the American Legion War Memorial Commission's request to renew their Agreement between the War Memorial Board of Trustees and the American Legion War Memorial Commission in the amount of \$30,000 effective for 12 months beginning January 1, 2021.

Public Comment:

Paul Cox of the American Legion War Memorial Commission stated that he appreciates the cooperation from Trustees in granting approval of the Agreement between the American Legion War Memorial Commission and the War Memorial Board of Trustees.

Nelson Lum of the American Legion War Memorial Commission thanked the Trustees for their support and said that the American Legion War Memorial Commission will do their best to support the veterans community.

REGULAR ITEMS

Approval of Pamela Rosenberg bas relief:

President Horn stated that at the regular meeting on September 10, 2020, Trustees were presented a request from the San Francisco Opera for approval of the final design of a bas relief of former Opera General Director Pamela Rosenberg to be installed in the Opera House main lobby.

He further reported that at that meeting, Trustees noted the design appeared to depict Ms. Rosenberg with bare legs and requested an alteration to the design so that the subject would not appear to have bare legs. During the September meeting, Ellen Presley, San Francisco Opera Board Relations and Special Projects Manager, presented a revised design and requested approval from the full Board. Trustees expressed concern as to whether Pamela Rosenberg was in favor of the design as presented and asked that the Opera confirm with her.

President Horn stated that the Opera has followed up with Pamela Rosenberg and the artist and has been informed that the artist will need more time to make the requested revisions. As a result, this item will be held over to a future meeting of the Board to make a final decision.

Update on Opera House Seat Replacement Project: Jennifer Norris, project lead for the Opera House Seating Replacement Project, provided an update.

Ms. Norris stated that the seating replacement project is under way. The project began with the installation of facility protection starting on September 18, 2020, followed by the removal of the existing seats from the Orchestra, Grand Tier and Dress Circle sections. Currently troughs are being constructed in the Orchestra floor to install electrical boxes, which will be necessary to light the end standard panels along the aisles, as is required by current code. Staff is anticipating the arrival of the new seats on November 23, 2020, and their subsequent prompt installation so the building will be ready for a first Ballet performance on January 19, 2021, should audiences be permitted to enter the building at that time.

Director Caldon thanked Ms. Norris for her hard work and the War Memorial's engineering team and stage electrician John Boatwright for their work in advancing the Opera House seating project by 8 months. He noted that it has taken a lot of effort to accomplish this and expressed gratitude to Ms. Norris for the commitment she has demonstrated by making herself available for the project during evenings and weekends. Director Caldon also expressed thanks to Debra Bernard and Chris Dennis of the San Francisco Ballet, and to Erik Walstad, Jen Good and Jeremy Patfield of the San Francisco Opera, for putting so much effort into this project.

GOOD AND WELFARE

Vice President Horn asked everyone to reach out to family, friends, and acquaintances to encourage them to vote in the upcoming election on November 3.

Trustee Levin complimented War Memorial staff for putting together the report on the history of the agreement between the American Legion War Memorial Commission and the War Memorial Board of Trustees. Trustee Levin complimented the leadership of the American Legion War Memorial Commission for the past twelve years, in particular Roger Dong, Nelson Lum, Paul Cox and Helen Wong.

Trustee Myatt announced that a virtual San Francisco Fleet Week is underway. He encouraged everyone to watch it, as well as the "Honor the Fallen" concert, which will feature a welcome introduction by Tim McGraw.

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 415-554-6308 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.

ADJOURNMENT

There being no further business to come before the Board, President Horn adjourned the meeting at 2:40 p.m.

Jennifer E. Norris
Executive Secretary

DRAFT