

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

RENTAL REQUESTS: December 9, 2021

DAVIES SYMPHONY HALL

San Francisco Gay Men's Chorus Spring Concert	April 10, 2022	\$2,900.00 vs 10% \$5,800.00 maximum
San Francisco Gay Men's Chorus Summer Concert	July 11 & 12, 2022	\$5,350.00 vs 10% \$8,250.00 maximum

HERBST THEATRE

San Francisco Girls Chorus Rehearsal and Performance SFGC Spring Concert	May 23 & 24, 2022	\$2,475.00
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WILSEY CENTER

San Francisco Opera Center Schwabacher Recital Series	March 15, April 6 & 27, 2022	\$1,650.00
Fely Productions ZEWP Modafa Fashion Show & Benefit Gala	February 11, 2022	\$1,550.00

San Francisco War Memorial
FY 2021-22 Revenue Report - November 30, 2021

REF.		NOV. REVENUE	YEAR TO DATE	LAST YEAR TO DATE	FY 2018-2019
FACILITY RENTAL					
435511	Opera House	\$ 7,010.00	\$ 217,710.52	\$ 37,325.00	\$ 342,206.90
435512	Green Room	18,899.16	40,849.16	2,200.00	223,175.00
435521	Herbst Theatre	35,764.70	99,064.70	8,800.00	304,125.00
435531	Davies Symphony Hall	28,045.00	241,045.00	21,420.00	391,045.15
435542	Wilsey Center	33,500.00	141,707.14	5,530.00	79,780.00
462891	Zellerbach Rehearsal Hall	134,625.00	161,385.00	10,430.00	191,015.00
OFFICE RENTAL					
435517	San Francisco Ballet (OH)	-	15,668.28	-	11,218.08
435519	San Francisco Opera (OH)	-	60,242.08	90,363.12	80,992.92
435539	San Francisco Symphony (DSH)	15,170.40	75,852.00	75,852.00	71,595.00
435540	Veterans Bldg. Office Rent (SFO)	-	151,688.56	189,899.35	214,985.40
462861	Veterans Building Occupancy Fees	-	49,232.10	50,515.95	1,625.82
FOOD/BEVERAGE CONCESSIONS					
435611	Opera House	-	-	-	132,642.22
435611	Herbst Theatre	-	-	-	37,570.01
435631	Davies Symphony Hall	-	-	-	117,206.87
PROGRAM CONCESSIONS					
435612	Opera House	544.85	544.85	-	200.03
435612	Herbst Theatre	-	-	-	1,924.96
435632	Davies Symphony Hall	-	-	-	5,532.02
OTHER					
435232	Parking Fees	830.00	13,218.50	-	20,108.00
462899	Miscellaneous Revenue	10,872.00	19,708.00	1,276.00	124,225.92
GROSS REVENUE		\$ 285,261.11	\$ 1,287,915.89	\$ 493,611.42	\$ 2,351,174.30
Less 15% War Memorial Reserve		(42,789.17)	(193,187.38)	(74,041.71)	(352,676.15)
Payment to War Memorial Commission		(2,500.00)	(12,500.00)	(16,845.00)	(16,080.00)
NET REVENUE		\$ 239,971.94	\$ 1,082,228.51	\$ 402,724.71	\$ 1,982,418.16
OTHER FUNDS					
435614	Concessions Equipment Replacement	\$ -	\$ -	\$ -	\$ 14,286.46

San Francisco War Memorial
FY 2021 - 2022 Appropriations Report - November 30, 2021

Account	DESCRIPTION	YTD		
		REVISED APPROPRIATION	ENCUMBERED & EXPENDED	BALANCE
501010	Permanent Salaries	\$ 6,473,700	\$ 2,029,107	\$ 4,444,593
505010	Temporary Salaries	\$ 381,958	\$ 250,428	\$ 131,530
509010	Premium Pay	\$ 108,247	\$ 40,695	\$ 67,552
510210	One-Time Salaries Payments	\$ -	\$ 36,557	\$ (36,557)
511010	Overtime	\$ 185,077	\$ 107,130	\$ 77,947
501070	Holiday	\$ 99,318	\$ 31,219	\$ 68,099
513000	Mandatory Fringe Benefits	\$ 3,484,112	\$ 1,176,225	\$ 2,307,887
521030	Air Travel	\$ -	\$ -	\$ -
521050	Non-Air Travel	\$ -	\$ -	\$ -
522000	Training	\$ 22,600	\$ -	\$ 22,600
523010	Auto Mileage // Local Field Expense	\$ -	\$ 250	\$ (250)
524010	Membership Dues	\$ 3,795	\$ -	\$ 3,795
527090	Special Inspection & Testing Services	\$ 3,952	\$ 16,418	\$ (12,466)
527610	Systems Consulting	\$ 41,989	\$ 1,046	\$ 40,942
527990	Other Professional Services	\$ 81,320	\$ 109,494	\$ (28,174)
528010	Scavenger Service	\$ 224,432	\$ 88,782	\$ 135,650
528030	Pest Control	\$ 45,889	\$ 32,564	\$ 13,325
528910	Elevator Service	\$ 262,170	\$ 186,024	\$ 76,146
528990	Other Building Maintenance Services	\$ 730,761	\$ 637,460	\$ 93,301
529110	Data/Word Processing Maintenance	\$ 16,620	\$ 1,620	\$ 15,000
529990	Other Equipment Maintenance	\$ 37,282	\$ 41,697	\$ (4,415)
531000	Equipment Lease/Rental	\$ 17,989	\$ 21,751	\$ (3,762)
535000	Other Current Expenses (535000-535990)	\$ 67,317	\$ 53,583	\$ 13,735
540000	Materials & Supplies	\$ 327,517	\$ 212,330	\$ 115,187
552110	Taxes (Community Benefit District)	\$ 275,851	\$ 165,504	\$ 110,347
552115	Sales Tax	\$ -	\$ 67	\$ (67)
552210	Fees, Licenses and Permits	\$ 34,169	\$ 9,224	\$ 24,945
581051	PUC - Light, Heat and Power	\$ 958,817	\$ 144,124	\$ 814,693
581063	PUC - Sewer Service	\$ 77,412	\$ 28,796	\$ 48,616
581064	PUC - Water	\$ 74,031	\$ 26,860	\$ 47,171
581140	DT - Technology Projects	\$ 80,513	\$ 1,280	\$ 79,233
581210	DT - Technology Infrastructure	\$ 149,552	\$ 37,388	\$ 112,164
581270	City Attorney - Legal Services	\$ 93,000	\$ -	\$ 93,000
581325	DTIS - Enterprise Agreement	\$ 11,553	\$ 11,553	\$ -
581360	DTIS - Telephone Services	\$ 30,480	\$ 6,878	\$ 23,602
581410	GSA - Custodial Services	\$ 2,742,425	\$ 584,034	\$ 2,158,391
581450	DHR - Management Training	\$ 42,790	\$ -	\$ 42,790
581460	DHR - Workers Compensation	\$ 135,203	\$ 17,757	\$ 117,447
581570	DPH - Medical Services/Training	\$ 61,732	\$ 383	\$ 61,349
581580	DPH - Toxic Waste & Haz. Mat Svcs.	\$ 24,556	\$ 162	\$ 24,393
581820	Purchasing - Reproduction	\$ 8,500	\$ -	\$ 8,500
581880	Rec. Park - Gardener Services	\$ 187,264	\$ 43,564	\$ 143,700
TOTAL OPERATING		\$ 17,603,894	\$ 6,151,954	\$ 11,451,940
14680	Facilities Maintenance	\$ 585,888	\$ 240,198	\$ 345,690
067ACP	Capital Improvements	\$ -	\$ -	\$ -
067ACP	Capital Equipment	\$ -	\$ -	\$ -
GRAND TOTAL		\$ 18,189,782	\$ 6,392,152	\$ 11,797,630
10000	Debt Service	\$ 9,502,809	\$ 2,658,210	\$ 6,844,599
14720	War Memorial Reserve	\$ 1,666,920	\$ 202,408.29	\$ 1,464,512
14700	Concessions Equip. Repl. Fund	\$ 52,424	\$ -	\$ 52,424

**San Francisco War Memorial
FY 2021-2022 Housekeeping Expenditures - November 30, 2021**

PO Number	Description	Amount	Fund Source
<u>PURCHASE ORDER</u>			
572670	XTECH	\$ 1,700.00	14670
572701	AT&T MOBILITY	\$ 117.26	14670
572830	CREST/GOOD MFG CO INC	\$ 2,165.84	14670
572833	MCCLURE ELECTRIC INC	\$ 7,954.00	14680
573087	UNITED CALIFORNIA GLASS & DOOR	\$ 17,472.56	14680
573103	CORNER OFFICE	\$ 2,257.00	14670
573131	AIR FILTER SUPPLY INC	\$ 10,287.37	14670
573140	GRAINGER	\$ 755.36	14670
573650	GRAINGER	\$ 2,449.20	14670
573794	AGURTO CORPORATION DBA PESTEC	\$ 14,500.00	14670
573984	REGENCY ENTERPRS INC DBA REGNCY LIGHTING	\$ 2,642.88	14670
575007	XTECH	\$ 12,435.00	14670
575319	XTECH	\$ 840.00	14670
575578	PACE SUPPLY CORP	\$ 712.80	14670
575585	MAINLINE SECURITY INC.	\$ 3,736.00	14670
575593	WIRELESS VOICE & DATA INC	\$ 943.00	14670
575606	UNION DOOR	\$ 4,130.00	14680
575687	GRAINGER	\$ 1,372.12	14670
576929	UNITED CALIFORNIA GLASS & DOOR	\$ 2,047.35	14670
577117	REGENCY ENTERPRS INC DBA REGNCY LIGHTING	\$ 1,768.50	14670
577118	UNITED CALIFORNIA GLASS & DOOR	\$ 2,456.27	14670
577119	WAXIE SANITARY SUPPLY	\$ 2,041.25	14680
577553	PIONEER CONTRACTORS INC	\$ 6,812.00	14680
577555	GRAINGER	\$ 1,994.96	14670
577705	RMI MECHANICAL CONTRACTOR INC	\$ 5,716.00	14670
578161	SIEMENS INDUSTRY INC	\$ 5,000.00	14680
578164	XTECH	\$ 1,290.00	14670
578649	AQUA TREAT CHEMICALS INC	\$ 484.33	14670
578707	TREE MANAGEMENT EXPERTS	\$ 9,280.00	14680
578713	OMEGA PACIFIC ELECTRICAL SUPPLY INC	\$ 1,857.60	14670
578732	EWING IRRIGATION PRODUCTS INC	\$ 321.17	14670
	Total	\$ 127,539.82	
FUND CODE:	DESCRIPTION:		
14660	Shuttered Venue Operator Grant (SVOG)		
14670	Operating	74,850.01	
14680	Facilities Maintenance	52,689.81	
14690	Capital Projects		
14700	Concessions Equipment Replacement Fund		
14720	War Memorial Reserve		
	Total	\$ 127,539.82	

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
VETERANS COMMITTEE

Wednesday, November 10, 2021

The Veterans Committee of the Board of Trustees of the War Memorial of San Francisco met by teleconference in special session on Wednesday, November 10, 2021, at 1:30 p.m., pursuant to California Government Code Section 54953 and the Twenty-Fourth Supplement to the Mayoral Proclamation Declaring the Existence of a Local Emergency, Chair Myatt presiding.

ROLL CALL

Committee Members Present: Chair Myatt, Trustee Gatti, Trustee Kopp, Trustee Wright
President Thomas E. Horn, *Ex officio* and
Vice President Charlotte M. Shultz, *Ex officio*

Committee Members Absent: Trustee Pelosi

Non-Committee Members Present: Trustee Wilsey

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

REGULAR ITEMS

Proposed Revision of Not-to-Exceed Amount for 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 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.

Chair Myatt noted that included with those documents was a "Staff Report" detailing the history of the San Francisco Posts of the American Legion. Chair Myatt stated that prior to the meeting, Director Caldon provided updated information regarding the current number of Posts and their members, as the report still reflected information from before the pandemic began; there are now 10 Posts with 879 members.

Chair Myatt further reported that in 1977, Trustees and the Commission entered into the original Agreement governing the transfer of spaces to the War Memorial's jurisdiction and the payment of an annual sum to the Commission to defray operational and salary expenses. He noted that Resolution 4487 passed by the Board of Trustees stipulated that "...in no event shall the annual sum to be paid by the Board of Trustees hereunder exceed \$35,000." Chair Myatt noted that a review of the "History of Sums Paid" document distributed to the Committee showed that the \$35,000 amount has been exceeded in seven separate years since 2010.

Chair Myatt stated that forty-four years have passed since the Not-to-Exceed Amount for the Agreement was established. He continued that according to a historic review of the Consumer Price Index, the dollar has inflated 363% over that same period. Chair Myatt offered that based on this, \$35,000 is no longer adequate to meet the needs of the Commission every year and that the Not-to-Exceed Amount for the Agreement must either be raised or eliminated.

Chair Myatt stated the annual sum paid under each renewal Agreement is based on a budget prepared by the Commission, reviewed by War Memorial staff, and approved by the Veterans Committee and the full Board. Chair Myatt noted that budget negotiations with the Commission have been mutually amicable. Chair Myatt continued that for these reasons staff has recommended that the Veterans Committee recommend to the full Board elimination of the Not-to-Exceed Amount established by Resolution 4487.

Trustee Kopp inquired as to whether the staff recommendation was to raise the Not-to-Exceed Amount to \$37,800. Director Caldon clarified that staff recommended fully eliminating the Not-to-Exceed Amount.

Following discussion, and on motion of Trustee Kopp, seconded by Trustee Gatti, the following recommendation was unanimously adopted.

RECOMMENDED, To the Board of Trustees of the War Memorial of San Francisco that it approve the elimination of the Not-to-Exceed Amount for agreements between the War Memorial Board of Trustees and the American Legion War Memorial Commission established in Resolution 4487.

Proposed Renewal of Agreement with American Legion War Memorial Commission.

Chair Myatt stated that the second item up for consideration by the Committee was renewal of the Agreement between the War Memorial and the American Legion War Memorial Commission. Chair Myatt noted that Trustees and the Commission entered into the original Agreement in 1977, which set forth the transfer of Veterans Building spaces to War Memorial control and provided for Trustees to pay the Commission an annual sum to help defray the Commission's office expenses related to administering Veterans Building space allocated for veterans' use.

Chair Myatt noted that each of the original 1977 Agreement and 19 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. He continued that the last renewal Agreement covered the one-year period from January 1, 2021, to December 31, 2021. Chair Myatt stated that the Committee was now considering a proposed 20th renewal of the Agreement for a one-year period effective January 1, 2022.

Chair Myatt noted that documents distributed to Trustees prior to the meeting included a Staff Report, which provided a history of the Agreement and a staff recommendation for the January 1, 2022 renewal. Chair Myatt noted that Trustees also received a draft of the proposed one-year renewal agreement, War Memorial staff's worksheet for the American Legion War Memorial Commission 2022 budget with staff recommendations, and a history of the sums paid by Trustees to the Commission over the last 44 years.

Upon invitation from Chair Myatt, Director Caldon reviewed the documents provided to the Committee. He noted that staff recommended a one-year renewal agreement for 2022 with an annual sum of \$37,800 to be paid to the Commission by the War Memorial throughout the year. He continued that this amount is based on the Commission's actual expenditures from 2020 and their actual and projected expenditures for 2021. Director Caldon noted that these direct payments are in addition to \$400,000 of in-kind support from the War Memorial for the cost of utilities and services provided to Veterans Building space allocated for use by veterans. He stated that the total amount to be paid by the War Memorial for 2022 is higher than 2021 but lower than in pre-pandemic years; the proposed amount was agreed upon by the Commission in advance of the meeting and represents what is needed for their projected activity level for 2022.

Director Caldon further reported that in 2022 there will be 10 posts with approximately 879 members. He noted that historically the Agreement has been renewed in two-year terms but that due to the uncertainty of the pandemic regarding future earned revenue, the one-year Agreement was approved for 2021 and staff is recommending another one-year renewal for 2022; the Commission is anticipating increased activity in 2023 as people return to in-person meetings and does not want to be locked into a lower rate for two years. Director Caldon continued that it is the shared expectation of staff and the Commission that there will be a return to a

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two-year Agreement renewal cycle for 2023 and 2024. He stated that the proposed agreement is substantively the same as the current Agreement and respectfully requested the Committee's approval.

Chair Myatt asked Nelson Lum, Acting Chair of the American Legion War Memorial Commission, to provide comments to the Committee.

Mr. Lum stated that the American Legion War Memorial Commission found the terms of the renewal Agreement to be fair and equitable. Mr. Lum noted that the Agreement will keep the Commission a viable organization moving forward.

Following discussion, and on motion of Trustee Kopp, seconded by Trustee Horn, 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 between the War Memorial Board of Trustees and the American Legion War Memorial Commission effective January 1, 2022, as recommended by staff.

PUBLIC COMMENT

Paul Cox, Finance Officer for the American Legion War Memorial Commission, expressed appreciation to the Committee for the continued support of the American Legion. He mentioned that the Commission is currently providing many services for veterans in the building. Mr. Cox expressed that it is a real gift to the veterans in this city.

ADJOURNMENT

There being no further business, Chair Myatt adjourned the meeting at 1:45 p.m.

John Caldon
Managing Director

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
SPECIAL BOARD MEETING
Wednesday, November 10, 2021

The Board of Trustees of the War Memorial of San Francisco met by teleconference in regular session on Wednesday, November 10, 2021, at 2:00 p.m., pursuant to California Government Code Section 54953 and the Twenty-Fourth Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency, President Horn presiding.

ROLL CALL

Present: President Horn, Vice President Shultz, Trustee Gatti, Trustee Kopp, Trustee Lui, Trustee Moscone, Trustee Myatt, Trustee Wilsey and Trustee Wright

Absent: Trustee Pelosi

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

PRESIDENT'S REPORT

President Horn stated that with great sadness he was announcing the passing of Trustee Nancy Hellman Bechtle, a long-serving member of the Board. President Horn expressed that Trustee Bechtle was a remarkable woman: Olympic skier, philanthropist, President of the San Francisco Symphony, and Chair of the Presidio Trust. He noted that she was also a gifted bluegrass performer, having founded the group "Nancy and the Lambchops."

President Horn reported that Sam Whiting published a lovely article about Trustee Bechtle in the San Francisco Chronicle, in which Mr. Whiting wrote "...she was privileged, but not pampered." President Horn continued that he thought this quote described Trustee Bechtle well in that she was generous with her time, resources, and talents. He stated she was a beloved member of the Board of Trustees and had served many terms as its President. President Horn noted that her passing is a great loss, that he will miss her, and that he knows everyone on the Board will also miss her.

President Horn then commented on Veterans Day and the Veterans Parade, which took place on Sunday, November 7, 2021. He stated there was a beautiful article in the San Francisco Chronicle by Carl Nolte, which paid tribute to former Trustee Wallace Levin. President Horn noted that Trustee Levin organized the Presidio Memorial Day services every year and that he was happy to read that Trustee Levin was named honoree of this year's Veterans Day Parade. President Horn encouraged everyone to read the article and to remember Trustee Levin this Veterans Day.

MANAGING DIRECTOR'S REPORT

Approval of Consent Agenda: Director Caldon stated that items submitted on the Consent Agenda included the minutes of the October 14, 2021 Regular Meeting of the Board; Rental Requests for November 10, 2021; and the October 31, 2021 Revenue, Appropriations, and Housekeeping Expenditures Reports.

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

RESOLUTION NO. 21-34

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the minutes of the October 14, 2021 Regular Meeting of the Board; Rental Requests for November 10, 2021; and the October 31, 2021 Revenue, Appropriations, and Housekeeping Expenditures Reports, are hereby approved.

Public Information Officer: Director Caldon introduced the War Memorial's first-ever Public Information Officer, Francesca Cicero, who will be assisting with staff coordination of Trustee meetings and needs. Ms. Cicero provided a brief introduction of her background as a lawyer, which included extensive experience working with boards of directors and document management, as well as her experience in higher education administration and demonstrated commitment to public service. She expressed her excitement at the opportunity and stated she looked forward to assisting Trustees going forward.

SECRETARY'S REPORT

Assistant Managing Director Jennifer Norris announced she was resigning from the War Memorial to accept a position with the Transbay Joint Powers Authority as Facility Director of the Salesforce Transit Center and Salesforce Park. President Horn thanked Ms. Norris on behalf of the Board for her many years of loyal service to the War Memorial. Trustees expressed gratitude for her service and well wishes for her future endeavors.

President Horn noted that the period for Ms. Norris' departure is short, as she is leaving at the end of November, and raised the subject of the process for naming Ms. Norris' replacement. President Horn stated that though the position of Assistant Managing Director is appointed by Trustees, the Board should give great deference to the Managing Director in the selection process. President Horn stated that he thought the Board should defer to Director Caldon a great deal in conducting the process and expressed hesitance to commence an extensive search as it could be slow.

Vice President Shultz stated she did not think a formal search process was necessary. She noted that searches take a long time, and that Ms. Norris will be gone in few weeks. She stated that President Horn was chair of the search committee that selected Director Caldon and suggested that the Board designate President Horn to work with Director Caldon to identify an appropriate candidate to recommend to the Board, since this person will work very closely with the Managing Director, President, and the full Board. She also expressed that during this period, Trustees could provide the names of possible candidates to President Horn and Director Caldon for their consideration, and that once a candidate is identified, the Board could meet in Closed Session and vote on the final candidate. President Horn stated he would be willing to perform this task if it were the desire of the Board.

Trustee Wright noted that while she was not familiar with the current process, she wanted to ensure that there would be outreach for a candidate. She stated that since Ms. Norris was working with the staff racial equity team, she thought it was important that whomever the Board hires understands the commitment to that process and perhaps has experience in that area.

Trustee Gatti inquired about whether there was a written job description for the position and stated it would be helpful to circulate that document to the entire Board. He noted that hiring for this particular position may be complicated because it would be ideal to have someone who loves the buildings and is familiar with them, or who has the wherewithal to become familiar quickly. Trustee Gatti agreed with Vice President Shultz's comments that it would be helpful if Director Caldon led the process.

Trustee Lui requested that while President Horn and Director Caldon lead the process, there be transparency during it. President Horn stated that as he envisioned it, candidates would be subject to complete interviews by the Board in Closed Session. He noted that because hiring is a personnel matter, the Board can only be so transparent in terms of what information is shared with the public, but in terms of what information is shared with Trustees, it would be transparent.

Trustee Wilsey commented that she is currently in a search that has been going since July and that it has been going on too long. Trustee Lui responded that good people are hard to come by and that the Board must act as soon as possible.

President Horn stated that he would work with Director Caldon in the near term to determine if any additional process would be desirable and that they would set out on the task in an expeditious way, keeping Trustees fully apprised of all steps and calling Closed Sessions as necessary.

COMMITTEE REPORTS

Proposed Revision of Not-to-Exceed Amount for Agreement with American Legion War Memorial Commission:

Trustee Myatt, Chair of the Veterans Committee, stated that the first item considered at the Veterans Committee meeting held earlier was a proposal to revise the Not-to-Exceed Amount for the Agreement between the War Memorial and the American Legion War Memorial Commission.

He stated that in 1977, the Board and the Commission entered into the original Agreement governing the transfer of spaces to the War Memorial's jurisdiction and the payment of an annual sum to the Commission to defray its operational and salary expenses. Trustee Myatt noted that Resolution 4487 stipulated that "...in no event shall the annual sum to be paid by the Board of Trustees hereunder exceed \$35,000."

Trustee Myatt noted that 44 years have passed since the Not-to-Exceed Amount for the Agreement was established. He stated that according to a historic review of the Consumer Price Index, the dollar has inflated 363% over that same period. He also stated that a review of the "History of Sums Paid" document distributed to the Veterans Committee showed that the \$35,000 amount has been exceeded in seven separate years since 2010.

Trustee Myatt noted that because the annual sum paid under each renewal Agreement is based on a budget prepared by the Commission, reviewed by War Memorial staff, and approved by the Veterans Committee and the full Board, members of the Veterans Committee believe there is a sufficient process in place to establish the annual sum without need for a Not-to-Exceed Amount. He reported that the Committee voted unanimously to recommend to the full Board elimination of the Not-to-Exceed Amount established in Resolution 4487.

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

RESOLUTION NO. 21-35

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby adopts the report and recommendation of its Veterans Committee and approves the elimination of the Not-to-Exceed Amount for agreements between the War Memorial Board of Trustees and the American Legion War Memorial Commission established in Resolution 4487.

Proposed Renewal of Agreement with American Legion War Memorial Commission:

Trustee Myatt stated that the Veterans Committee also 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 noted 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. He stated that this income helps defray the Commission's office expenses related to administering Veterans Building space allocated for veterans' use. He further stated that each of the original 1977 agreement and 19 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.

Trustee Myatt stated that the current renewal Agreement covers the one-year period of 2022. He noted that, if approved, in 2022 Trustees would pay to the Commission a total of \$37,800. He also noted that this direct support would be in addition to annual in-kind support to the San Francisco American Legion Posts of approximately \$400,000.

Trustee Myatt stated that the Veterans Committee reviewed a number of documents, including staff's report and worksheet for the Commission's 2022 budget, and also heard from Commission representatives.

Trustee Myatt stated that following discussion, the Veterans Committee voted unanimously to recommend renewal of the Agreement with the American Legion War Memorial Commission for the one-year period of 2022 with payment by the Trustees to the Commission of \$37,800. He noted that the Committee also recommended approval of the draft renewal Agreement prepared by staff, which contains substantively the same terms and conditions as the current renewal.

On motion of Trustee Moscone, seconded by Vice President Shultz, the following resolution was unanimously adopted:

RESOLUTION NO. 21-36

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby adopts the report and recommendation of its Veterans Committee and approves the proposed one-year renewal agreement between the War Memorial Board of Trustees and the American Legion War Memorial Commission effective January 1, 2022.

REGULAR ITEMS

Refer Budget to Committee: President Horn noted that the War Memorial's two-year budget for Fiscal Years 2022-23 and 2023-24 are due to the Mayor's Office of Public Policy and Finance in February 2022. President Horn referred the matter to the Budget and Finance Committee and requested that the Committee meet to review and consider budget recommendations so that the budget may be developed and considered by the Board.

Trustee Lui asked President Horn and Director Caldon if Trustees had received updates about the Opera House roof renovation and whether that project was still part of the budget or if it had been removed due to the pandemic. Director Caldon responded that project had been deferred due to the pandemic and will be re-requested to the Capital Planning Committee in the upcoming budget cycle. He noted the current budget had additional funds for Davies Symphony Hall elevators but did not include funds in the current budget year for the Opera House roof. He stated that staff will be making that request again during the budget process in February.

Trustee Lui suggested that staff meet with the entity that provided the existing cost estimate for the Opera House roof renovation to see if the estimate is still accurate, or if it has increased due to materials and labor costs. Director Caldon agreed and noted that it is likely the estimated cost has risen.

GOOD AND WELFARE

Trustee Gatti expressed that he does not know how he could ever talk enough about Trustee Bechtle. He stated that she was one of the first people he met when he arrived in San Francisco and from that point he thought she was one of the most energetic people he had ever met. He expressed that he would miss her tremendously and that it is hard to believe she's not here.

Trustee Myatt stated that Trustee Bechtle was a strong supporter of veterans. He noted that when she was President of the Board, what she did for veterans was magnificent.

President Horn noted that when the Board was engaged in litigation with the San Francisco Posts of the American Legion, he established a litigation committee and asked Trustee Bechtle to serve on it because he knew she wouldn't mind going to all the meetings, mediations, hearings, and arbitrations. He said she never complained and would always report back as to how things were progressing; any time you needed her, she answered "present."

Vice President Shultz noted that many of those present were at Trustee Bechtle's service and heard what a multi-faceted person she was. Vice President Shultz suggested that everyone listen to Trustee Bechtle's song "Don't Sweat the Small Stuff," and then do everything you can to make the world a better place and have a good time doing it.

Trustee Wilsey mentioned that she was in an exercise class with Trustee Bechtle five days a week for 32 years, and that she and Trustee Bechtle always had so much fun. She noted Trustee Bechtle's laugh and stated she will miss her giggling.

PUBLIC COMMENT

President Horn opened public comment by noting that public comment is an opportunity for members of the public to address Trustees on items within the subject matter jurisdiction of the Board but not on the agenda.

Nelson Lum, Acting Chair of the American Legion War Memorial Commission, stated that on behalf of the Commission, he wanted to express appreciation for Trustee support and thank Trustees for approving the budget for 2022.

Andrew Dubowski, Senior Director of Operations for the San Francisco Symphony, recognized and thanked Jennifer Norris for her service and partnership with the Symphony.

Chris Dennis, Director of Production for the San Francisco ballet, thanked Jennifer Norris for her work with the Ballet and wished her all the best in the future.

Paul Cox, Finance Officer for the American Legion War Memorial Commission, stated he was sorry to hear about Trustee Bechtle's passing and fondly remembered seeing her for years at the Hardly Strictly Bluegrass Festival. He noted she was gracious, honest, and straightforward, and expressed shock and dismay that she is no longer with us. He also wished Jennifer Norris well in her future endeavors.

ADJOURNMENT

There being no further business to come before the Board, President Horn adjourned the meeting in memory of Trustee Nancy Hellman Bechtle at 2:38 pm.

John Caldon
Managing Director

San Francisco War Memorial and Performing Arts Center

Owned and Operated by the
City and County of San Francisco

War Memorial Veterans Building
Herbst Theatre / Green Room
War Memorial Opera House
Louise M. Davies Symphony Hall
Harold L. Zellerbach Rehearsal Hall

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San Francisco War Memorial Board of Trustees 2022 Meetings

Regular Meetings are held on the second Thursday of every month at 2:00 p.m. (unless the second Thursday falls on a holiday, in which case a Special Meeting will be scheduled on an alternate day).

With the exception of the Budget and Finance Committee meetings required to pass the department's annual budget, the scheduling of which is mandated by ordinance, Committee meetings are scheduled as needed. Committee members are polled in advance to determine their availability before Committee meetings are scheduled.

All Trustees are encouraged to attend Committee meetings. However, for purposes of establishing quorum, a majority of Trustees assigned to a Committee must be present in order for votes to be held at a Committee meeting.

Schedule of 2022 Monthly Meetings

Thursday, January 13, 2022, 2:00 p.m.

Wednesday, February 2, 2022, 2:00 p.m. (Budget and Finance Committee)

Thursday, February 17, 2022, 1:30 p.m. (Budget and Finance Committee)

Thursday, February 17, 2022, 2:00 p.m. (Special Meeting)

Thursday, March 10, 2022, 2:00 p.m.

Thursday, April 14, 2022, 2:00 p.m.

Thursday, May 12, 2022, 2:00 p.m.

Thursday, June 9, 2022, 2:00 p.m.

Thursday, July 14, 2022, 2:00 p.m.

Thursday, August 11, 2022, 2:00 p.m.

Thursday, September 8, 2022, 2:00 p.m.

Thursday, October 13, 2022, 2:00 p.m.

Thursday, November 10, 2022, 2:00 p.m.

Thursday, December 8, 2022, 2:00 p.m.