

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR BOARD MEETING
Thursday, November 9, 2017

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, November 9, 2017, in the Trustees' Board Room, War Memorial Opera House, President Horn presiding.

ROLL CALL

Present: President Horn, Vice President Bechtle, Trustee Davis, Trustee Levin, Trustee Lui, Trustee Moscone, Trustee Myatt, Trustee Pelosi, Trustee Shultz, Trustee Walker, Trustee Wilsey

Staff Present: Elizabeth Murray, Managing Director; Jennifer Norris, Assistant Managing Director

APPROVAL OF MINUTES

President Horn called for approval of the minutes of the October 12, 2017 meeting of the Veterans Committee. On motion of Trustee Shultz and seconded by Trustee Moscone, the minutes were unanimously approved.

President Horn called for approval of the minutes of the October 12, 2017 regular meeting of the Board. On motion of Vice President Bechtle, seconded by Trustee Shultz, the minutes were unanimously approved

PRESIDENT'S REPORT

Resolution honoring Gabriel Solis: President Horn said he would like to welcome to today's meeting, Gabriel Solis, who has served as Building and Grounds Patrol Officer at the War Memorial and Performing Arts Center for the past 33 years and who will retire on November 10. President Horn extended sincere thanks for Gabriel's dedicated service to the San Francisco War Memorial and Performing Arts Center and he asked Gabriel to come forward so he may read the following proposed resolution in his honor.

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

RESOLUTION NO. 17-38

- Whereas,* **GABRIEL SOLIS** will retire on November 10, 2017, following 33 years of distinguished service at the San Francisco War Memorial and Performing Arts Center; and
- Whereas,* Gabriel Solis began his career at the Performing Arts Center in 1984, as a Security Guard and in 1998 was promoted to the classification of Building and Grounds Patrol Officer; and
- Whereas,* During his 33-year tenure, Gabriel Solis has provided security services at each of the Center's buildings, the War Memorial Opera House, War Memorial Veterans Building, Louise M. Davies Symphony Hall and Zellerbach Rehearsal Hall; and,
- Whereas,* For the past 10 years, Gabriel Solis has been posted at the Opera House North Stage Door, the Center's security hub, has trained new day-shift Security Officers, periodically served as lead Security Officer, and has been the designated Security Officer for meetings of the War Memorial Board of Trustees; and
- Whereas,* For 33 years, Gabriel Solis has greeted, and helped thousands of artists, performers, veterans, staff and guests at the Performing Arts Center, calmly and efficiently handling and resolving hundreds of questions and requests; and

Whereas, The War Memorial, San Francisco Opera, San Francisco Ballet, San Francisco Symphony and veterans organizations have benefitted from Gabriel Solis' reliable and dedicated service, and we will dearly miss his pleasant nature and good humor, now Therefore Be It

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco to hereby thank and commend **GABRIEL SOLIS** for his 33 years of outstanding service to the San Francisco War Memorial and Performing Arts Center, and for his dedicated service to the cultural community of San Francisco, and extend to him heartfelt best wishes on the occasion of his retirement.

Gabriel Solis thanked the Trustees for this honor and said it has been an honor and pleasure to be a part of the War Memorial and to greet the Trustees on the second Thursday of the month. Mr. Solis also extended thanks and appreciation to Beth Murray, Jennifer Norris and his manager, Director of Security Bill Graham.

MANAGING DIRECTOR'S REPORT

Rental Requests: Ms. Murray stated that rental requests are routine and requested their approval. On motion of Vice President Bechtle, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 17-39

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the following rental requests are hereby approved:

HERBST THEATRE

Educational Media Group One Day University	February 10, 2018	\$2,500.00
Jewish Community Relations Council Annual Fundraiser	February 27, 2018	\$1,250.00
Merola Opera Program Merola Member Event	February 28, 2018	\$1,250.00
SFSU Marketing Student Assn. Graduation Ceremony	May 26, 2018	\$1,250.00

WILSEY CENTER FOR OPERA

Mannakin Theater & Dance Dance Performances	December 22, 23, 2017	\$2,500.00
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SECRETARY'S REPORT

Revenue, Appropriations and Housekeeping Expenditures Reports for October 2017: Ms. Norris stated that Revenue, Appropriations and Housekeeping Expenditures reports for October 2017 have been distributed to Trustees, and she requested approval of October 2017 housekeeping expenditures as submitted.

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

RESOLUTION NO. 17-40

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. 106027 through 116464 are hereby approved.

Jennifer Norris stated that every other year, City supervisors and commissioners are required to take the City's online anti-harassment training. She stated that she will be providing the necessary information to Trustees so that trainings can be completed by the deadline of December 31, 2017.

COMMITTEE REPORTS

Presentors Liaison Committee:

Exterior Grounds Usage Policy:

President Horn stated that the Presentors Liaison met earlier today to consider and adopt recommendations on a policy concerning usage of Performing Arts Center exterior grounds.

President Horn reported that the Committee reviewed the draft policy which provides that causal grounds use by visitors or tourists is permitted, that requests to use the exterior grounds must be approved in advance by the Board of Trustees and must be related to Trust beneficiary activities or to scheduled activities in the Performing Arts Center Buildings, and that to maintain the honor and dignity of the Memorial Court, demonstrations, rallies or special events are not permitted in the Memorial Court, except for uses related to veterans and their families.

President Horn reported that following discussion, the Committee voted unanimously to recommend approval of the draft Exterior Grounds Usage Policy. Following discussion, and on motion of Trustee Levin, seconded by Trustee Wilsey, the following resolution was unanimously approved.

RESOLUTION NO. 17-41

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby adopts the report and recommendation of its Presentors Liaison Committee and approves the Exterior Grounds Usage Policy for the San Francisco War Memorial and Performing Arts Center as follows:

San Francisco War Memorial and Performing Arts Center EXTERIOR GROUNDS USAGE POLICY

The San Francisco War Memorial and Performing Arts Center is a "charitable trust department" under Article V of the San Francisco Charter. Under the War Memorial Trust Agreement of 1921, as amended, (the "Trust") the City's War Memorial Board of Trustees have charge over the War Memorial and Performing Arts Center and the adjacent grounds. The Center consists of four City-owned buildings: the War Memorial Veterans Building, the War Memorial Opera House, Louise M. Davies Symphony Hall, and Zellerbach Rehearsal Hall. The Trust also includes the Veterans Memorial monument, adjacent courtyard and tree lined recessed pathways leading to the memorial situated between the Veterans Building and Opera House (the "Memorial Court"). There are three beneficiaries of the Trust: the San Francisco Posts of the American Legion, the San Francisco Museum of Modern Art, and the San Francisco Symphony. War Memorial and Performing Arts Center exterior grounds usage must be related to Trust beneficiary activities or to scheduled activities at one of the Trust buildings, or otherwise be consistent with this policy. The buildings and grounds of the War Memorial and Performing Arts Center are not public fora.

The purpose of this policy is to promote a tranquil and contemplative environment at the Memorial Court which was dedicated by the people of San Francisco to our Nation's veterans in honor of their service and sacrifice.

- (a) **Applicability.** This policy applies to the land and buildings set aside for the San Francisco War Memorial and Performing Arts Center under the Trust. This policy does not apply to any of the sidewalks adjacent to the Performing Arts Center that are outside of the jurisdiction of the War Memorial Board of Trustees.
- (b) **Building entrances.** Blocking building entrance areas, entrance steps, platforms or access ramps, and walkways, or otherwise obstructing or impeding the free flow of pedestrian traffic in such areas is prohibited.
- (c) **Driveways and parking areas.** Blocking parking areas or driveways or otherwise obstructing or impeding the approved vehicle flow in such areas is prohibited, except as approved by the War Memorial Board of Trustees under this policy.

- (d) **Admission lines.** Blocking or otherwise obstructing or impeding the free flow of patron admission lines is prohibited.
- (e) **Littering.** Littering on Center property including entrance areas, entrance steps, platforms and access ramps and any surrounding areas is prohibited.
- (f) **Demonstrations, special events and casual grounds use.**

(1) **Use requirements.**

(i) **Casual grounds use.** Casual grounds use by visitors or tourists which is otherwise reasonably consistent with the protection and use of the Center's grounds is permitted under this policy.

(ii) **Special events.** Requests to use the Center's exterior grounds for special events must be approved in advance by the War Memorial Board of Trustees and must be related to Trust beneficiary activities or to scheduled activities in the War Memorial Opera House, Veterans Building or Louise M. Davies Symphony Hall. Special event usages will be subject to usage fees annually adopted by the Board of Trustees. Special event requests must be submitted in writing to the War Memorial administrative office to be calendared for consideration by the War Memorial Board of Trustees. The Board shall approve a request if it is reasonably consistent with the protection and use of the Center's grounds and the other requirements of this section (f).

(iii) **Memorial Court.** To maintain the honor and dignity of the Memorial Court, the War Memorial Board of Trustees does not permit demonstrations, rallies or special events in the Memorial Court, except for uses related to veterans and their families.

Veterans Committee:

Notice of Space Allocation from American Legion War Memorial Commission for VetsinTech seeking to occupy office space in the Veterans Building:

Trustee Myatt stated that the Veterans Committee met earlier today to consider action on the Notice of Space Allocation submitted by the American Legion War Memorial Commission for VetsinTech's occupancy of Veterans Building office space #224E in accordance with the Board's Policy Governing Allocation of Space in the Veterans Building to Patriotic Organizations. Trustee Myatt noted that the Committee did not consider use of other Veterans Building space by VetsinTech for various events which uses would be subject to a separate policy yet to be approved by the Trustees. Trustee Myatt reported that following consideration, the Veterans Committee voted unanimously to recommend approval of the Notice of Space Allocation submitted by the American Legion War Memorial Commission for VetsinTech to occupy Veterans Building office space 224E in accordance with the Board's Policy Governing Allocation of Space in the Veterans Building to Patriotic Organizations.

Following discussion, and on motion of Trustee Levin, seconded by Trustee Walker, the following resolution was unanimously approved.

RESOLUTION NO. 17-42

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 Notice of Space Allocation submitted by the American Legion War Memorial Commission for VetsinTech to occupy Veterans Building office space #224E in accordance with the Board's Policy Governing Allocation of Space in the Veterans Building to Patriotic Organizations.

GOOD AND WELFARE

Trustee Levin noted that Saturday is Veterans Day and asked that today's meeting be adjourned in honor of American veterans and the families of the Missing in Action.

PUBLIC COMMENT

Anna Wong Thompson, Executive Director of Shen Yun Performing Arts, thanked the War Memorial Trustees for allowing the performance of Shen Yun to be held at the War Memorial Opera House.

Victor Oliveri on behalf of VetsinTech thanked the War Memorial Board of Trustees for allowing VetsinTech to enter the building.

Paul Cox, Chair of the American Legion War Memorial Commission, congratulated Gabriel Solis on his retirement. He stated that Thursday night, November 16 is the Swords to Plowshares annual Veterans Day Dinner and he hopes Trustees will be attending.

REGULAR ITEMS**Closed Session – Security of Public Buildings:**

President Horn stated that as noted on today's agenda, the Trustees will meet in closed session with Lieutenant John Garcia of the Sheriff's Department to discuss security of public buildings.

President Horn stated that first, there will be public comment on all matters pertaining to the closed session. Then the Board will entertain a motion to hold a closed session to discuss security of public buildings pursuant to Government Code Section 54957(a) and the San Francisco Administrative Code Section 67.10(a).

Public Comment:

President Horn asked if there is any public comment relating to any aspect of this agenda item, including whether the Board should meet in closed session, and whether the Board should disclose any or all of its closed session discussion.

There was no public comment and public comment was closed.

Motion to go into Closed Session:

On motion of Trustee Levin, seconded by Vice President Bechtle, the Board of Trustees voted unanimously to convene in closed session with Lieutenant John Garcia of the Sheriff's Department to discuss security of public buildings pursuant to Government Code Sections 54957(a) and San Francisco Administrative Code Section 67.10(a).

CLOSED SESSION**RECONVENE IN OPEN SESSION**

President Horn reconvened the meeting in open session. President Horn called for a motion on whether to disclose the contents of the closed session. On motion of Vice President Bechtle, seconded by Trustee Pelosi, the Board of Trustees voted unanimously not to disclose any of the discussion during the closed session.

President Horn asked if there is any Public Comment on the motion; there being none, public comment was closed and the Trustees unanimously approved the motion.

ADJOURNMENT

There being no further business to come before the Board, President Horn adjourned the meeting at 3:11 p.m. in honor of America's Veterans and the families of those veterans who remain missing.

Jennifer E. Norris
Executive Secretary