

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
VETERANS COMMITTEE
Thursday, October 11, 2018

The Veterans Committee of the Board of Trustees of the War Memorial of San Francisco met at 12:45 p.m. on Thursday, October 11, 2018, in the Trustees' Board Room, War Memorial Opera House, Chair Myatt, presiding.

ROLL CALL

Present: Chair Myatt, Trustee Levin, Trustee Pelosi, Vice President Walker
President Nancy Bechtle, *Ex officio*

Absent: Trustee Davis

Staff Present: Elizabeth Murray, 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 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, 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. Each of the original 1977 agreement and 17 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.

Chair Myatt said the last renewal agreement covered the two-year period from January 1, 2017 to December 31, 2018, during which the War Memorial paid to the Commission a total sum of \$35,148 in 2017, and a total sum of \$38,592 in 2018. The Committee will today consider a proposed 18th renewal of the agreement for the two-year period effective January 1, 2019.

Chair Myatt noted that documents distributed to Trustees include a Staff Report, which provides a history of the agreement and provides staff recommendation for the January 1, 2019 renewal. Trustees also received a draft of the proposed two-year renewal agreement, War Memorial staff's worksheet for the American Legion War Memorial Commission 2019 and 2020 budgets, and a history of the sums paid by the Trustees to the Commission over the last 41 years.

Chair Myatt asked Managing Director Beth Murray to review and explain the documents provided to the Committee.

Ms. Murray stated that as noted in the Staff Report provided to the Committee, staff is recommending approval of a two-year renewal agreement for calendar years 2019 and 2020. Under the proposed renewal, staff is recommending that annual sums be paid to the Commission by the War Memorial of \$40,428 in each of 2019 and 2020; the 2020 amount to be reduced by the amount of any fund balance remaining from sums paid in 2019. Ms. Murray noted that these proposed amounts are based on the Commission's actual expenditures in 2017 and

actual/projected expenditures in 2018. She added that these direct payments of sums to the Commission are in addition to the War Memorial's in-kind support to the San Francisco American Legion Posts for the costs of utilities and services provided to Veterans Building space allocated for use by veterans, calculated to equal \$379,349 in each of 2019 and 2020. Ms. Murray stated that apart from dates of the agreement term and the annual amounts to be paid to the Commission, the proposed renewal agreement is the same as the current renewal.

Ms. Murray noted that this item was referred to Committee at the July 2018 regular meeting of the Board of Trustees, and since that time War Memorial staff has contacted the American Legion War Memorial Commission numerous times requesting their budget information for 2019 and 2020; however no budget information was provided.

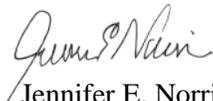
Chair Myatt asked if there was a representative of the American Legion War Memorial Commission present to provide any comments to the Committee. No representative of the American Legion War Memorial Commission was present.

Following discussion, Chair Myatt called for a motion, and on motion of Trustee Levin and seconded by Trustee Walker, the following recommendation was unanimously adopted.

RECOMMENDED, To the Board of Trustees of the War Memorial of San Francisco that it approve the proposed two-year renewal agreement with the American Legion War Memorial Commission effective January 1, 2019 as recommended by staff.

ADJOURNMENT

There being no further business, Chair Myatt adjourned the meeting at 1:05 p.m.



Jennifer E. Norris
Executive Secretary