

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR BOARD MEETING
Thursday, February 14, 2019

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:10 p.m. on Thursday, February 14, 2019, in the Trustees' Board Room, War Memorial Opera House, President Bechtle presiding.

ROLL CALL

Present: President Bechtle, Trustee Horn, Trustee Levin, Trustee Lui, Trustee Moscone, Trustee Myatt, Trustee Shultz and Trustee Wilsey

Absent: Vice President Walker, Trustee Davis and Trustee Pelosi

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

APPROVAL OF MINUTES

President Bechtle called for approval of the minutes of the January 10, 2019 regular meeting of the Board. On motion of Trustee Shultz and seconded by Trustee Wilsey, the minutes were unanimously approved.

PRESIDENT'S REPORT

New Director of Grants For The Arts – Matthew Goudeau: President Bechtle stated that as is the War Memorial's practice with new occupants of the War Memorial buildings, she would like to introduce and welcome Matthew Goudeau, new Director of Grants For The Arts, which is located in the Veterans Building. Matthew assumed his new directorship at Grants For The Arts last week, and we invited him to attend today's meeting to make some brief remarks.

Matthew stated that it is an honor to be invited to attend the War Memorial Board meeting and to work in one of the War Memorial Buildings. Matthew said he is excited about his new job and looks forward to working closely with the War Memorial.

The Board congratulated Matthew on his new position and welcomed him to the Veterans Building where the offices for Grants For The Arts are located.

Ballet Season Opening: President Bechtle stated that the San Francisco Ballet opened its 2019 Repertory Season on January 23 and opened its first full-length program of *Don Quixote* on January 25. President Bechtle said on behalf of the trustees, she would like to extend best wishes to the Ballet on what is sure to be a wonderful season.

MANAGING DIRECTOR'S REPORT

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

RESOLUTION NO. 19-04

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the February 14, 2019 rental requests are hereby approved.

Director's Report:

Opera House Orchestra Seats: Ms. Murray provided an update on the next phase of the Opera House auditorium seat replacement project, the replacement of the Opera House orchestra seats. She stated that this project is being funded by the per ticket facility fee charged by the San Francisco Opera and Ballet. Per the Trustees' authorization of the licensee facility fee, all projects to be funded by the facility fee are subject to approval in all respects by the War Memorial Board of Trustees. She noted that the first phase of the seat replacement project was for the balcony circle and balcony seats, which project was completed in 2015 at the cost of \$990,000.

Ms. Murray stated that replacement of the 1,200 orchestra seats will be a more complex project as it involves a custom seat and a variety of design issues. The orchestra seat replacement is scheduled to be implemented in 2021 and the very preliminary cost estimate is \$3 million.

Ms. Murray stated that the orchestra seat replacement will require closure of the Opera House for 14 weeks in 2021, targeted for May 17, 2021 through August 20, 2021. To provide for this closure, each of the Opera and Ballet will have to truncate their 2021 seasons. She stated that for the past two years, the Opera, Ballet and War Memorial have been working with a theatrical consultant, The Shalleck Collaborative, as well as with the Department of Public Works, on designing and planning this project. The group is currently refining a seat layout scheme to address ADA, sightline and other issues and a final proposed plan should be available in the next few months.

Ms. Murray further stated that the group has been reviewing various seat manufacturers who have experience in providing and installing seats in historic auditoriums, and the Opera and Ballet will be issuing a Request for Qualifications within the next six weeks to get a manufacturer on board. She stated that once a seat manufacturer is on board, we will be get seat samples that will be reviewed by the Opera and Ballet and ultimately approved by the War Memorial Board of Trustees.

Ms. Murray asked that this project be referred to the Board's Building Committee so that the Committee may review proposed seating schematics and seat samples in the coming months. President Bechtle referred the matter to the Building Committee.

Managing Director Succession Plan:

Managing Director Beth Murray stated that with very mixed feelings she is announcing her intent to retire from the War Memorial on a date to be determined in the summer or fall of 2019. She said that her 38 years at the War Memorial department have been wonderful and fulfilling, and she is proud to have been a part of so many major achievements during this time. She said that every day during the last 38 years she recognized she was working in a very special place where very special things happen, and that will be difficult to let go. She thanked the Trustees for their unwavering dedication to the complex and for their support and trust in her leadership, and she gave her commitment to assisting the Trustees in the transition process over the next several months.

President Bechtle stated that Beth Murray has been a remarkable leader and has provided decades of committed service to the War Memorial. She thanked Beth for all she has done for the War Memorial and for her assistance in the process of selecting a new Director.

President Bechtle stated that under the City Charter, the War Memorial Board of Trustees has the sole authority and responsibility for appointing a Managing Director of the War Memorial. To exercise this responsibility, President Bechtle named an ad hoc Selection Committee of the Board to consider and determine the Board's selection process and subsequently implement that process to recommend a Managing Director to succeed Beth Murray. President Bechtle appointed Trustee Horn as Chair of the Selection Committee, and appointed as committee members Trustees Myatt, Shultz and Wilsey.

President Bechtle asked the Selection Committee to consult with the Office of the City Attorney as necessary to ensure that all applicable California Government Code and San Francisco Administrative Code requirements are followed in the selection process.

SECRETARY'S REPORT

Revenue, Appropriations and Housekeeping Expenditures Reports for January 2019: Ms. Norris stated that Revenue, Appropriations and Housekeeping Expenditures reports for January 2019 have been distributed to Trustees, and she requested approval of January 2019 housekeeping expenditures as submitted. On motion of Trustee Shultz, seconded by Trustee Lui, the following resolution was unanimously adopted:

RESOLUTION NO. 19-05

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. PO264808 through PO274671 are hereby approved.

Form 700 Statement of Economic Interest and Sunshine & Ethics Training Reminder: Ms. Norris reminded Trustees that War Memorial Trustees and designated staff must complete their annual filing of Form 700 Statement of Economic Interest by April 2, 2019. She stated that Trustees must also view both the Sunshine and Ethics training videos and submit the training declaration form by April 1, 2019. All forms and trainings must be completed online. Ms. Norris said she is available to provide any assistance to trustees in completing these required forms.

COMMITTEE'S REPORTS

Budget and Finance Committee: Trustee Lui, Chair of the Budget and Finance Committee, stated that the Budget and Finance Committee met earlier today to consider and adopt recommendations on the War Memorial department's proposed budgets for Fiscal Years 2019-20 and 2020-21.

Trustee Lui stated that the Committee reviewed staff's proposed budgets for Fiscal Years 2019-20 and 2020-21, including revenues and expenditures for operating, capital and debt service budgets. She reported that following discussion, the Committee voted unanimously to recommend approval of staff's proposed two-year budget for Fiscal Years 2019-20 and 2020-21. On motion of Trustee Shultz, seconded by Trustee Lui, the following resolution was unanimously adopted:

RESOLUTION NO. 19-06

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby adopts the report and recommendation of its Budget and Finance Committee and approves staff's proposed Departmental Budgets for Fiscal Years 2019-20 and 2020-21.

REGULAR ITEMS

Request from World War I Committee to extend Veterans Building banner display: President Bechtel stated that the Trustees have received a letter from the World War I Armistice Commemoration Committee requesting to extend the WWI banner display in the Veterans Building main lobby through June 16, 2019. Following discussion, and on motion of Trustee Levin and seconded by Trustee Horn, the following resolution was unanimously adopted:

RESOLUTION NO. 19-07

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby approves the extension of the WWI banner display in the Veterans Building main lobby through June 16, 2019.

GOOD AND WELFARE

Trustee Myatt reported there will be a dance performance for an invited audience of veterans in the Atrium Theater on Friday, April 12 at 2 p.m., presented by San Francisco Performances. The dance company, Rosie Kay, will perform a full length work called *Five Soldiers*, which is a timely look at how the human body is used

in war. The piece was inspired by input from serving and former soldiers. Trustee Myatt said there are four additional ticketed performances for the general public April 11-13, 2019.

Trustee Myatt stated that he would like to close the meeting in honor of Beth Murray's mother, who died in January.

PUBLIC COMMENT

President Bechtle called for public comment on items within the jurisdiction of the War Memorial Regular Committee of the Board of Trustees, but not on the agenda. There being no public comment, President Bechtle closed public comment.

ADJOURNMENT

There being no further business to come before the Board, President Bechtle adjourned the meeting at 2:40 p.m. in memory of Beth Murray's mother.



Jennifer E. Norris
Executive Secretary