

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
VETERANS COMMITTEE MEETING

Thursday, September 9, 2015

The Veterans Committee of the Board of Trustees of the War Memorial of San Francisco met at 2:00 p.m. on Wednesday, September 9, 2015, in the Trustees' Board Room, War Memorial Opera House, Committee Chair Lui, presiding.

ROLL CALL

Present: Chair Myatt, Trustee Davis, Trustee Pelosi, Trustee Stafford, Vice President Horn, *Ex officio*
Absent: Trustee Moscone, President Bashford, *Ex officio*,
Staff Present: Elizabeth Murray, Managing Director
Jennifer Norris, Assistant Managing Director

American Legion War Memorial request to install the Veterans Success Center in Veterans Building room 313A and 313B:

Chair Myatt stated that in advance of the meeting, Committee members received several documents, including the letter from the American Legion War Memorial Commission requesting to install the Veterans Success Center in Veterans Building rooms 313A and 313B; and a draft of the proposed MOU between the War Memorial Board of Trustees and the Veterans Success Center Committee, a standing committee of the American Legion Eighth District Council, concerning installation of the Veterans Success Center in the Veterans Building.

Chair Myatt stated that in 2011, the Trustees approved the request of the American Legion War Memorial Commission to establish a veterans resource room in Veterans Building room 205 subject to a Memorandum of Understanding outlining responsibility for costs associated with the resource room, requiring an indemnification provision and liability insurance related to the activities of the resource room, and requiring that uses of the resource room be scheduled in advance with and reported to the War Memorial on a monthly basis. On November 1, 2011, the War Memorial and the American Legion War Memorial Commission entered into a MOU for the Commission's establishing a Veterans Resource Center in room 205 of the Veterans Building.

Chair Myatt stated the American Legion War Memorial Commission, on behalf of the Veterans Success Center Committee, has now requested permission to re-install the Veterans Success Center in the Veterans Building. To clarify the relationship of the various parties, Chair Myatt noted that under a 2013 merger agreement, the American Legion Eighth District Council, the San Francisco County Council of the American Legion, and the American Legion War Memorial Commission were merged, with the American Legion Eighth District as the surviving corporation. Under the American Legion Eighth District Council's 2013 revised Constitution & Bylaws, each of the American Legion War Memorial Commission and the Veterans Success Center Committee are standing committees of the American Legion Eighth District Council.

Chair Myatt asked Managing Director Beth Murray to provide staff comments on the proposal to install the Veterans Resource in the Veterans Building and on the draft MOU. Ms. Murray's noted the following:

- Staff understands that the purpose and activities of the Veterans Success Center are the same as those of the Veterans Resource Center that was installed in Veterans Building room 205 in 2011.
- Based on review of office and desk assignments in Veterans Building areas allocated to the American Legion Posts, staff recommends that the Veterans Success Center be assigned space in either Suite 213 or Suite 224 on the 2nd floor rather than in portions of the 3rd floor suite previously designated for assignment to the American Legion Department of California. There is ample space capacity in the two 2nd floor suites

to accommodate the Veterans Success Center and this would provide for more efficient building maintenance service and future space flexibility.

- The 2015 draft Memorandum of Understanding is the same as the 2011 MOU with the following changes:
 - The name of the Veterans Resource Center has been changed to Veterans Success Center.
 - The 2011 MOU was between the War Memorial and the American Legion War Memorial Commission. The 2015 MOU is between the War Memorial and the Veterans Success Center Committee. Both the War Memorial Commission and the Veterans Success Center Committee are standing committees of the American Legion Eighth District Council, neither subordinate to the other. Thus is appropriate that the MOU be with the Veterans Success Center Committee.
 - The 2011 MOU provided for a term from November 2011 to June 1, 2013. The proposed MOU provides for a term of one year and, subject to mutual agreement of the parties, the MOU may be renewed for additional one year terms.
 - All other recitals and terms of the 2015 MOU are the same as those of the 2011 MOU.
- Staff is recommending approval of the request to install the Veterans Success Center in the Veterans Building, specifically in either suite 213 or suite 224 assigned for use by the San Francisco American Legion Posts, subject to the Memorandum of Understanding between the War Memorial Board of Trustees and the Veterans Success Center Committee.

Chair Myatt asked Paul Cox, Chair of the American Legion War Memorial Commission and member of the Veterans Success Center Committee, to provide comments to the Veterans Committee.

Mr. Cox confirmed that the Veterans Success Center is identical to what the Veterans Resource Center was in 2011; however, the Veterans Success Center now has four years of successful experience and is an invaluable addition to the Veterans Building. Mr. Cox stated that they have requested and desire to have the Veterans Success Center on the third floor in suite 313 rather than on the second floor in either suite 213 or 224, due to the number of new veterans organizations they plan to bring into the building. Mr. Cox also asked to strike the last part of Recital A in the proposed MOU as that has to do with one of the questions that is pending in the litigation filed by the American Legion Posts.

Mr. Roger Dong, Executive Director of the Veterans Success Center, addressed the Trustees concerning the Center's mission and accomplishments over the last four years.

Following discussion, and on motion of Vice President Horn, seconded by Trustee Bechtle, the following recommendation was unanimously adopted:

RECOMMENDED, To the Board of Trustees of the War Memorial of San Francisco that it approves the request of the American Legion War Memorial Commission to install the Veterans Success Center in the Veterans Building, specifically in either suite 213 or suite 224 assigned for use by the San Francisco American Legion Posts, subject to the Memorandum of Understanding between the War Memorial Board of Trustees and the Veterans Success Center Committee, a standing committee of the American Legion Eighth District Council.

ADJOURNMENT

There being no further business, Chair Myatt adjourned the meeting at 2:30 p.m.

Jennifer E. Norris
Executive Secretary