

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
VETERANS COMMITTEE
Thursday, November 9, 2017

The Veterans Committee of the Board of Trustees of the War Memorial of San Francisco met at 1:30 p.m. on Thursday, November 9, 2017, in the Trustees' Board Room, War Memorial Opera House, Chair Myatt, presiding.

ROLL CALL

Present: Chair Myatt, Trustee Davis, Trustee Levin, Trustee Walker
President Horn, *Ex officio*,

Absent: Trustee Pelosi

Other Trustees Present: Trustee Lui, Trustee Moscone, Trustee Shultz, Trustee Wilsey

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

REGULAR ITEMS

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

Chair Myatt stated there is one item on today's agenda of the Veterans Committee, consideration and adoption of recommendations on the Notice of Space Allocation from the American Legion War Memorial Commission for VetsinTech seeking to occupy office space in the Veterans Building.

Chair Myatt stated that in advance of today's meeting, Committee members received the October 11, 2017 Notice of Space Allocation submitted by the American Legion War Memorial Commission concerning the proposed occupancy of Veterans Building space by VetsinTech, a non-profit 501c3 veteran service organization. Attached to the Notice is the September 28, 2017 letter from VetsinTech. He said Committee members also received a floor plan of the Veterans Building 2nd floor showing the space the Commission proposes to assign to VetsinTech and a copy of the Board's Policy Governing Allocation of Space in the Veterans Building to Patriotic Organizations.

Chair Myatt stated that VetsinTech's letter describes the organizations' mission as being to get veterans into the tech industry. Their goal with establishing an office at the Veterans Building is to increase outreach.

Chair Myatt stated that according to the information provided by the Commission and VetsinTech, VetsinTech proposes to occupy 199 square feet of office space in the Veterans Building 2nd floor in room 224E where they will have no more than two employees working full-time. Chair Myatt stated that VetsinTech has confirmed they are prepared to enter into an occupancy agreement with the War Memorial for use of the space and are prepared to pay for utilities and services currently set at \$15.42 per square foot per year. VetsinTech also advises that no alterations are required for the space and that they will use the furnishings currently in the space.

Chair Myatt reported that VetsinTech's letter refers to their regularly hosting various types of events in the Veterans Building. He noted that the Committee is today considering and adopting recommendations on the

proposed occupancy of office space 224E by VetsinTech, and not the use of other building space by VetsinTech for various events, which event uses will be subject to a separate policy yet to be approved by the Trustees.

Prior to opening the floor to discussion, Chair Myatt first called on Paul Cox, Chair of the American Legion War Memorial Commission, and then Victor Olivieri, Director of Development and Community Outreach for VetsinTech.

Paul Cox, Chair of the American Legion War Memorial Commission, stated that VetsinTech hopes to increase their outreach by moving to the Veterans Building, and the American Legion War Memorial Commission hopes to do the same by having them in the building.

Victor Olivieri, Director of Development and Community Outreach for VetsinTech, stated he is a former army officer and noted that VetsinTech held their gala last week and was very successful raising over \$400,000. Mr. Olivieri said that VetsinTech is a very robust and healthy nonprofit. He said their main office, where their events happen, will remain in SOMA. The office which they propose to occupy in the Veterans Building will be used for development and community outreach. He stated VetsinTech's intention is to do outreach to veterans 25-35 years of age, helping them with education, entrepreneurship, and employment with all the major companies in the area including tech companies, banks and Fortune 500 Companies

Chair Myatt opened the floor to comments and questions from the Committee.

Trustee Levin asked Mr. Olivieri if he is an employee or a volunteer for VetsinTech and asked how many staff work for VetsinTech. Mr. Olivieri responded that he is currently a full-time employee and that VetsinTech has a staff of three full-time employees and approximately 27 volunteers.

Trustee Levin also asked who was presently assigned to office space Room 224E. Paul Cox responded that the space was assigned to the Daughters of the American Revolution, as well as being used by Richard Harrell to store his guitars. He said that as the DAR wasn't using the space, the guitars were moved elsewhere making room for VetsinTech.

Trustee Walker noted that a provision in VetsinTech's September 28 letter states that room 224E will be occupied by no more than 2 employees. He asked who would monitor occupancy. Paul Cox stated that the American Legion War Memorial Commission would be responsible for monitoring occupancy to insure compliance.

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, By the Veterans Committee of the War Memorial Board of Trustees 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.

ADJOURNMENT

There being no further business, Chair Myatt adjourned the meeting at 1:50 p.m.

Jennifer E. Norris
Executive Secretary