



MARINES' MEMORIAL



ASSOCIATION & FOUNDATION

Dear Members and Patriot Supporters of the Marines' Memorial,

By now, most of you have already received numerous notices of cancellations and closings. As governments' responses to COVID-19 (corona virus) have been changing rapidly, we wanted this fluid situation to settle a bit before we finalized our operations plan and shared an update with you. We based our deliberate planning on 2 imperatives:

- Comply with the mandates, requirements and restrictions of government authorities and the guidance of the CDC, WHO and other health institutions in order to ensure that the safety of all comes first.
- Protect the livelihood and welfare of our family of loyal employees and staff to the maximum extent possible while making sound financial decisions in order to sustain the Living Memorial's operations during the near and long terms.

Federal, State and City mandates and restrictions effective March 17th, required us to temporarily cease operations of our Food and Beverage Departments, including the Leatherneck Restaurant, Chesty's Bar, Banquets and Culinary (weddings!) as well as our Theatre. We have also postponed or rescheduled our other events that were scheduled for March and April. To ease the turmoil of these rapid changes, our employees will receive full pay and benefits through March 21st and full time staff will still have their healthcare coverage through April 30th. However, in response to a steep decline in operations revenue these closures bring, we had to make the heart-wrenching decision to lay-off and/or reduce hours temporarily for many of our staff members, effective next week.

As our hotel is exempt from many restrictions and as a service to our members and guests who, out of necessity, require lodging accommodations, we will keep the hotel open. To do this, we are able to provide Housekeeping, Engineering and Guest Services with the minimal staff and Security Teams that would be needed on site whether the hotel was open or not. Additionally, the Accounting and Human Resources Departments, critical in this transition, are fully functional. Similarly, in order to meet the needs of our members and to ensure continuity of operations, the Membership, Development and Sales Departments are also open with the majority of their staffs working remotely.

As we move forward, we will continue to put the well-being of our team at the forefront of our actions as we serve our members as best as possible. We will adapt and inform you of changes as the situation develops. We are profoundly aware of the personal and professional challenges that many of you and your families are facing given the impact of COVID-19. Just as we supported members during recent fires and other calamities, we are prepared to do so now. Please don't hesitate to call upon us if there's anything we can do for you.

We are humbled and honored to work with this strong community of veterans, their families and patriot supporters who are known for their resilience through adversity and hardship. Your continued support of the Marines' Memorial Association and Foundation is more critical now than ever as we navigate these rocks and shoals in turbulent times. Thank you so much for it.

Semper Fidelis,

Jan Huly
Lieutenant General, USMC (Ret)
CEO & President
Marines' Memorial Association & Foundation