

## MINUTES

### WAR MEMORIAL BOARD OF TRUSTEES

#### REGULAR MONTHLY MEETING

Thursday, September 12, 2002

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, September 12, 2002, in the Trustees' Board Room, War Memorial Opera House, President Horn presiding.

#### ROLL CALL

Present: President Horn, Vice President Jarman, Trustee Bashford, Trustee Bechtle, Trustee Farrow, Trustee Haas, Trustee Leones, Trustee Shultz;

Absent: Trustee Balianz, Trustee Moscone, Trustee Roth.

#### APPROVAL OF MINUTES

President Horn called for approval of the minutes of the August 8, 2002 regular meeting of the Board. On motion of Trustee Shultz, seconded by Trustee Haas, the minutes were unanimously approved.

#### PRESIDENT'S REPORT

**San Francisco Symphony Opening:** President Horn reported that the San Francisco Symphony opened its 2002-03 season last Wednesday, September 4, with a special concert in Davies Symphony Hall, and pre- and post-concert festivities in the Symphony tent and at City Hall. On behalf of the Board of Trustees, President Horn extended congratulations to the Symphony for a wonderful opening night, and best wishes for continued success throughout the season.

**San Francisco Opera Opening:** President Horn reported that the San Francisco Opera also opened its 2002-03 Season last week on Saturday, September 7, with a spectacular performance of *Turandot*, followed by a post-performance party at City Hall. President Horn congratulated Opera General Director Pamela Rosenberg on a superb opening night, and on behalf of the Board of Trustees, extended best wishes for a successful 2002-03 season.

#### MANAGING DIRECTOR'S REPORT

**Rental Requests:** Ms. Murray reported that rental requests as mailed to Trustees are routine and requested their approval. On motion of Trustee Farrow, seconded by Trustee Leones, the following resolution was unanimously adopted:

RESOLUTION NO. 02-32

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the following rental requests are hereby approved:

WAR MEMORIAL OPERA HOUSE

|   |                                    |              |
|---|------------------------------------|--------------|
| San Francisco Ballet<br>Nutcracker 2002 & Repertory Season 2003 | December 8, 2002 –<br>May 11, 2003 | \$146,450.00 |
|---|------------------------------------|--------------|

LOUISE M. DAVIES SYMPHONY HALL

|  |                           |  |
|--|---------------------------|--|
| San Francisco Symphony<br>2002-2003 Season (partial) | February 1 – May 31, 2003 | \$119,100.00 vs. 10%<br>\$141,100.00 maximum |
| Golden Gate University<br>Graduation Ceremony        | May 4, 2003               | \$2,500.00                                   |
| City College of San Francisco<br>Graduation Ceremony | May 24, 2003              | \$2,500.00                                   |
| Samon Promotion<br>Fujiko Hemming Piano Recital      | November 5, 2002          | \$1,650.00 vs. 10%<br>\$3,850.00 maximum     |

HERBST THEATRE

|  |   |            |
|--|---|------------|
| Mathematical Sciences Research Institute<br>“Funny Numbers: Steve Martin in<br>Conversation with Bob Osserman” | December 15, 2002   | \$575.00   |
| Home Box Office<br>Film screening: “Real Women Have Curves”  | September 17, 2002  | \$1,000.00 |
| National Theatre of the Performing Arts<br>Ballet Folklorico 2002-03   | October 16, 2002<br>November 14 & 15, 2002<br>March 3, 2003 | \$3,000.00 |
| Korean American Community Center<br>The National Chorus of Korea in Concert                                    | November 21, 2002   | \$575.00   |
| Crackerpants, Inc.<br>MADtv’s Alex Borstein – The Monday Night Tour  | October 14, 2002  | \$1,275.00 |
| CCSF Department of Human Resources<br>Employee Recognition   | November 19, 2002   | \$450.00   |

|  |  |            |
|--|--|------------|
| City Arts and Lectures<br>On Art & Politics 2003                                   | January 6, 13 & 28, 2003<br>February 5, 2003<br>March 5, 2003<br>March 18, 2003<br>April 9, 2003 | \$4,025.00 |
| Christopher McLaughlin<br>Backer's Audition of "The Unreal<br>Sally Stanford Live" | January 23 & 24, 2003  | \$2,000.00 |
| Chi Tai<br>Chinese Comedy Talk Show  | October 13, 2002   | \$1,000.00 |
| Frameline<br>San Francisco Gay & Lesbian Film Festival                             | June 15 & June 19-29, 2003   | \$9,775.00 |

**Additional Rental Requests:** Ms. Murray requested approval of additional rental requests as submitted. On motion of Trustee Shultz, seconded by Trustee Farrow, the following resolution was unanimously adopted:

**RESOLUTION NO. 02-33**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the following additional rental requests are hereby approved:

**HERBST THEATRE**

|   |                     |            |
|---|---------------------|------------|
| Bethel A.M.E. Church<br>Gospel Music Concert celebrating 150<br>Years of service to San Francisco | December 7, 2002    | \$575.00   |
| Synergy School<br>Spring Concert  | April 23 & 24, 2003 | \$575.00   |
| Star Dance Studio<br>Dance Concerts   | June 12 -14, 2003   | \$1,725.00 |

**Temporary Booking Administrator:** Ms. Murray introduced Sharon Walton, who will serve as Acting Booking Administrator through November 2002, while Jennifer Norris is on leave. Ms. Murray stated that as the War Memorial's former Facilities Administrator, Sharon is very familiar with the War Memorial and Performing Arts Center, and is well prepared to take over booking responsibilities during Jennifer's absence.

**Opera House Dress Circle Cooling Improvements:** Ms. Murray reported that the War Memorial's project to provide air-cooling improvements in the dress circle level of the Opera House was successfully completed in time for the opening of the Opera's 2002 Fall Season. She stated that the project was reviewed and approved by the Board in 2000, and constructed this past July and August. Ms. Murray noted that during the 1996-97 Opera House renovation, spot air-cooling was added in the orchestra and balcony levels, successfully addressing temperature problems in those areas. However, air-cooling improvements were not made in the dress circle level where high temperature and over-heating problems seemed to be worse after the renovation. The air-cooling improvements in the dress circle approved by the Board and implemented this summer have increased air-flow volume and provided air-cooling capabilities. This will help maintain a comfortable temperature level in the low 70-degree range. Ms. Murray acknowledged a number of grateful comments on these improvements from Opera House ushers and patrons during the first three Opera performances.

### **SECRETARY'S REPORT**

**Revenue, Appropriations and Building Projects Reports for August 2002:** Mr. Ridenour referred to the revenue, appropriations, and status of building projects reports for August 2002, and requested a resolution to approve August 2002 housekeeping expenditures as submitted. On motion of Trustee Farrow, seconded by Trustee Haas, the following resolution was unanimously adopted:

#### **RESOLUTION NO. 02-34**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Orders Nos. POWM03035 through POWM03061 and Interdepartmental Work Orders Nos. WPWM03IBR09F and WNW03IPO001 are hereby approved.

### **GOOD AND WELFARE**

**Jeff Coyne – House Manager of Opera House:** President Horn stated that at last month's meeting he reported that Jeff Coyne, House Manager of the War Memorial Opera House since 1990, would be leaving his position in October 2002, to devote more time to personal business projects. President Horn acknowledged that Mr. Coyne has been one of the cornerstones of the Opera House for the past 12 years, and will be truly missed by Trustees, staff and patrons of the War Memorial, Opera and Ballet. On behalf of the Board of Trustees, President Horn proposed a resolution to thank and commend Jeff Coyne for his always gracious and professional service at the War Memorial Opera House.

#### **RESOLUTION NO. 02-35**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the following resolution is hereby unanimously adopted:

*Whereas,* Jeffrey T. Coyne has provided outstanding service to the San Francisco War Memorial and Performing Arts Center for over twenty years, as a staff usher at Louise M. Davies Symphony Hall from 1981-1989, and as House Manager of the War Memorial Opera House from 1990-2002; and

- Whereas,* Jeff has established and maintained the highest standards of ushering and front-of-house services at the War Memorial Opera House; he has welcomed over 5,000,000 patrons to the Opera House since 1990, ensured their safety, comfort and enjoyment, and has smoothly and efficiently handled and resolved thousands of problems—of every type imaginable and unimaginable; and
- Whereas,* Jeff developed and implemented special staffing plans necessary for the San Francisco Opera's 1996 season at Civic Auditorium while the Opera House was closed for seismic renovation; and
- Whereas,* Jeff's unique personal attributes, his sensitivity, warmth and friendly manner, has endeared him to the patrons, performers, managements and staffs of the licensees of the Opera House, and to his own staff; and
- Whereas,* Jeff's professionalism and managerial skills, dedication and exemplary performance have earned him the respect and admiration of the managements and staffs of the War Memorial, the San Francisco Opera, the San Francisco Ballet, and his professional colleagues, elevating the status of the Opera House among licensees and the greater community; and
- Whereas,* Jeff Coyne will relinquish his post as House Manager of the War Memorial Opera House in October 2002 to pursue other personal projects; now therefore be it
- Resolved,* By the Board of Trustees of the War Memorial of San Francisco to hereby thank and commend Jeffrey T. Coyne for twenty years of outstanding and dedicated service to the San Francisco War Memorial and Performing Arts Center, its licensees and patrons, and extend to him heartfelt best wishes in his new endeavors.

### **PUBLIC COMMENT**

Mr. Wallace Levin, member of the Veterans Affairs Commission, commended War Memorial Board President Tom Horn and Managing Director Beth Murray on the fantastic job in getting the Veterans Building Seismic Renovation on the ballot for the November 2002 election. President Horn congratulated Mr. Levin on his recent appointment as Commander of American Legion Post 244 and Post delegate to the American Legion War Memorial Commission, noting Mr. Levin's active involvement in veterans' organizations and projects for over 40 years.

### **ADJOURNMENT**

There being no further business, President Horn adjourned the meeting at 2:40 p.m.

Gregory P. Ridenour  
Executive Secretary