

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR MONTHLY MEETING

Thursday, March 13, 2003

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, March 13, 2003, in the Trustees' Board Room, War Memorial Opera House, Vice President Bashford presiding.

ROLL CALL

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

Absent: President Jarman, Trustee Balianz, Trustee Moscone.

APPROVAL OF MINUTES

Vice President Bashford called for approval of the minutes of the January 9, 2003 regular meeting of the Board. On motion of Trustee Shultz, seconded by Trustee Farrow, the minutes were unanimously approved.

PRESIDENT'S REPORT

Resignation of Trustee Roth: Vice President Bashford reported that Trustee Irene Roth has submitted a letter to Mayor Brown resigning from the War Memorial Board of Trustees due to her recent relocation to Florida. He noted that Trustee Roth was appointed to the Board in September 2000, and served as a very active and dedicated member during the last two and one-half years. Vice President Bashford asked that a letter be sent to Irene Roth on behalf of the Trustees, thanking her for her contribution to the Board of Trustees, and extending best wishes to the Roth family in their new home.

War Memorial Commission – New Officers: Vice President Bashford reported that the American Legion War Memorial Commission elected new officers in December 2002. He stated that Mr. Joe Aquino is the new Chairperson; Mr. Jack Trad is the new Vice-Chair; and Mr. Vince Rios has been appointed as Secretary/Treasurer of the Commission. On behalf of the Trustees, Vice President Bashford congratulated the new officers of the War Memorial Commission, and said the Board looks forward to working with the Commission and its new officers in the coming year.

MANAGING DIRECTOR'S REPORT

Rental Requests (February 2003): Ms. Murray reported that February 2003 rental requests as mailed to Trustees are routine and requested their approval. On motion of Trustee Bechtle, seconded by Trustee Shultz, the following resolution was unanimously adopted:

RESOLUTION NO. 03-04

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 Opera 2003 Summer Season	May 12 – July 6, 2003	\$50,470.00
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LOUISE M. DAVIES SYMPHONY HALL

San Francisco Choral Society Rehearsal and Two Performances of Verdi's "Requiem"	August 21-13, 2003	\$4,950.00 vs. 10% \$9,350.00 max.
Bill Graham Presents Ellen DeGeneres	March 24 & 25, 2003	\$3,300.00 vs. 10% \$10,000.00 max.
San Francisco Girls Chorus Sing-Along Holiday Concert	December 22 & 23, 2003	\$3,300.00 vs. 10% \$5,500.00 max.

HERBST THEATRE

Asian Art Museum of San Francisco Lecture on Japanese Tea Ceremony by Dr. Sen	April 21, 2003	\$575.00
Samuel Merritt College Graduation Ceremony	May 23, 2003	\$450.00
42 nd Street Moon Rehearsals and Performances of "Finian's Rainbow"	September 20-28, 2003	\$5,175.00
National Theatre of the Performing Arts Mysteries of Math	March 18, 2003	\$450.00
Geographic Expeditions Lonely Planet Conversation with Don George & Pico Iyer	March 20, 2003	\$1,000.00
World Projects 4 th San Francisco Instrumental Music Festival	March 30, 2003	\$1,000.00
Gay Asian Pacific Alliance Runway 2003	July 12, 2002	\$575.00
Country Club Concerts SF Bay Area Cabaret Competition	June 10, 2003	\$1,000.00
Frameline Private Screening for invited audience of "Normal"	March 9, 2003	\$575.00
The Wharton School; Univ. of Pennsylvania Executive MBA Program Graduation Ceremony	August 24, 2003	\$450.00
Techiah Foundation Purim Celebration	March 17, 2003	\$575.00

Filipino Task Force on AIDS Miss Trans Globe 2003	April 19, 2003	\$575.00
Radio Seoul Youth Chamber Music Concert	March 23, 2003	\$1,000.00
Maureen C. Mason Mary C. Dunlap Memorial	February 15, 2003	\$450.00
Korean Consulate General Korean-America Centennial	June 9, 2003	\$575.00

Rental Requests (March 2003): Ms. Murray reported that March 2003 rental requests as mailed to Trustees are routine and requested their approval. On motion of Trustee Horn, seconded by Trustee Bechtle, the following resolution was unanimously adopted:

RESOLUTION NO. 03-05

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

Presidio Performing Arts Foundation "Dancing Across Cultures"	May 5, 2003	\$3,300.00
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LOUISE M. DAVIES SYMPHONY HALL

San Francisco Symphony Festival & Summer in the City	June 1 – August 30, 2003	\$32,625.00
San Francisco Conservatory of Music Sing It Yourself Messiah	December 8, 2003	\$1,650.00 vs. 10% \$3,850.00 max.

HERBST THEATRE

42 nd Street Moon 2003 Gala	June 30, 2003	\$575.00
Robert Wood Johnson Foundation Cover the Uninsured Week	March 10, 2003	\$575.00
Ballet with Miss Tilly Rehearsal and Performance of Annual Recital	May 12-16, 2003	\$2,500.00
Theatre of Yugen Nomura Kyogen Theatre of Japan	December 6 & 7, 2003	\$1,150.00
Humanities West 2003-2004 Season	October 10-11, 2003 February 20-21, 2004 May 14-15, 2004	\$3,450.00

Drew College Prep Graduation Ceremony	June 3, 2004	\$575.00
Pacific Union Realty Company Meeting	March 21, 2003	\$1,000.00
New Century Chamber Orchestra 2003-2004 Season	October 11, 2003 January 10, 2004 March 13, 2004 May 1, 2003	\$2,300.00
San Francisco Chapter, Siggraph ILM's Showcase 2002 Film Reel Highlights	February 24, 2003	\$575.00

Additional Rental Requests (March 2003): Ms. Murray requested approval of additional rental requests for March 2003 as submitted. On motion of Trustee Bechtle, seconded by Trustee Farrow, the following resolution was unanimously adopted:

RESOLUTION NO. 03-06

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

LOUISE M. DAVIES SYMPHONY HALL

Bill Graham Presents Olivia Newton-John	August 24, 2003	\$1,650.00 vs. 10% \$5,000.00 max.
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HERBST THEATRE

Department of Aging and Adult Services Mayor's Summit on Aging	May 27, 2003	\$450.00
Mana, Allison and Associates Philharmonia Baroque private concert For American Society of Anesthesiologists	October 13, 2003	\$1,275.00
Words on Dance "High Standards" – An evening featuring Frederica von Stade, Wesla Whitfield and Mike Greensill	April 19, 2004	\$575.00
San Francisco High School of the Arts 2003 Graduation Ceremony	June 4, 2003	\$450.00

City Planning Department - Market & Octavia Neighborhood Plan: Ms. Murray reported that in mid-December 2002, the City's Planning Department published a first public review draft of the Market & Octavia Neighborhood Plan. The plan, developed over two years of community planning, outlines a vision for the Market & Octavia area, which includes most of Civic Center, and along the planned new Octavia Boulevard which will replace the soon-to-be demolished Central freeway.

Ms. Murray stated that the plan represents a policy framework that will be the basis of new zoning and planning code controls for the area, and will serve to guide public decision-making regarding improvements to the Market & Octavia neighborhood well into the future. The plan's major initiatives include providing flexible types of new housing; addressing transportation issues; and providing necessary convenient neighborhood services. She noted that once the public review draft has been reviewed and refined through discussions with the community, the Planning Commission will be asked to adopt the plan and the Board of Supervisors asked to approve it.

Ms. Murray stated that staff representatives of the Opera, Symphony, Ballet and War Memorial have attended preliminary meetings on the plan, and have, as well, met separately to discuss potential impacts of the plan on the War Memorial and Performing Arts Center buildings and operations. She noted that Civic Center arts organizations have expressed concerns about the plan's proposals to reduce existing parking and discourage new parking facilities in and adjacent to the Civic Center area. Ms. Murray stated that the Opera, Symphony and Ballet have engaged a private consultant to prepare an analysis of parking and transportation issues facing Civic Center arts organizations. While the preliminary findings of this analysis indicate a high percentage of patrons and employees either carpooling or using public transit, the findings clearly show that current parking supplies barely meet current parking demand. The analysis also identifies the loss of public off-street parking spaces in Central freeway parcels that will be displaced by proposed new housing, and discusses increased Civic Center parking demands expected to be generated in the near future by the new Asian Art Museum and by the San Francisco Conservatory of Music which will relocate to Oak Street in 2004. Ms. Murray stated that these concerns will be reported and further discussed at the upcoming public comment meetings on the draft plan.

Ms. Murray stated this was an informational report only, and no consideration or action by the Board of Trustees is requested or necessary at this time. She said she would keep the Trustees informed on issues related to the Market & Octavia Neighborhood Plan as it proceeds through the public review process.

SECRETARY'S REPORT

Revenue, Appropriations and Building Projects Reports for January 2003: Mr. Ridenour referred to the revenue, appropriations, and status of building projects reports for January 2003, and requested a resolution to approve January 2003 housekeeping expenditures as submitted. On motion of Trustee Farrow, seconded by Trustee Leones, the following resolution was unanimously adopted:

RESOLUTION NO. 03-07

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM030259 through WM030290 are hereby approved.

Revenue, Appropriations and Building Projects Reports for February 2003: Mr. Ridenour referred to the revenue, appropriations, and status of building projects reports for February 2003, and requested a resolution to approve February 2003 housekeeping expenditures as submitted. On motion of Trustee Farrow, seconded by Trustee Shultz, the following resolution was unanimously adopted:

RESOLUTION NO. 03-08

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM030293 through WM030320, and Interdepartmental Work Order No. WPWM03JUF018, are hereby approved.

Statement of Economic Interest and Sunshine Ordinance Declaration: Mr. Ridenour reminded Trustees that all members of City boards and commissions must file annual Statements of Economic Interest and Sunshine Ordinance Declarations with the Ethics Commission by April 1, 2003.

Web Site: Mr. Ridenour reported that the War Memorial and Performing Arts Center's new website became public in December 2002. He encouraged Trustees to visit the website at www.sfwmpac.org, or visit the War Memorial offices for Internet access.

COMMITTEE REPORTS**Budget and Finance Committee:**

Fiscal Year 2003-2004 Departmental Budget: Trustee Horn reported that the Budget and Finance Committee met on March 6, to consider the War Memorial's Fiscal Year 2003-2004 Departmental Budget request. He stated that Ms. Murray reviewed staff's proposed budget for 2003-04, which provides for the continuation of current operations and services. Trustee Horn provided a summary as follows:

Revenue: Total estimated revenue for 2003-04 is \$10.36 million, a decrease of \$525,000 or 5% from current-year budgeted revenue.

Hotel Tax Revenue: Based on the City Controller's recently revised hotel tax revenue estimates, the War Memorial's estimated hotel tax allocation for the current year has been reduced by \$530,000 to \$8.85 million. This current-year funding shortfall will be covered by using available fund balance revenue and reducing budgeted expenditures. The Mayor's Budget Office has advised hotel tax recipient departments that allocations for 2003-04 will be frozen at the revised current-year level, meaning that the War Memorial's estimated hotel tax allocation for 2003-04 will be budgeted at \$8.85 million.

Earned Revenue: Total earned revenue for 2003-04 is projected at \$1.5 million, essentially the same as the current year. All rental rates were increased from 5-15% in the current-year budget, and staff is not proposing additional rental rate increases for 2003-04. The San Francisco Opera's plan to reduce and shorten its 2003-04 season is not projected to impact Opera House rental revenue due to alternate bookings, however, it is projected to impact and decrease Opera House food and beverage concession income by approximately \$13,000.

Expenditures: Staff's proposed budget for 2003-04 provides total expenditures of \$10.18 million for operating and capital programs.

Operating Budget: Proposed operating expenditures total \$9.2 million, an increase of \$369,000 or 4% over current-year budgeted expenditures. This increase is primarily due to: 1) mandated cost-of-living adjustments in salaries and fringe benefits totaling \$92,000; and 2) an increase of \$245,000 or 81% in the City Overhead assessment to the War Memorial under the Controller's Countywide Cost

Allocation Plan. Staff has been unable to substantiate certain of the charges included in the City Overhead assessment, and is making inquiries of the Controller and the Department of Public Works.

Capital Budget: Staff's proposed capital budget totals \$974,000, including annual routine facilities maintenance and funding for three projects.

Trustee Horn reported that the Committee voted unanimously to recommend to the full Board that the War Memorial's Fiscal Year 2003-04 Departmental Budget as proposed by staff be approved. Following discussion, and on motion of Trustee Horn, seconded by Trustee Bechtle, the following resolution was unanimously adopted:

RESOLUTION NO. 03-09

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 the War Memorial Departmental Budget for FY 2003-04 as proposed by staff.

FURTHER RESOLVED, that the War Memorial Board of Trustees authorizes and directs its Managing Director to submit a letter to the City Controller protesting certain charges assessed to the War Memorial department under the Countywide Cost Allocation Plan.

Building Committee:

Request of San Francisco Symphony to remodel the Symphony Store in Davies Symphony Hall:

Trustee Bechtle reported that the Building Committee met on January 22, to consider the request of the San Francisco Symphony for approval of plans to remodel and improve the Symphony Store in Davies Symphony Hall. Trustee Bechtle stated that the Committee heard from representatives of the Symphony and its architect, McCall Design Group, and reviewed schematic plans for Symphony Store modifications. She noted that the Store will remain in its current location—the Grove Street end of the orchestra level lobby—adjacent to the Grove Street terrace exit doors. The proposed improvements are intended to improve the Store's aesthetic image, provide more efficient operation and traffic flow, and enhance Store revenues.

Trustee Bechtle referred to the Symphony's drawings of proposed Store improvements, noting that primary elements of the plan include: 1) maintaining and upgrading wall cabinetry for merchandise displays; 2) installing a series of overhead panels with track lighting; 3) installing a new circular-shaped sales and display fixture with similarly shaped overhead signage; and 4) utilizing a series of mobile display units which can be locked and stored when not in use. Trustee Bechtle noted that Ms. Murray advised the Committee that War Memorial staff had reviewed the Symphony's plans, and while several technical and electrical issues have yet to be confirmed, staff finds the plans to be satisfactory.

Trustee Bechtle reported that following discussion, the Committee voted unanimously to recommend to the full Board that the Symphony's schematic plans to remodel and improve the Symphony Store in Davies Symphony Hall be approved. On motion of Trustee Bechtle, seconded by Trustee Shultz, the following resolution was unanimously adopted.

RESOLUTION NO. 03-11

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby adopts the report and recommendation of its Building Committee, and approves the San Francisco Symphony's schematic plans to remodel and improve the Symphony Store in Davies Symphony Hall.

REGULAR ITEMSRequest of War Memorial Commission – Veterans Building Exterior Banners for Special Event:

Vice President Bashford stated that Trustees received a copy of the letter from Vince Rios, Secretary/Treasurer of the American Legion War Memorial Commission, requesting permission to install banners on the front exterior of the Veterans Building from April 1 –12, 2003, announcing the Commission's POW commemorative event in the Veterans Building on April 12, 2003. Ms. Murray stated that while Mr. Rios' letter requests permission to temporarily replace the four standard Veterans Building exterior banners with their POW event banners for this 12-day period, staff has discussed with Mr. Rios an alternative plan to hang their three POW event banners from the Green Room loggia rail above the three center doors. This alternative plan would be less-costly to the Commission and would not require removal of the standard exterior banners.

In discussion, Mr. Vince Rios noted there are two banner designs as shown in the attachments to his letter: 1) one banner with the POW logo, in black and white, would be displayed over the center door; and 2) two "POW Day" banners announcing the April 12 event, would be displayed over each of the doors to the left and right of the center door.

Ms. Murray stated that staff recommends approval of the War Memorial Commission's banner request as revised, and on motion of Trustee Horn, seconded by Trustee Shultz, the following resolution was unanimously adopted.

RESOLUTION NO. 03-012

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the request of the American Legion War Memorial Commission to install banners on the front exterior of the Veterans Building from April 1 through 12, 2003, announcing the Commission's POW Event, is hereby approved.

ADJOURNMENT

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

Gregory P. Ridenour
Executive Secretary