

## MINUTES

### WAR MEMORIAL BOARD OF TRUSTEES

#### REGULAR MONTHLY MEETING

Thursday, January 13, 2005

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, January 13, 2005, in the Trustees' Board Room, War Memorial Opera House, President Bashford presiding.

#### ROLL CALL

Present: President Bashford, Vice President Horn, Trustee Bechtle, Trustee Farrow, Trustee Jarman, Trustee Moscone, Trustee Reynolds, Trustee Shultz and Trustee Tsakopoulos-Kounalakis.

Absent: Trustee Balianz and Trustee Haas.

Staff Present: Elizabeth Murray, Managing Director  
Gregory P. Ridenour, Assistant Managing Director/Executive Secretary

#### APPROVAL OF MINUTES

President Bashford called for approval of the minutes of the December 16, 2004, special meeting of the Board. On motion of Trustee Shultz, seconded by Trustee Farrow, the minutes were unanimously approved.

#### PRESIDENT'S REPORT

**San Francisco Ballet Season:** President Bashford congratulated the San Francisco Ballet on its recently concluded Nutcracker season in the Opera House. He stated the Ballet's new Nutcracker production was an unqualified success, with all 27 performances virtually sold out. President Bashford reported that the Ballet will open its 2005 Repertory Season in the Opera House on January 26, 2005, with a special performance and opening night festivities. On behalf of the Board, President Bashford extended best wishes to the Ballet for a successful season.

**Committee Assignments for 2005:** President Bashford stated that Trustees have received the list of Board committee assignments for 2005, noting that assignments remain almost the same as in 2004. He invited Trustees to contact him if they wish to serve on alternate or additional committees.

#### MANAGING DIRECTOR'S REPORT

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

RESOLUTION NO. 05-01

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 Jazz Festival	May 12, 2005	\$2,000.00 vs. 10%
Ravi Shankar with Anoushka Shankar		\$4,000.00 max

HERBST THEATRE

Lisa Geduldig & Kung Pao Kosher Comedy	April 1, 2005	\$1,050.00
Funny Girlz: An Evening of Women's Humor		
San Francisco Chamber Orchestra	February 17, 2006	\$600.00
Chamber Concert		
Metropolitan Opera Auditions	October 9, 2005	\$600.00
Pacific Region Auditions		
Bay Area Cultural Connections	April 9, 2005	\$600.00
Sufi Music & Whirling Dervish Presentation		
Four Seasons Concerts	May 14, 2005	\$600.00
W. Hazaiah Williams Memorial Concert featuring pianist Cyprien Katsaris		
Radio Seoul	March 18, 2005	\$1,050.00
Yong Dam Kum Moo, traditional Korean dance troupe		
Dan Ashby for Re-defeat Bush	January 4, 2005	\$1,050.00
Rally for the Republic		
San Francisco Jazz Festival	February 13, 2005	\$7,800.00
Spring 2005	March 10, 25, 2005	
	April 26, 30, 2005	
	May 5, 8, 24, 27, 2005	
	June 5, 14, 26, 2005	
Philharmonia Baroque	March 17, 2005	\$475.00
Young People's Concert		
City Arts and Lectures	April 21, 28, 2005	\$1,800.00
Specials 2005	June 15, 2005	

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

RESOLUTION NO. 05-02

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

**LOUISE M. DAVIES SYMPHONY HALL**

Bill Silva Presents	June 17, 2005	\$4,000.00 vs. 10%
Margaret Cho, two performances		\$11,000.00 max

**HERBST THEATRE**

SF Opera Guild	September 20, 2005	\$2,400.00
Insight Lectures 2005-06	October 24, 2005	
	May 25, 30, 2006	
Stepology	August 20, 2005	\$600.00
The 2005 Bay Area Rhythm Exchange		

**SECRETARY'S REPORT**

**Revenue, Appropriations and Status of Building Projects Reports for December 2004:** Mr. Ridenour referred to the Revenue, Appropriations, and Status of Building Projects Reports for December 2004, and requested a resolution to approve housekeeping expenditures as submitted. On motion of Trustee Farrow, seconded by Trustee Shultz, the following resolution was unanimously adopted:

**RESOLUTION NO. 05-03**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM05000264 through WM05000275 are hereby approved.

**REGULAR ITEMS**

**Symphony Proposal – Davies Symphony Hall 25<sup>th</sup> Anniversary:** President Bashford stated that Trustees have received a copy of the letter from the San Francisco Symphony proposing collaboration with the War Memorial to implement enhancements to Davies Symphony Hall to commemorate the 25<sup>th</sup> anniversary of the Hall's opening in September 2005. He said that the Symphony is in the process of preparing a list of enhancement proposals for the Board's review. President Bashford referred the Symphony's proposal to the Board's Building Committee for consideration and recommendations.

**Agreement with Pacific Auxiliary Fire Alarm Company – Fire Alarm System Maintenance:**

President Bashford stated that Trustees have received a proposed resolution authorizing the War Memorial Managing Director to negotiate, finalize and execute an agreement with Pacific Auxiliary Fire Alarm Company to continue maintenance and repair services of fire alarm systems at the War Memorial facilities. Ms. Murray stated that Pacific Auxiliary Fire Alarm (PAFA) has provided fire alarm maintenance services to the War Memorial since 1996, that PAFA was involved in re-designing the fire alarm systems in both the Opera House and Davies Hall, and that PAFA qualifies as a sole source provider for continued service for the War Memorial.

Following discussion, and on motion of Trustee Farrow, seconded by Trustee Reynolds, the following resolution was unanimously adopted:

**RESOLUTION NO. 05-04**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby authorizes its Managing Director to negotiate, finalize and execute an agreement on

behalf of the War Memorial department of the City and County of San Francisco for the continuation of inspection, service, repair and maintenance of War Memorial building fire alarm systems, with Pacific Auxiliary Fire Alarm Company, the current service provider for the War Memorial's fire alarm systems, as required for the safety of life and property and compliance with legislative requirements, consistent with War Memorial Board of Trustees powers under Charter Section 5.101 and without requirement of any further bids.

### **GOOD AND WELFARE**

**Resolution commending Alberta Shiu on her retirement:** Ms. Jennifer Norris, War Memorial Booking Administrator, reported that Alberta Shiu, who has worked at the War Memorial for the last 16 years as Green Room/Public Information Assistant, will retire on January 28, 2005. On motion of Vice President Horn, seconded by Trustee Shultz, the following resolution was unanimously adopted:

#### **RESOLUTION NO. 05-05**

- WHEREAS, Alberta F. Shiu will retire on January 28, 2005, after working for the City and County of San Francisco for over thirty-five years; and
- WHEREAS, Alberta has provided outstanding service to the San Francisco War Memorial and Performing Arts Center for nearly sixteen years, as 1426 Senior Clerk Typist and 1446 Secretary II; and
- WHEREAS, Alberta has assisted in the renting and scheduling of the Green Room in the Veterans Building, where generations of San Franciscans have celebrated important events of their lives, weddings, birthdays and retirements, along with performances of music and dance, galas and special events of all types; and
- WHEREAS, Alberta has smoothly and efficiently handled and resolved thousands of problems--of every type imaginable and unimaginable; and
- WHEREAS, Alberta has supported her co-workers with numerous and delicious baked goods and confections; now Therefore Be It
- RESOLVED, By the Board of Trustees of the War Memorial of San Francisco to hereby thank and commend Alberta F. Shiu for her outstanding and dedicated service to the San Francisco War Memorial and Performing Arts Center, its licensees and patrons, and extend to her heartfelt best wishes in her new endeavors.

### **ADJOURNMENT**

There being no further business, President Bashford adjourned the meeting at 2:20pm.

Gregory P. Ridenour  
Executive Secretary