

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
SPECIAL MEETING

Thursday, November 20, 2008

The Board of Trustees of the War Memorial of San Francisco met in special session at 2:00 p.m. on Thursday, November 20, 2008, in the Trustees' Board Room, 4th Floor, War Memorial Opera House, President Horn presiding.

ROLL CALL

Present: President Horn, Trustee Bashford, Trustee Davis, Trustee Farrow, Trustee Jarman, Trustee Moscone, Trustee Myatt, Trustee Pelosi, Trustee Shultz, and Trustee Tsakopoulos-Kounalakis;
Absent: Vice-President Bechtle.
Staff Present: Elizabeth Murray, Managing Director
Jennifer Norris, Assistant Managing Director/Executive Secretary

APPROVAL OF MINUTES

President Horn called for approval of the minutes of the October 9, 2008 regular meeting of the Board. On motion of Trustee Pelosi, seconded by Trustee Shultz, the minutes were unanimously approved.

PRESIDENT'S REPORT

American Legion War Memorial Commission – New Chair: President Horn reported that at its meeting on October 21, 2008, the American Legion War Memorial Commission elected Captain Michael Gerold as its new Chairperson. On behalf of the Board, President Horn extended congratulations to Captain Gerold on his election.

MANAGING DIRECTOR'S REPORT

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

RESOLUTION NO. 08-37

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

HERBST THEATRE

City Arts & Lectures	January 7, 15, 22, 2009	\$5,250.00
Social Studies	February 9, 2009	
	April 28, 2009	
	June 1, 9, 2009	
City Arts & Lectures	January 13, 29, 2009	\$5,250.00
On Art & Politics	February 19, 2009	
	March 4, 2009	
	April 6, 14, 22 2009	

California Academy of Sciences	January 26, 2009 February 18, 2009 March 30, 2009 April 15, 20, 2009 May 26, 2009	\$4,500.00
International Studies Academy Graduation Ceremony	June 4, 2009	\$525.00
Unity Church of San Francisco Easter Service	April 12, 2009	\$525.00
Strata-Phillips Jazz Meets Tango	March 21, 2009	\$1,250.00
Cypress Performing Arts Association Call & Response 2009: A Celebration of Mendelssohn	April 3, 2009	\$750.00
Another Planet Entertainment Sandra Bernhard "Without You I'm Nothing"	January 16, 17, 2009	\$2,500.00
SF Sketchfest SF Sketchfest Tribute: The State	January 25, 2009	\$750.00

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. 08-38

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

Bay Area Youth Orchestra Concert	January 18, 2009	\$2,200.00 vs. 10% \$4,400.00 maximum
San Francisco Choral Society Choral Concert	August 13-15, 2009	\$5,500.00 vs. 10% \$9,900.00 maximum
San Francisco Ballet Encore Gala Dinner	January 21, 2009	\$1,200.00

HERBST THEATRE

TechCrunch Crunchies Awards	January 9, 2009	\$2,050.00
Paiz Public Relations How We First Met	February 14, 2009	\$1,250.00
Melody Chorus Society Choral Concert	April 11, 2009	\$750.00
Theatreworks If You Give a Pig a Pancake	April 22, 2009	\$525.00

California Institute of Integral Studies Omar Faruk	April 30, 2009	\$750.00
Raiatea Helm Records Hawaiian Blossom Tour	May 1, 2, 2009	\$2,500.00
Long Now Foundation Michael Pollan	May 5, 2009	\$750.00
Ballet with Miss Tilly Dance Recitals	May 10-15, 2009	\$4,725.00
Foster A Dream Something to Believe In	May 16, 2009	\$750.00
Synergy School Synergy School Spring Concert	March 24, 25, 2010	\$1,250.00

Final Report of Revenue and Expenditures for Fiscal Year 2007-08: Ms. Murray stated that in advance of today's meeting, Trustees received a copy of the War Memorial's Final Report of Revenue and Expenditures for Fiscal Year 2007-08. Ms. Murray stated that the War Memorial's revised budget for FY 2007-08 included funding of \$275,237 from the War Memorial Special Fund balance to cover new and one-time expenditures for premium pay salaries and workers compensation claim payouts. She reported that total earned revenue in 2007-08 exceeded budgeted revenue by \$215,274 or 12.5%, primarily due to increased outside rentals of the Opera House and Davies Symphony Hall and overall increased rental usages of Herbst Theatre, and total operating expenditures were under budget by \$182,363, producing a total FY 2007-08 budget savings of \$397,637. Ms. Murray stated that a net operating savings of \$122,400 (budget savings of \$397,637 less \$275,237 budgeted use of fund balance) will accrue back to the War Memorial Special Fund for subsequent fiscal year capital and other funding needs.

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

RESOLUTION NO. 08-39

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby approves the War Memorial Final Report of Revenue and Expenditures for Fiscal Year 2007-08.

SECRETARY'S REPORT

Revenue, Appropriations and Status of Building Projects Reports for October 2008: Ms. Norris referred to the Revenue, Appropriations, and Status of Building Projects Reports for October 2008, and requested a resolution to approve housekeeping expenditures as submitted. On motion of Trustee Moscone, seconded by Trustee Farrow, the following resolution was unanimously adopted:

RESOLUTION NO. 08-40

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM09133 through WM09160 and Interdepartmental Work Order No. RE09013 are hereby approved.

COMMITTEE REPORTS

Presentors Liaison Committee:

Food and Beverage Concession Agreement – Selection of Patina Restaurant Group Proposal: In the absence of Vice President Bechtle, Chair of the Presentors, Liaison Committee, President Horn provided the report of the Presentors Liaison Committee, which met on November 13, 2008, to consider and adopt recommendations on proposals submitted in response to the War Memorial's "Request for Proposal for Food and Beverage Concession Agreement."

President Horn reported that of the three proposals submitted in response to the RFP, one proposal, submitted by Patina Restaurant Group, was forwarded by staff for the Committee's consideration. Staff reported to the Committee that the proposal submitted by Wolfgang Puck Catering and Events was not forwarded to the Committee as it did not meet minimum financial requirements of the War Memorial, and the proposal submitted by SMG Food and Beverage was withdrawn by the proposer on November 6, 2008. President Horn stated that the Committee reviewed staff's summary of the proposal submitted by Patina Restaurant Group, and heard from Patina representatives regarding their proposal and plans for operating and implementing improvements to food and beverage concession and catering services and facilities at the War Memorial complex. The Committee also heard from representatives of each of the San Francisco Opera, Symphony and Ballet, all of whom had received copies of the three proposals submitted, and all of whom expressed their support of the proposal submitted by Patina.

President Horn reported that following discussion, the Committee voted unanimously to recommend that the proposal submitted by the Patina Restaurant Group for Food and Beverage Concession Services at the War Memorial and Performing Arts Center be selected, and that the War Memorial enter into an agreement with Patina Restaurant Group to commence on January 20, 2009, pursuant to the terms and conditions set forth in the War Memorial's RFP and outlined in the proposal submitted by Patina.

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

RESOLUTION NO. 08-41

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby adopts the report and recommendation of its Presentors Liaison Committee and approves the War Memorial's entering into an agreement with Patina Restaurant Group to provide food and beverage concession and catering services in the War Memorial and Performing Arts Center facilities commencing January 20, 2009, under the terms and conditions set forth in the War Memorial's Request for Proposal and in the proposal submitted by Patina Restaurant Group.

Special Committee of the Whole – Veterans Building Seismic Upgrade and Improvements Project:

Proposals and Plans for Future Veterans Building Space Programming and Utilization: President Horn reported that the Special Committee on the Veterans Building Seismic Upgrade and Improvements Project held its third meeting on November 18, 2008, to continue the hearing and discussion on proposals and plans for future Veterans Building space programming and utilization. He stated that the agenda for the November 18 Committee Meeting included three specific items: 1) the proposal from the San Francisco Opera for the addition of an annex to the Veterans Building, 2) plans for the expansion of Herbst Theatre backstage and support spaces; and 3) War Memorial planning for a potential new performance space on the Veterans Building 4th floor.

President Horn reported that a presentation was made to the Committee by the performing arts facilities planning and design firm of Auerbach, Pollock, Friedlander, on preliminary concepts for:

- The addition of an "annex" or "bustle" at the west end of the Veterans Building to accommodate various needs of the San Francisco Opera, including scenic staging shop, office space, rehearsal rooms and costume shop.

- Herbst Theatre backstage and support spaces including stage-level accessible dressing rooms, artist “Green Room” and equipment storage space.
- A new performance venue on the Veterans Building 4th floor, with maximum seating capacity of 350, including layout of venue lobby space and necessary dressing room, Green Room and backstage support areas.

President Horn stated that with regard to the Opera’s proposed addition to the Veterans Building, Leonard Auerbach presented two concepts which provide approaches that take into consideration the historic preservation criteria applicable to renovation of historic structures: 1) Plan A, which would move or extend the west wall of the building out towards Franklin Street, and which would maximize square footage gain for rehearsal and other spaces needed by the Opera; and 2) Plan B, which provides an independent addition at the back of the building similar to the addition that was added to the Opera House in the late 1970s. Mr. Auerbach also reviewed the concepts for adding and upgrading Herbst Theatre backstage support spaces and for creating a new performance venue on the 4th floor in the space known as the “rotunda.”

President Horn reported that the Committee heard from San Francisco Opera General Director David Gockley as to the Opera’s needs for space to accommodate scenery assembly, rehearsal facilities, costume shop and offices, which functions are currently spread out over 8 different locations in San Francisco. Mr. Gockley advised the Committee that while study and review of the feasibility and cost of a Veterans Building addition is not yet completed, it would be the Opera’s plan to raise the capital money necessary to fund construction of an addition. The Committee heard public comment from San Francisco Symphony Executive Director Brent Assink and from San Francisco Ballet Executive Director Glenn McCoy, supporting the proposed Veterans Building addition and new performance venue which will contribute to and enhance the entire War Memorial and Performing Arts Center campus. The Committee also heard from several representatives of Herbst Theatre users, commenting on the need for, and supporting, proposed upgrades to Herbst Theatre backstage areas and the new 4th floor performance space.

President Horn stated that during the presentation and discussion, Trustees inquired about the space allocations for American Legion Posts shown in Auerbach’s conceptual plans. It was clarified that the “veterans” space allocations noted in Auerbach’s presentation – as well as allocations noted for the Arts Commission and War Memorial offices – are not intended to be more than preliminary place holders and were based on general spatial and square footage information provided to Auerbach by War Memorial staff. President Horn said it was the strong consensus of the Committee that the American Legion Posts, under its new Chair, should be given further opportunity to develop and submit Veterans Building space utilization and programming information to the War Memorial, and the Committee again encouraged the Commission to meet with War Memorial staff as soon as possible to review the Posts’ specific needs and plans.

President Horn reported that no recommendations were made by the Committee, and the meeting was adjourned to the call of the Chair. He stated it is contemplated that the Committee will meet again in mid to late February 2009, to review the developmental progress on plans for a Veterans Building addition and new 4th floor performance space, as well as to consider building space utilization and allocation issues and proposals for other occupants and areas. President Horn said it is hoped that the Committee would then have a final meeting, perhaps in late April 2009, to make recommendations on elements to be included and incorporated into the City’s design plans for the Veterans Building Seismic Upgrade Project.

Building Committee:

San Francisco Ballet request to install a Donor Plaque in the Opera House Box Office Lobby: Trustee Pelosi reported that the Building Committee met earlier today to consider the request from the San Francisco Ballet to install a donor plaque in the Opera House Box Office Lobby. He stated that the Committee reviewed the Ballet’s request and heard from Ballet representatives on details of the proposed plaque. The proposed plaque would be the same in dimensions and design to the existing Ballet donor plaque in the Box Office Lobby, and would be mounted on the column wall at the south end of the lobby directly opposite the existing Ballet

donor plaque. The new plaque would have sufficient unused space to accommodate donor recognition from future Ballet fundraising efforts.

Trustee Pelosi stated that following discussion, the Building Committee voted unanimously to approve the request and proposal of the San Francisco Ballet to install a donor plaque in the Opera House Box Office Lobby. On motion of Trustee Pelosi, seconded by Trustee Shultz, the following resolution was unanimously adopted:

RESOLUTION NO. 08-42

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 request and proposal of the San Francisco Ballet to install a donor plaque in the Opera House Box Office Lobby.

REGULAR ITEMS

Extension of Current Agreement with American Legion War Memorial Commission: President Horn stated that Trustees received a copy of the letter from Michael Gerold, Chair of the American Legion War Memorial Commission, requesting an extension of the current agreement between the War Memorial Board of Trustees and the War Memorial Commission for ninety days, to March 31, 2009.

President Horn stated that at the September meeting of the Board, he reported that the current two-year renewal of the Board's agreement with the War Memorial Commission is scheduled to expire on December 31, 2008, and he referred the matter to the Budget and Finance and Veterans Committees for joint consideration and adoption of recommendations. President Horn said that Mr. Gerold states in his letter that he has occupied the office of War Memorial Commission Chair for only two weeks, and that he is requesting a 90-day extension of the current two-year renewal agreement so as to provide him an opportunity to review, research, seek guidance and consult with the War Memorial Commission on this matter.

President Horn stated that he would entertain a motion to approve Mr. Gerold's request for a 90-day extension of the current agreement, and on motion of Trustee Myatt, seconded by Trustee Davis, the following resolution was unanimously adopted:

RESOLUTION NO. 08-43

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby approves an extension of the current agreement between the War Memorial Board of Trustees and the American Legion War Memorial Commission for a 90-day period, to March 31, 2009.

President Horn stated that the matter of the renewal of the War Memorial's agreement with the American Legion War Memorial Commission shall remain in Committee, and he asked the Board's Budget & Finance and Veterans Committees to meet, consider and adopt recommendations on this matter and report its findings to the full Board no later than the Board's March 12, 2009 meeting.

ADJOURNMENT

There being no further business, President Horn adjourned the meeting at 3:00 p.m.

Jennifer E. Norris
Executive Secretary