

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR MONTHLY MEETING

Thursday, May 14, 2009

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, May 14, 2009, in the Trustees' Board Room, War Memorial Opera House, Vice President Shultz presiding.

ROLL CALL

Present: Vice President Shultz, Trustee Bashford, Trustee Davis, Trustee Farrow, Trustee Horn, Trustee Jarman, Trustee Myatt;

Absent: President Bechtle, Trustee Moscone, Trustee Pelosi, and Trustee Tsakopoulos-Kounalakis

Staff Present: Elizabeth Murray, Managing Director
Jennifer Norris, Assistant Managing Director/Executive Secretary

APPROVAL OF MINUTES

Vice President Shultz called for approval of the minutes of the April 9, 2009 regular meeting of the Board. On motion of Trustee Horn, seconded by Trustee Myatt, the minutes were unanimously approved.

PRESIDENT'S REPORT

San Francisco Ballet/Opera Seasons: Vice President Shultz reported that the San Francisco Ballet concluded its 2009 Repertory Season on May 10, 2009, and on behalf of the Board, she extended congratulations to the Ballet on a very successful season. Vice President Shultz also reported that the San Francisco Opera will open the spring portion of its 2008-09 Season on June 2, 2009, and she extended best wishes on their spring productions.

MANAGING DIRECTOR'S REPORT

Rental Requests: Ms. Murray reported that rental requests as mailed to Trustees include a request from the San Francisco Symphony to install a tent in the Davies Symphony Hall parking lot from approximately September 1-11, 2009, to host their opening night gala dinner on September 9, 2009. Ms. Murray also reported that the San Francisco Opera is requesting use of the Veterans Building main lobby on September 11, 2009, to host the Opera Ball pre-performance reception and use of their first of two catering exemptions for 2009-10. Ms. Murray stated that remaining rental requests are routine and requested their approval. On motion of Trustee Farrow, seconded by Trustee Horn, the following resolution was unanimously adopted:

RESOLUTION NO. 09-19

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

The Glide Foundation	November 12, 2009	\$2,200.00 vs. 10%
Cecil's 45 th Anniversary at Glide		\$4,400.00 maximum

LOUISE M. DAVIES SYMPHONY HALL

San Francisco Symphony Maestro Circle Dinner in Lobby Use of second and final catering exemption for 2008-09	May 19, 2009	\$650.00
San Francisco Symphony Symphony Opening Night – Parking Lot Tent for Opening Night Dinner	September 9, 2009	\$6,500.00
San Francisco University High School 2010 Commencement Ceremony	June 5, 2010	\$3,250.00

VETERANS BUILDING LOBBY

San Francisco Opera San Francisco Opera Ball – Pre-Performance Reception Use of first catering exemption for 2009-10	September 11, 2009	\$2,550.00
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HERBST THEATRE

Theater of Morning Stars Children's Concert	June 21, 2009	\$750.00
California Institute of Integral Studies Rahim Al Haj and Amjhad Ali Khan	September 19, 2009	\$750.00
Chinese American International School Soli Club Annual Concert 2009 Winter Program 2010 Graduation Ceremony	September 20, 2009 December 9, 10, 2009 June 6, 2010	\$2,925.00
The San Francisco Foundation 2009 Community Leadership Awards	September 22, 2009	\$750.00
San Francisco Performances 2009-2010 Season	September 30, 2009 October 4, 10, 18, 2009 November 13, 16, 2009 December 1, 3, 6, 12, 15, 2009 January 10, 12, 16, 22, 23, 29, 30, 2010 February 4, 6, 17, 20, 2010 March 9, 16, 20, 27, 2010 April 2, 3, 6, 15, 22, 24, 29, 2010 May 2, 4, 2010	\$27,300.00
San Francisco Contemporary Music Players Concerts	October 5, 2009 November 2, 2009 January 25, 2010 April 26, 2010	\$3,750.00
Live Nation Mike Birbiglia	October 17, 2009	\$1,250.00

Crosspulse International Body Music Festival	December 5, 2009	\$750.00
Cherry Blossom Festival Northern California US-Japan Chorus Festival	April 9, 2010	\$750.00

Budget Update: Ms. Murray reported to Trustees that Mayor Newsom has called an emergency department head meeting for 4:00 p.m. today, to discuss significant and severe additional budget shortfalls for the upcoming Fiscal Year 2009-10. She noted that departments were previously asked to cut 25% from their budgets (12.5% cuts on two separate occasions); she believes departments today will be asked to cut additional amounts from their budgets to address the remaining shortfall. Ms. Murray stated she will update Trustees as more information becomes available.

SECRETARY'S REPORT

Revenue, Appropriations and Housekeeping Expenditures Reports for April 2009: Ms. Norris referred to the Revenue, Appropriations, and Housekeeping Expenditures Reports for April 2009, and requested a resolution to approve housekeeping expenditures as submitted. On motion of Trustee Myatt, seconded by Trustee Horn, the following resolution was unanimously adopted:

RESOLUTION NO. 09-20

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM090335 through WM090363, and Revenue Transfer WM090023, are hereby approved.

REGULAR ITEMS

Public Utilities Commission request to install a Solar Energy System on the roof of Davies Symphony Hall:

Vice President Shultz stated that Trustees have received a copy of the memorandum from Barbara Hale, Assistant General Manager of the San Francisco Public Utilities Commission Power Enterprise, proposing to install, at the SFPUC's cost, a Solar Energy System on the roof of Davies Symphony Hall as a continuation of the City's commitment to serve its municipal facilities with clean and renewable energy.

Vice President Shultz referred this matter to the Board's Building Committee to hear from the Public Utilities Commission, and to consider and adopt recommendations to the full Board on the PUC's proposal.

San Francisco Ballet & Opera request to implement Opera House Stage Rigging System Upgrades: Vice President Shultz stated that Trustees have received a copy of the memorandum from the San Francisco Ballet and the San Francisco Opera, requesting authorization to proceed with Phase 3 upgrades to the Opera House Stage Rigging System.

Ms. Murray stated that the rigging equipment on the Opera House stage was installed in 1997, as part of the Committee to Restore the Opera House's (CROH) investment in Opera House improvements. Upon CROH's dissolution, CROH transferred ownership of the equipment to the War Memorial, with responsibility for equipment maintenance assigned to the San Francisco Ballet and Opera. She said that the rigging equipment has now had over 10 years of heavy use, and various replacements and upgrades are necessary in order to meet current needs. Ms. Murray stated that during the last three years, the Ballet and Opera have invested over \$1.4 million in Opera House backstage improvements, including Phases 1 and 2 of the rigging system upgrades. The Phase 3 rigging upgrades, to be implemented over the next six months, represent an additional investment by the Ballet and Opera of close to \$1.2 million. She stated that implementation of this work will be subject to the War Memorial's standard three-party agreement amongst the War Memorial, Ballet/Opera, and Ballet/Opera's contractor. Ms. Murray stated that staff has reviewed this request, including review of project details by the War Memorial Stage Electrician and Building and Grounds Superintendent, and that staff is recommending approval of the Ballet/Opera request. Drew Landmesser and Lefty Lefcourt, Production Directors for the San

Francisco Opera and San Francisco Ballet respectively, briefly addressed the Trustees about the need for continuing rigging upgrades and modernizations.

On motion of Trustee Myatt, seconded by Trustee Horn, the following resolution was adopted:

RESOLUTION NO. 09-21

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby approves the request from the San Francisco Ballet and San Francisco Opera to proceed with implementation of Phase 3 upgrades to the Opera House Rigging System, subject to standard contractual arrangements with the War Memorial.

War Memorial Commission request to display the POW/MIA flag on the Veterans Building: Vice President Shultz stated that Trustees have received a copy of the letter from Michael Gerold, Chair of the American Legion War Memorial Commission, requesting that the POW/MIA flag be flown below the American flag on top of the Veterans Building to signify remembrance for America's lost heroes. Vice President Shultz said she understands that staff and Trustee Myatt, Chair of the Veterans Committee, have reviewed this request, and she asked Trustee Myatt to comment on the request. Trustee Myatt stated that following review and discussion, he would propose a motion to approve flying the POW/MIA flag on the Veterans Building on those six occasions that Congress permits the flag to be prominently displayed on U.S. Government buildings: Armed Forces Day, Memorial Day, Flag Day, Independence Day, POW/MIA Recognition Day and Veterans Day.

Following discussion, and on motion of Trustee Myatt, seconded by Trustee Horn, the following resolution was adopted:

RESOLUTION NO. 09-22

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby approves flying the POW/MIA flag on the Veterans Building on the six national observance days on which Congress has approved flying the POW/MIA flag on Government buildings.

Trustee Myatt presented a POW/MIA flag to the Trustees for this approved display on the Veterans Building, and the Trustees thanked Trustee Myatt for providing this flag for the War Memorial.

Swords to Plowshares request to lease office space on the Veterans Building third floor: Vice President Shultz stated that Trustees have received a copy of the letter from Michael Blecker, Executive Director of Swords to Plowshares, requesting to lease approximately 2,000 square feet of office space on the third floor of the Veterans Building commencing on or about July 1, 2009. She noted that Mr. Blecker states in his letter that they understand a rental fee will apply and that they are open to negotiating specific terms. Vice President Shultz referred this matter to the Board's Building Committee for consideration and adoption of recommendation to the full Board.

GOOD AND WELFARE

Trustee Myatt stated he believes the Trustees should revisit discussion of a monument or plaque for the Memorial Court to let the public know more about the significant nature of the grounds. With the Trustees authorization, he proposed to work with staff to review various past proposals which did not come to fruition, and then have the matter reviewed and considered by the Veterans Committee. There being no objection, Vice President Shultz referred this matter to the Veterans Committee for consideration.

ADJOURNMENT

There being no further business, Vice President Shultz adjourned the meeting at 2:45 p.m.

Jennifer E. Norris
Executive Secretary