

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR MONTHLY MEETING

Thursday, January 12, 2012

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, January 12, 2012, in the Trustees' Board Room, War Memorial Opera House, President Shultz presiding.

ROLL CALL

Present: President Shultz, Vice President Myatt, Trustee Bashford, Trustee Bechtle, Trustee Davis, Trustee Horn, Trustee Jarman, Trustee Pelosi, Trustee Wilsey;

Absent: Trustee Moscone and Trustee Stafford;

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

APPROVAL OF MINUTES

President Shultz called for approval of the minutes of the December 8, 2011 regular meeting of the Board. On motion of Trustee Wilsey, seconded by Trustee Pelosi, the minutes were unanimously approved.

PRESIDENT'S REPORT

Committee Assignments for 2012: President Shultz reported that a list of Committee assignments for 2012 has been distributed to Trustees and noted that assignments are the same as in 2011. President Shultz invited Trustees to contact her if they wish to serve on alternate or additional committees and said that all Trustees are welcome and encouraged to attend all Committee meetings.

San Francisco Ballet Season: President Shultz reported that the San Francisco Ballet will open its 2012 Repertory Season on Thursday, January 19, with a special performance at the Opera House and opening night festivities at City Hall. On behalf of the Board, President Shultz extended best wishes to the Ballet for a successful Repertory Season.

War Memorial Budget for Fiscal Year 2012-13: President Shultz stated that City department budget requests for the next fiscal year are due to be submitted to the Controller and Mayor on February 21, 2012. She stated that to meet this deadline, the Board will have to consider and approve the War Memorial's FY 2012-13 proposed budget at the February Board meeting. President Shultz referred this matter to the Budget and Finance Committee, and asked the Committee to schedule a meeting during the next month to consider and adopt recommendations on the War Memorial's budget request for FY 2012-13. President Shultz stated that staff is requesting the Board's February regular meeting be moved one week later than usual, from Thursday, February 9 to Thursday, February 16, 2012, to accommodate the budget submission schedule.

Introduction of Tom DeCaigny, new Director of Cultural Affairs: President Shultz introduced and welcomed Tom DeCaigny, the new Director of Cultural Affairs for the City and County of San Francisco. She noted that the War Memorial is presently partnering with the San Francisco Arts Commission on two very important projects, the Veterans Building Seismic Upgrade & Improvements Project and the San Francisco Veterans Memorial Project. On behalf of the Board, President Shultz congratulated Mr. DeCaigny on his new position with the City.

Mr. Tom DeCaigny addressed the Board and stated he is honored to step into the Director of Cultural Affairs role of the San Francisco Arts Commission and he is very excited to continue the long-time partnership with the War Memorial.

MANAGING DIRECTOR'S REPORT

Rental Requests: Ms. Murray reported that rental requests mailed to Trustees include a request from American Legion Post #244 for use of the Herbst Theatre, Veterans Building main lobby and the Green Room on March 2, 2012 for presentation of a Covenant Signing Ceremony on Herbst Stage, a Veteran & Military Resource Fair in the Veterans Building Lobby and potentially a job fair in the Green Room. She noted that Post #244 also plans to hold concurrent meetings and provide refreshments in several second floor meeting rooms. Ms. Murray stated that the American Legion War Memorial Commission has submitted a Green Room rental waiver request for this activity and that Post #244 will be paying all rental and other fees for use of Herbst Theatre and the main lobby. Ms. Murray stated that remaining rental requests are routine and requested their approval. On motion of Vice President Myatt, seconded by Trustee Bechtel, the following resolution was unanimously adopted:

RESOLUTION NO. 12-01

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 Opera Association 2012 Summer Season	May 7-July 8, 2012	\$78,500.00
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LOUISE M. DAVIES SYMPHONY HALL

Golden Gate University School of Law Graduation Ceremony	May 18, 2012	\$3,250.00
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HERBST THEATRE

Safe Communities SF Inaugural San Francisco Sheriff Elect	January 8, 2012	\$575.00
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American Legion Post #244 San Francisco Armed Forces Community Covenant	March 2, 2012	\$800.00
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Public Health Institute Northern Japan Disaster Memorial Event	March 11, 2012	\$825.00
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City Arts & Lectures Robert Reich	May 3, 2012	\$825.00
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SECRETARY'S REPORT

Revenue, Appropriations and Housekeeping Expenditures Reports for December 2011: Ms. Norris referred to the Revenue, Appropriations, and Housekeeping Expenditures Reports for December 2011, and requested approval of housekeeping expenditures as submitted. On motion of Trustee Horn, seconded by Trustee Davis, the following resolution was unanimously adopted:

RESOLUTION NO. 12-02

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM1200134 through WM1200163 are hereby approved.

COMMITTEE REPORTSPresentors Liaison Committee:

Trustee Bechtle, Chair of the Presentors Liaison Committee, reported that the Committee met earlier today to consider and adopt recommendations on one item.

Patina Catering request for price increases for selected food and beverage concession items: Trustee Bechtle stated the Committee reviewed the letter from Patina Catering requesting to implement price increases on selected food and beverage items at the War Memorial facilities effective January 19, 2012. She stated the Committee reviewed a chart showing the history of Patina's concessions pricing from 1998 to present, and Patina's "A La Carte" menu at the Opera House café from November 2011; the Committee also heard from Garo Eldemir, General Manager of Patina Catering at the War Memorial, as to issues driving Patina's request for price increases. Trustee Bechtle noted the specific price increase requests considered by the Committee:

- Opera House Café Buffet: Increase from \$34.95 to \$37.95.
- Opera House Café "A La Carte" items: Increase the current price range of \$11-16.00 to \$12-17.00. Patina is also requesting to serve other offerings outside of this price range with the stipulation that there will always be 3 items within the \$12-17.00 range.
- Bottled Water: Increase from \$3.00 to \$4.00.

Trustee Bechtle reported that following discussion, the Committee voted unanimously to recommend to the full Board that Patina's proposed price increases be approved. Following discussion, and on motion of Trustee Bechtle, seconded by Trustee Horn, the following resolution was unanimously adopted:

RESOLUTION NO. 12-03

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 Patina Catering's price increases on selected food and beverage items at the War Memorial facilities effective January 19, 2012.

REGULAR ITEMS

San Francisco Symphony Update: President Shultz introduced Ted Hall, chair of the San Francisco Symphony Facilities Committee, for a brief update report to the Trustees on the Symphony's continuing investigation and study of potential facility improvements to Davies Symphony Hall and Zellerbach Rehearsal Hall as well as potential expanded facilities on the current parking lot adjacent to Davies Symphony Hall.

Ted Hall, Chair of the San Francisco Symphony Facilities Committee, stated that as the Symphony celebrates its 100th anniversary, the Symphony Board of Governors has engaged in serious planning discussions to develop a vision for the next century. He stated that the Symphony has created a special steering committee to study the Symphony's practical needs and future programming goals and to look at how the Symphony can use its existing facilities as well as potential expanded facilities to accommodate those needs and goals. Mr. Hall stated that while the Symphony is not making any request of the War Memorial Board of Trustees at this time, the Symphony wants the Trustees to be aware and supportive of the Symphony's exploration process. He stated that as part of this process, the Symphony, assisted by various professionals, will be looking at potential renovations of Davies Symphony Hall backstage support spaces; replacement or renovation of Zellerbach

Rehearsal Hall facilities; and new construction on the current parking area adjacent to Davies Symphony Hall to allow for additional and flexible rehearsal and performance spaces. Mr. Hall stated that the Symphony will keep the War Memorial staff and Trustees fully apprised of its exploration process and thanked the Trustees for their continuing support of the San Francisco Symphony.

President Shultz thanked Mr. Hall for this Symphony update and suggested the Symphony and War Memorial advise Mayor Lee of this exploration process of potential facility improvements.

Patina Catering notice of desire to extend Concessions Agreement: President Shultz stated that Trustees have received the letter from Tim O'Shea, President of Patina Restaurant Services, providing notice of Patina Catering's desire to extend the Concessions Agreement with the War Memorial for the five-year renewal term as provided in the Agreement between Patina Catering and the War Memorial. President Shultz referred this request to the Board's Presentors' Liaison Committee for consideration and recommendations.

ADJOURNMENT

There being no further business, President Shultz adjourned the meeting at 2:30 p.m.

Jennifer E. Norris
Executive Secretary