

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR MEETING
Thursday, July 11, 2013

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, July 11, 2013, in the Trustees' Board Room, War Memorial Opera House, President Myatt presiding.

ROLL CALL

Present: President Myatt, Vice President Bashford, Trustee Bechtle, Trustee Davis, Trustee Horn and Trustee Stafford;

Absent: Trustee Lui, Trustee Moscone, Trustee Pelosi, Trustee Shultz, Trustee Wilsey;

Staff Present: Elizabeth Murray, Managing Director

APPROVAL OF MINUTES

President Myatt called for approval of the minutes of the June 13, 2013 regular meeting of the Board. On motion of Trustee Bechtle, seconded by Trustee Bashford, the minutes were unanimously approved.

PRESIDENT'S REPORT

President Myatt reported that the San Francisco Opera concluded its 2012-13 Season on Sunday, July 7, 2013, and on behalf of the Board he congratulated the Opera on a very successful and enjoyable season.

President Myatt stated that Joyce Furlough, recording secretary to the Board of Trustees, will be leaving the War Memorial department after seven years to join the staff at Muni. President Myatt thanked Joyce for her dedicated assistance to the Board.

President Myatt proposed a resolution to commend Nathan Segal, who has served as the performance nurse at the Opera House and Davies Symphony Hall since 1982. He stated that during the last 31 years, Nat Segal has provided a wide variety of services to thousands of patrons, and he will be missed by all. President Myatt stated that Nathan Segal could not attend today's Board meeting and he asked staff to forward the Resolution to him. On motion of Trustee Horn, seconded by Trustee Bechtle, the following resolution was unanimously adopted:

RESOLUTION N O. 13-24

Whereas, **Nathan Segal** has served with distinction as the Nurse at the San Francisco War Memorial and Performing Arts Center for thirty-one years since the Fall of 1982; and

Whereas, Nathan has provided outstanding nursing service and assistance to thousands of patrons of the Performing Arts Center, calmly and efficiently handling and resolving thousands of patron incidents and complaints; and

Whereas Nathan has provided invaluable assistance in developing and implementing nursing policies and procedures for the Performing Arts Center; and

Whereas, Nathan has consistently demonstrated a high level of professionalism and a warm and caring manner in the execution of his duties; and

Whereas, Nathan's dedication and high standards have contributed to the War Memorial's mission of safely operating the Performing Arts Center for the safe and comfortable enjoyment of over one million visitors who attend events here each year; and

Whereas, Nathan has supported his co-workers with calm assistance and direction, and perpetual good humor; now Therefore Be It

Resolved, By the Board of Trustees of the War Memorial of San Francisco to hereby thank and commend **Nathan Segal** for his outstanding and dedicated service to the San Francisco War Memorial and Performing Arts Center, its licensees and patrons, and extend to him heartfelt best wishes.

President Myatt stated that due to vacations and other scheduling conflicts, the August 8, 2013 regular Board meeting will be cancelled. The next regular meeting of the Board will be Thursday, September 12, 2013 at 2:00 p.m.

MANAGING DIRECTOR'S REPORT

Rental Requests: Ms. Murray reported that rental requests mailed to the Trustees include a request from the San Francisco Opera Guild to host a holiday party in the Opera House on December 2, 2013, including a cocktail reception, dinner, entertainment and dancing on stage. She stated that the Opera requests the use of its first of two catering 2013-14 exemptions for this event. Ms. Murray stated that remaining rental requests are routine and she requested their approval. On motion of Trustee Bechtle, seconded by Trustee Davis, the following resolution was unanimously adopted:

RESOLUTION NO. 13-25

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 Fall 2013 Season	August 2 - December 1, 2013	\$159,325.00
San Francisco Opera Association Opera Guild Holiday Party	December 2, 2013	\$1,825.00 Catering exemption
Goldman Environmental Foundation 2014 Goldman Environmental Prize Awards Ceremony & Lobby Reception	April 28, 2014	\$5,425.00

LOUISE M. DAVIES SYMPHONY HALL

San Francisco Symphony 2013-2014 Season (Partial)	Aug. 31, 2013 – Jan. 31, 2014	\$228,450.00 vs. 10% \$250,950.00 maximum
TechCrunch Crunchies Awards & Lobby Party	February 10, 2014	\$8,750.00
SF Gay Men's Chorus Rehearsal Day & Concerts	March 24-26, 2014	\$7,100.00 vs. 10% \$11,600.00 maximum
City Church of San Francisco Easter Service	April 20, 2014	\$3,350.00

UCSF School of Pharmacy
Graduation Ceremony

May 15, 2014

\$3,350.00

Status of the War Memorial Department Relocation: Ms. Murray stated that the War Memorial administrative staff completed its move out from the Veterans Building and to the 8th floor of 25 Van Ness Avenue on June 22, where the War Memorial will share office space with the Human Rights Commission. She stated that War Memorial security and engineering managers completed their move to the staff trailer on the sidewalk in front of the Veterans Building on June 28.

Update on Veterans Building Seismic Upgrade and Improvements Project: Ms. Murray reported that the Veterans Building Seismic Upgrade and Improvements Project officially began on July 1, 2013. She reported that construction fencing has been installed around the building, with a temporary entrance provided at the front of the building for public access to the Law Library on the fourth floor. She stated the Law Library is expected to vacate the building during the last two weeks of August. Ms. Murray reported that the contractor has begun salvage operations, removing various items such as doors, baseboards, railings, etc., that will be reinstalled at the end of the project. During the latter part of July and August, the contractor will be installing protection throughout the building on floors, walls and stairways.

Ms. Murray stated that she and Trustee Horn, Chair of the Veterans Building Project Committee, will start weekly tours of the Veterans Building beginning in late August or early September. She said that all persons entering the Veterans Building construction site must complete Personal Protective Equipment (“PPE”) training which takes approximately 30 minutes, and must wear personal protective equipment. Required personal protective equipment includes hard hat, reflective vest, safety glasses and hard-soled shoes.

Ms. Murray stated that DPW Project Manager Tara Lamont will be providing the Board with quarterly status reports on the Veterans Building project. She noted that Ms. Lamont will attend the September Board meeting to provide the first quarterly report.

Change to “Emergency Medical Stand-By and Transportation Services” for Opera House and Davies Symphony Hall: Ms. Murray stated that over the last year, the Opera, Symphony and Ballet together with the War Memorial have been considering a change from the provision of a registered nurse to using Emergency Medical Stand-by Services during performances at the Opera House and Davies Symphony Hall. She stated that as a result of this consideration, effective September 1, 2013, medical services during Opera House and Davies Symphony Hall performances will be provided by King-American Ambulance Company. At each performance, King-American will provide a certified Emergency Medical Technician or “EMT” to staff the first aid station. King-American will provide all necessary and required first aid equipment and supplies for each building, and the EMT will liaise with the front-of-house ushering staff and War Memorial security personnel. Ms. Murray stated that as was the case with a registered nurse, the cost of the EMT service will be borne by the Opera House and Davies Symphony Hall licensee.

SECRETARY’S REPORT

Revenue, Appropriations and Housekeeping Expenditures Reports for June 2013: Ms. Murray referred to the Revenue, Appropriations, and Housekeeping Expenditures Reports for June 2013, and requested approval of housekeeping expenditures as submitted. Ms. Murray noted that while June 30 marked the end of FY 2012-13, revenue and expenditure amounts on the June reports do not reflect the year-end final analysis. She stated that the War Memorial’s final revenue and expenditures report FY 2012-13 will be presented to the Board in November.

On motion of Vice President Bashford, seconded by Trustee Davis, the following resolution was unanimously adopted:

RESOLUTION NO. 13-26

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM13231 through WM13246 and Interdepartmental Work Order No. WM13024, are hereby approved.

REGULAR ITEMS

Patina Catering request to make Investment for Improvements: President Myatt stated that Trustees have received a copy of the letter from Tim O'Shea, President of Patina Restaurant Services, requesting the Trustees' approval to invest approximately \$280,000 for food and beverage facility improvements in the Opera House and Davies Symphony Hall as part of Patina's contractual investment requirements. President Myatt referred this request to the Board's Presenters' Liaison Committee, and he asked the Committee to meet during the next two months and return with a recommendation at the Board's September meeting.

PUBLIC COMMENT

Nelson Lum, Chair of the American Legion War Memorial Commission, updated the Board on the status of the Veterans Success Center, which is now operating in two locations; one on the 4th floor of the Salvation Army building and the other on the ground floor at 1720 Market Street.

ADJOURNMENT

There being no further business, President Myatt adjourned the meeting at 2:20 p.m.

Jennifer E. Norris
Executive Secretary