

**MINUTES**  
**WAR MEMORIAL BOARD OF TRUSTEES**  
**REGULAR MONTHLY MEETING**

**Thursday, March 10, 2011**

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, March 10, 2011, 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 Horn, Trustee Jarman, Trustee Moscone, Trustee Pelosi, Trustee Wilsey;

Absent: Trustee Davis, 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 February 10, 2011 regular meeting of the Board. On motion of Trustee Moscone, seconded by Vice President Myatt, the minutes were unanimously approved.

**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 Wilsey, seconded by Trustee Moscone, the following resolution was unanimously adopted:

**RESOLUTION NO. 11-07**

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**

Another Planet Entertainment Paul Simon	April 25, 2011	\$2,500.00 vs. 10% \$6,500.00 maximum
San Francisco Choral Society Mendelssohn's Elijah	August 24-27, 2011	\$9,200.00 vs. 10% \$13,500.00 maximum

**HERBST THEATRE**

Filipina Women's Network The Vagina Monologues	May 13, 2011	\$800.00
California Chinese Youth Symphony Orchestra Concert	May 29, 2011	\$800.00

City Arts & Lectures Eva Gabrielson	June 27, 2011	\$800.00
Stepology Bay Area Rhythm Exchange	August 19, 20, 2011	\$1,700.00

**Additional Rental Requests:** Ms. Murray reported that additional rental requests are routine, and she requested their approval. On motion of Trustee Moscone, seconded by Trustee Wilsey, the following resolution was unanimously adopted:

**RESOLUTION NO. 11-08**

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

**WAR MEMORIAL OPERA HOUSE**

San Francisco Opera 2011 Summer Season	May 9 – July 5, 2011	\$67,800.00
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**LOUISE M. DAVIES SYMPHONY HALL**

San Francisco Symphony 2010-2011 Season (Partial)	June 1 – July 29, 2011	\$48,525.00 vs. 10% \$50,525.00 maximum
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**HERBST THEATRE**

City Arts & Lectures Fred Armisen	June 2, 2011	\$800.00
Another Planet Entertainment John Vanderslice	June 17, 2011	\$1,350.00
Harmonic Chorus Xinhai 100 <sup>th</sup> Anniversary Concert	August 27, 2011	\$850.00

**SECRETARY'S REPORT**

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

**RESOLUTION NO. 11-09**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM11196 through WM11220 are hereby approved.

## COMMITTEE REPORTS

### Veterans Committee:

#### American Legion War Memorial Commission request to use Veterans Building room 336 for a Veterans Resource Center:

Vice President Myatt, Chair of the Veterans Committee, stated that the Veterans Committee was unable to schedule a meeting prior to today's full Board meeting; therefore, the Trustees will today consider the request of the American Legion War Memorial Commission to use Veterans Building room 336 for a Veterans Resource Center. Vice President Myatt stated that the Commission is asking that Veterans Building room 336 be allocated to the Commission so they may establish a 'one-stop shop' for veterans to discuss education, employment, perhaps medical issues, and computer training. He said it is unclear exactly to whom they would allocate space within that room; examples given thus far include the County Veterans Service Office, the State Employment Development Office, and the Federal Department of Veterans Affairs. He added that the Commission states they have a donor to donate furniture and funds for a part-time person to manage the room.

Vice President Myatt stated that this request was to be discussed at a Veterans Committee meeting after the February meeting of the Board; however, in the absence of a Committee quorum, he and Trustee Bashford met with representatives of the Commission and of American Legion District 8. During that meeting, while it was agreed that a 'one-stop shop' could be of value, the Commission was unable to describe the operation of such a center in anything other than generalities. The Commission was advised that what they are asking the Trustees to do is to allocate a non-veterans space in the building to non-beneficiary, non-veteran membership organizations, rent free for unspecified periods, with unspecified traffic in the building, with a yet-to-be defined mission. Vice President Myatt stated that last month's informal meeting closed with what he considered an agreement that the Commission would come back to the Veterans Committee with specifics in a "business plan," that would include a full description of the proposed operation of a Veterans Resource Center including:

- What they intend the center to accomplish that isn't being accomplished elsewhere;
- A description of their 'customer base' as opposed to those veterans being served by existing organizations and services, and how the Commission will reach out to its customer base;
- Hours of operation and projected/sample operational schedule;
- An organization chart showing exactly who would staff the Center and who would provide the proposed training and instruction;
- A financial plan including start-up and proposed monthly income and expenses;
- Who would provide and pay for liability insurance.

Vice President Myatt stated that instead of receiving such a business plan, the Commission has provided another letter which does not provide any further information. He said that in the absence of a business plan, it is his recommendation that the Commission's request be denied.

Ms. Murray provided staff comments, and stated that the two-year design/development phase of the Veterans Building Seismic Upgrade Project is now underway, and the Veterans Building is approximately 20 months away from closing for the two-year construction period. She said that staff is actively working on plans for occupants' moving out of the Veterans Building and for the temporary relocation of offices during the construction period. She stated that staff's focus is on vacating the building, not preparing space and introducing new activities in the building that will have to move out in just 20 months and for which War Memorial might then have to provide storage and/or relocation space. Ms. Murray also reminded Trustees of the February 2009 City Attorney opinion relating to uses of Veterans Building space allocated to the San Francisco American Legion Posts. In this opinion, the City Attorney advised that the proposed use of veterans' space in the Veterans Building by Swords to Plowshares to provide direct services to individual veterans falls outside of the scope of expressly permitted activities for the Posts under the Trust; and that because Swords to Plowshares is neither a Post nor a veterans membership organization similar to the Posts, the Trust does not give the Posts authority to allow Swords to Plowshares to use space allocated to the Posts. Ms. Murray added that

the War Memorial has repeatedly requested the Commission to provide information concerning their post-retrofit space utilization, but that to date the Commission has not provided this information.

Trustee Horn made a motion that without a sufficient business plan from the American Legion War Memorial Commission their request be denied, and he noted the War Memorial should not be considering new Veterans Building occupancies now that we are 20 months away from closing for construction. The motion was seconded by Trustee Moscone.

Mr. Roger Dong, Chair of the American Legion War Memorial Commission, addressed the Trustees regarding the Commission's desire to use currently vacant space in the Veterans Building for the benefit of veterans who need to find jobs. He said they are requesting 3<sup>rd</sup> floor space because 2<sup>nd</sup> floor space currently allocated to the Posts has insufficient electric and telecom service. Mr. Dong stated that the Posts are proposing to provide and manage space for training that will be provided by the Veterans County Service Office and the State EDD. He said the Commission has secured funding, furniture and donation of computers, which are the basic pieces of their business plan.

In discussion, Trustee Bashford said there is no disagreement with the Commission's goal, but the Trustees need to know that the Commission has a viable plan with the strength to go forward and succeed. Trustee Pelosi added that in its business plan, the Commission should investigate whether or not the Veterans Building is the appropriate location for the proposed activities based on their anticipated customer base and especially in light of the planned two-year closure of the Veterans Building beginning in just 20 months.

Mr. Dong responded to the Trustees that the Commission would prepare a business plan to present to the Trustees' Veterans Committee in 30 days.

Vice President Myatt asked Trustee Horn to modify his motion based on the Commission's commitment to provide a business plan in 30 days. Trustee Horn modified his motion that denial of the Commission's request be deferred for 30 days pending receipt of the Commission's business plan for consideration by and recommendation of the Veterans Committee. Following further discussion and public comment, the motion as modified was unanimously adopted.

### **Building Committee:**

#### **Symphony proposal for addition of donor recognition signage in Davies Symphony Hall:**

Trustee Pelosi, Chair of the Building Committee, reported that the Committee met earlier today to consider the request from the San Francisco Symphony to install two donor recognition areas in the Grove Street lobbies of Davies Symphony Hall. He summarized the two areas, including: 1) "Annual Fund" recognition signage, which would be updated annually, listing donors of \$15,000+ on three acrylic panels mounted on the wall adjacent to the ladies' restroom entry in the Grove Street inner lobby; and 2) "Second Century Campaign" recognition signage listing donors of \$25,000+ on an etched glass panel with gold filled letters located in the Grove Street outer lobby on the south wall adjacent to the existing "Founders Wall."

Trustee Pelosi stated that following discussion, the Committee voted unanimously to recommend approval of the Symphony's request. Following discussion, and on motion of Trustee Wilsey, seconded by Trustee Moscone, the following resolution was unanimously adopted:

#### **RESOLUTION NO. 11-10**

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 of the San Francisco Symphony to install two donor recognition areas in the Grove Street lobbies of Davies Symphony Hall.

**MISCELLANEOUS CORRESPONDENCE**

**Letter from American Legion War Memorial Commission:** President Shultz stated that Trustees have received a copy of the letter from Roger Dong, Chair of the American Legion War Memorial Commission, dated January 13 and received on February 4, 2011, regarding veterans' use of space in the Veterans Building. President Shultz noted that in two recent letters to the Commission, the War Memorial has responded to the Commission's previous discussion of Veterans Building space planning. She also noted that it is now urgent that the Commission provide space utilization data to War Memorial staff as quickly as possible so the Veterans Building Project design team can incorporate this data into designs plans.

**ADJOURNMENT**

There being no further business, President Shultz adjourned the meeting at 3:20 p.m.

Jennifer E. Norris  
Executive Secretary