

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

**Thursday, April 14, 2011**

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, April 14, 2011, in the Trustees' Board Room, War Memorial Opera House, President Shultz presiding.

**ROLL CALL**

Present: President Shultz, Vice President Myatt, Trustee Bechtle, Trustee Davis, Trustee Horn, Trustee Moscone, Trustee Pelosi;

Absent: Trustee Bashford, Trustee Jarman, Trustee Stafford, Trustee Wilsey;

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 March 10, 2011 regular meeting of the Board. On motion of Trustee Moscone, seconded by Trustee Pelosi, the minutes were unanimously approved.

**MANAGING DIRECTOR'S REPORT**

**Rental Requests:** Ms. Murray reported that rental requests mailed to Trustees include requests from the San Francisco Symphony for their Centennial Gala on September 7, 2011: The Symphony requests use of Opera House lobbies to host cocktail receptions from 5:00 p.m. to 6:00 p.m.; the Symphony further requests to install a tent in the Davies Symphony Hall parking area from approximately August 23 through September 10, to host the Centennial Gala dinner and post-concert celebration. Ms. Murray stated that remaining rental requests are routine and requested their approval. On motion of Trustee Moscone, seconded by Trustee Horn, the following resolution was unanimously adopted:

**RESOLUTION NO. 11-11**

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 Symphony Gala Reception in Lobby spaces	September 7, 2011	\$2,000.00
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**LOUISE M. DAVIES SYMPHONY HALL**

Another Planet Entertainment Bill Maher	August 20, 2011	\$2,500.00 vs. 10% \$6,750.00 maximum
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UCSF Benioff Children's Hospital The Concert for UCSF Benioff Children's Hospital	August 31-Sept. 1, 2011	\$4,600.00 vs. 10% \$8,850.00 maximum
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San Francisco Symphony Parking Lot Tent for Opening Night Gala Activities	Aug. 23 – Sept. 10, 2011	\$7,500.00
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**HERBST THEATRE**

Goodby, Silverstein & Partners Company Meeting	April 25, 2011	\$550.00
International Interior Design Association IIDA Pioneers in Design 2011	June 22, 2011	\$800.00
French American Cultural Society Maxime le Forestier	June 24, 2011	\$800.00
Payam Entertainment, Inc. Moshen Namjoo	July 1, 2011	\$1,400.00
Midsummer Mozart Festival Concerts	July 17, 24, 2011	\$1,650.00
Juneteenth Education Tech. Mobile Arts Center Phineas Newborn Jr. Tribute Concert	July 23, 2011	\$825.00
Project Comedy Growing Up Brady!	August 12, 2011	\$825.00
Korean American Coalition of SF Bay Korean Community Performance	August 26, 2011	\$825.00

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

**RESOLUTION NO. 11-12**

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

**HERBST THEATRE**

Alonzo King LINES Ballet LINES Ballet Summer Program Showcase	July 11, 12, 2011	\$1,550.00
Instituto Familiar de la Raza Susana Baca	August 25, 2011	\$825.00

**Veteran Building Seismic Upgrade and Improvements Project – Project Manager and Status Report:**

Ms. Murray introduced Tara Lamont, Department of Public Works Project Manager for the Veterans Building Seismic Upgrade and Improvements Project. Ms. Murray stated that Ms. Lamont was the Project Manager for the 1996-97 Opera House Seismic Upgrade project, and then served as Bureau Manager for DPW Bureau of Architecture. For the last four years, Ms. Lamont was the Interim Director of Design and Construction for UC

University and Medical Services. Ms. Murray stated that Ms. Lamont began work on the Veterans Building Project on March 1, 2011, and she is here today to update Trustees on the project's status.

Ms. Lamont summarized the scope of the project. She stated the main scope is seismic upgrade and earthquake damage repair, next is facility preservation and modernization, which will include a new or upgraded central plant for both the Opera House and the Veterans Building, and finally sustainability to make the building energy efficient. She said the project will include refurbishment of roof skylights, replacement of elevators and exterior windows, five floors of new accessible restrooms, hazardous material abatement and ADA compliance work. The project will also include upgrades for Herbst Theatre, the Green Room and veterans' offices and meeting room spaces.

Ms. Lamont reported that she and Beth Murray have met with representatives of the American Legion War Memorial Commission regarding the post-project needs of the San Francisco Posts of the American Legion. She said that planning meetings with Commission representatives will continue on a bi-weekly basis. Ms. Lamont stated that she has also had an initial meeting with San Francisco Opera representatives regarding their plans to implement privately-funded improvements on the Veterans Building fourth floor during the project's construction period.

Ms. Lamont stated that the project schedule targets the closure of the Veterans Building for construction in January 2013. She said that while a two-year construction period has been anticipated, she would like to work towards completing the project in time to re-open on Veterans Day, November 11, 2014. Ms. Lamont stated she is excited about working with the War Memorial and its constituent organizations, and looks forward to providing the Trustees with regular project status reports.

### **SECRETARY'S REPORT**

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

#### **RESOLUTION NO. 11-13**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM110221 through WM110248 are hereby approved.

### **REGULAR ITEMS**

**San Francisco Veterans Memorial Working Committee – Request to use the Veterans Building Green Room and main lobby:** President Shultz stated that Trustees have received the letter from General Myatt, Chair of the San Francisco Veterans Memorial Working Committee, outlining the upcoming schedule for reviewing proposals and selecting the final artist team for the San Francisco Veterans Memorial to be located in the Memorial Court. She said the Veterans Memorial Working Committee is requesting to use the Veterans Building Green Room on June 7, 2011, for a preview reception; and to use the Veterans Building main lobby from June 8 to June 22, 2011, for a public display of the three finalists' proposals. The Committee has asked that rental fees for these activities be waived.

Trustee Myatt spoke to this request and stated that following public display of the three finalist proposals, the selection committee will re-convene to adopt a selection recommendation. He stated that the selection recommendation will then be presented to the War Memorial Board of Trustees at its July 14, 2011 meeting for final approval

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

RESOLUTION NO. 11-14

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby approves the request of the San Francisco Veterans Memorial Working Committee to use the Veterans Building Green Room on June 7, 2011 for a preview reception, and to use the Veterans Building main lobby from June 8 to June 22, 2011 for proposal displays. The Board further approves rental fee waivers for these activities.

**Herbst Theatre Acoustic Advisory Committee – Recommendation for removal of Herbst Theatre side**

**boxes:** President Shultz stated that Trustees have received a memorandum from the Herbst Theatre Acoustic Advisory Committee recommending that the side boxes in the Herbst Theatre auditorium be removed as part of the Veterans Building Seismic Upgrade and Improvements Project.

President Shultz reported that the Herbst Theatre Acoustic Advisory Committee is a volunteer committee consisting of Herbst Theatre licensee representatives and arts patrons who are concerned with improving the acoustics of Herbst Theatre. The Committee has been meeting with War Memorial staff and has been advised by Acoustician Lawrence Kirkegaard and Theatre Design Consultant Leonard Auerbach. The Acoustic Advisory Committee reports that Mr. Kirkegaard's evaluation of Herbst Theatre finds the side boxes, which were added during the 1977 renovation, have a negative impact on the acoustic qualities of the auditorium, and the Committee is asking the Trustees to consider removing the side boxes during the upcoming Veterans Building Upgrade Project. President Shultz referred this matter to the Veterans Building Project Committee for consideration and adoption of recommendations.

**San Francisco Symphony – Request for Centennial Season exhibitions in Davies Symphony Hall:**

President Shultz stated that Trustees have received the letter from the San Francisco Symphony requesting to install two lobby exhibitions in Davies Symphony Hall during the Symphony's upcoming centennial season. Noting these are major exhibitions of significant duration, President Shultz referred this request to the Building Committee for consideration and adoption of recommendations.

**San Francisco Symphony – Davies Symphony Hall Exterior Signage:** President Shultz said Trustees will recall that in July 2010, the Board approved the Symphony's proposal to install exterior signage and banners at Davies Symphony Hall including permanent crown signage at the top of the building façade, seasonal banners at the First Tier windows and under the balcony eaves, two 3-panel lighted display cases at the Van Ness and Hayes Street entrances, six free-standing lighted display vitrines in the Grove Street plaza, and temporary exterior "super graphics" on the upper facades of Zellerbach Rehearsal Hall. She stated that the Trustees' approval required the Symphony to obtain any and all applicable approvals from other agencies for the signage installations.

President Shultz stated that Trustees have received the letter from the Symphony providing an update on their exterior signage projects. The Symphony reports that, working with the City's Planning Department to obtain the necessary Certificate of Appropriateness, the exterior banners were redesigned for the banners to be parallel to the building, and the six free-standing plaza vitrines and the Zellerbach super graphics were deleted from the plan. The Symphony reports that the revised banner signage as well as the crown signage and lighted display cases were approved by the Historic Preservation and Planning Commissions.

President Shultz stated that the Symphony advises that they subsequently developed an alternate plan to place the six free-standing lighted display vitrines closer to the Van Ness and Grove Street curbs, outside of the War Memorial property line. This alternate plan requires approval of the Arts Commission Civic Design Review Committee, which approval was received earlier this week, and requires obtaining minor sidewalk encroachment permits from DPW and Caltrans. The Symphony states they have been advised that a City department must be the applicant for the minor sidewalk encroachment permits for this alternate placement of the display vitrines, and the Symphony is requesting the War Memorial's assistance in effectuating this permit process.

President Shultz referred this matter to the Board's Building Committee for consideration and adoption of recommendations. She said it would be helpful for the Symphony to provide mock-ups of the display vitrines in their requested locations for the committee to view during its meeting.

**American Legion War Memorial Commission – Request to use Veterans Building Room 336 for a Veterans Resource Center:** President Shultz stated that at last month's meeting, the Trustees considered a request from the American Legion War Memorial Commission to use Veterans Building Room 336 for a Veterans Resource Center. Following considerable discussion, a motion was adopted that the Trustees' denial of the Commission's request be deferred for 30 days pending receipt of a business plan from the Commission.

President Shultz stated that Trustees have received a copy of the Commission's business plan document together with a document titled "Veterans Entrepreneurship & Technology Incubator pilot program," prepared for the Commission by an organization named Inventis Group Ltd. She stated that as the Veterans Committee was unable to schedule a meeting prior to today's Board meeting, this request is returning to the full Board for consideration. She asked Vice President Myatt to comment on the materials submitted by the Commission.

Vice President Myatt stated that the Commission wanted to establish a Veterans Resource Center on the second floor; however, due to inadequate electrical wiring in second floor meeting rooms, they have asked for use of room 336 on the third floor which they state has the necessary electric service to support a computer classroom. He said the Commission has submitted several iterations of a business plan and that while the latest business plan has more detail, he still has reservations about approving this request. Trustee Myatt said he is concerned about establishing a new operation in the Veterans Building when the building is scheduled to close 20 months from now for seismic upgrade construction. He stated that while the goal of assisting veterans to get jobs is admirable, he continues to wonder who will be the constituency of users. He noted that statistics from the Veterans Administration of San Francisco show a 40% decrease in veteran population in the last ten years and a projected 34% further decrease in veteran population over the next ten years. Trustee Myatt stated he is unconvinced that the stated purpose of the center – to provide computer and job training – doesn't duplicate efforts of other established organizations in San Francisco, including San Francisco State, City College, the Academy of Art, Swords to Plowshares and other veterans service organizations. He said that it might be more beneficial for the Commission to work with Swords to Plowshares to see how best the Commission can assist in achieving their mutual goals. Trustee Myatt asked Roger Dong, Chair of the American Legion War Memorial Commission, to address the Trustees regarding this request.

Mr. Dong stated that in establishing the proposed Veterans Resource Center, it is the Commission's intention to facilitate space for third-party organizations to provide training to large groups of veterans. He stated that the two organizations with which he has spoken, the State EDD and the County Veterans Service Office, have said they would use a space that accommodates large groups. Mr. Dong said that in the last two days the Commission has raised \$47,000 to cover the cost of part-time administrative staff for the proposed Veterans Resource Center. He stated the Commission is asking the Trustees to allow their use of currently-vacant Veterans Building space for the Veterans Resource Center, which space is fully-equipped for their purposes. He said the only cost to the City would be the cost of utilities for the next 18 months.

Ms. Murray stated that while Veterans Building room 336 has electric service sufficient to support office use, the room would still require internet service connection and would need to be re-configured for the proposed use. She also stated that the administrative work related to third-party users of any portion of the Veterans Building falls to the War Memorial to administer and is not an insubstantial amount of work for each use. She noted that necessary administrative work includes issuing short-term license agreements to third-party users and insuring that insurance certificates and endorsements for each third-party user are received and correct.

In discussion, Trustees Horn and Bechtle expressed concern about introducing new tenants and activities into the Veterans Building at a time when the War Memorial is focusing on vacating the building of all occupants and contents during the next 20 months. Trustee Davis stated that the Commission's business plan does not provide information regarding existing veteran training opportunities and whether or not veterans are being

denied training. She said it is difficult to consider the Commission's request without having any statistics or data as to the need for additional training resources.

Following discussion, a motion was made by Trustee Horn and seconded by Trustee Moscone to deny the request of the Commission to use Veterans Building room 336 for a Veterans Resource Center.

During public comment, the Trustees heard from Charles Kendrick, Commander of American Legion Post 333; Eddie Welbon, Commander of American Legion Post 875; Fred Merrick; John Caldera of American Legion Post 315 and the Veterans Affairs Commission; Nelson Lum, Vice Chair of the American Legion War Memorial Commission; and Ken Johnson, a local videographer; all of whom spoke in favor of the Commission's proposal to establish a Veterans Resource Center in the Veterans Building.

Following public comment, Trustee Pelosi suggested the Commission may wish to explore using second floor space currently allocated to the American Legion Posts for the proposed resource center, noting that this space could accommodate non-computer related training sessions without any modifications, and the Commission could get cost estimates for upgrading electric service in second floor space if that is essential to their plans.

Following further discussion, a vote was taken on the motion before the Board, and the following resolution was unanimously adopted:

**RESOLUTION NO. 11-15**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby denies the request of the American Legion War Memorial Commission to use Room 336 for a Veterans Resource Center.

President Shultz requested the Veterans Committee convene a hearing on the feasibility of, and operational, administrative and procedural requirements associated with, permitting the American Legion War Memorial Commission to establish a Veterans Resource Center in Veterans Building space currently allocated for use by the San Francisco Posts of the American Legion.

**ADJOURNMENT**

There being no further business, President Shultz adjourned the meeting at 3:35 p.m.

Jennifer E. Norris  
Executive Secretary