

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR MEETING

Thursday, December 12, 2013

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, December 12, 2013, in the Trustees' Board Room, War Memorial Opera House, President Myatt presiding.

ROLL CALL

Present: President Myatt, Vice President Bashford, Trustee Bechtle, Trustee Horn, Trustee Lui, Trustee Pelosi, Trustee Shultz and Trustee Stafford

Absent: Trustee Davis, Trustee Moscone and Trustee Wilsey

Staff Present: Elizabeth Murray, Managing Director
Jennifer Norris, Assistant Managing Director

APPROVAL OF MINUTES

President Myatt called for approval of the minutes of the November 14, 2013 regular meeting of the Board. On motion of Trustee Bechtle, seconded by Trustee Shultz, the minutes were unanimously approved.

PRESIDENT'S REPORT

Managing Director's Review: President Myatt stated that at the October meeting, the Trustees completed a performance appraisal report for the Managing Director. He said he would like to read a paragraph of the Managing Director's performance appraisal report and have it entered in to the record. He read the following:

The Trustees really cannot say enough positive about Ms. Murray and the way she comports herself and conducts her job as Managing Director. The 11 Trustees represent a broad range of professional and cultural backgrounds with significant experience in personnel matters, and we are all of the opinion that Ms. Murray is among the most professional and competent managers with who we have worked. She brings a friendly and pleasant attitude to her job. She is always polite when dealing with her staff and the public. This is the case even when encountering difficult problems or people. Her knowledge of the department's budget is exhaustive, and the Trustees have complete confidence.

Ms. Murray thanked President Myatt and the Trustees and stated it is a pleasure and an honor to work for the War Memorial Board of Trustees in relationship to these beautiful buildings.

Opera and Ballet Seasons: President Myatt reported that the San Francisco Opera ended the fall portion of its 2013-14 Season on December 1, and he congratulated the Opera on a superb fall season. President Myatt stated that the San Francisco Ballet opened its 2013 *Nutcracker* Season last evening, and will present 31 performances through December 29. On behalf of the Board, he extended bested wishes to the Ballet for a successful *Nutcracker* Season.

President Myatt announced that Jamie Lopez, American Legion War Memorial Commission Office Manager, has been hired full-time by the Veterans Building General Contractor, Pankow Builders. He stated that Jamie has been a great asset to the War Memorial Commission, and she will most certainly be a tremendous asset in her new position.

MANAGING DIRECTOR'S REPORT

Rental Requests: Ms. Murray stated that rental requests mailed to Trustees include one outside event in the Opera House and two outside events in the Davies Symphony Hall, and she requested their approval. On motion of Vice President Bashford, seconded by Trustee Pelosi, the following resolution was unanimously adopted:

RESOLUTION NO. 13-37

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

Reality SF Easter Service	April 20, 2014	\$3,350.00
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LOUISE M. DAVIES SYMPHONY HALL

Live Nation Worldwide Chelsea Handler (two performances)	March 21, 2014	\$5,000.00 vs. 10% \$13,500.00 maximum
Fashion Institute of Design & Merchandising Graduation Ceremony	June 15, 2014	\$3,350.00

Veterans Building Seismic Upgrade & Improvements Project:

Project Budget: Ms. Murray stated that a proposed resolution was introduced at the Board of Supervisors meeting on December 10, to authorize the sale of Transferable Development Rights (TDR) from the War Memorial Complex to generate funds to cover the Veterans Building Project shortfall estimated at \$14.5 million. She reported that the proposed resolution will be heard by the Board of Supervisors' Budget & Finance Committee on January 8, and then will be considered by the full Board of Supervisors on January 14.

Project Construction: Trustee Horn stated that bi-weekly tours of the Veterans Building are on-going and that Trustees may participate in tours which occur every other Tuesday at 11:00 a.m. Trustee Horn stated the biggest visible changes during the most recent walk-through were in the basement where in the boiler room, various pumps have been disassembled and some of the piping has been removed. He noted that while all of the systems in the boiler room will be either replaced or modernized as part of the Project, the boiler room will continue to service the Opera House throughout the duration of the project.

SECRETARY'S REPORT

Revenue, Appropriations and Housekeeping Expenditures Reports for November 2013: Ms. Norris referred to the Revenue, Appropriations, and Housekeeping Expenditures Reports for November 2013, and requested approval of housekeeping expenditures as submitted. On motion of Trustee Shultz, seconded by Trustee Horn, the following resolution was unanimously adopted:

RESOLUTION NO. 13-38

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM140091 through WM1400105 are hereby approved.

Harassment Prevention Training: Ms. Norris reminded Trustees that Harassment Prevention Training must be completed by December 31, 2013.

REGULAR ITEMS

Ballet request to install banners on the Opera House: President Myatt stated that Trustees have received a letter from the San Francisco Ballet requesting to install large scale banners on the exterior loggia of the Opera House during the 2014 Ballet Repertory Season from mid-January through May 11, 2014. The banners will be the same as those installed for the 2013 Repertory Season and as depicted in the photograph attached to their letter. On motion of Trustee Pelosi, seconded by Trustee Shultz, the following resolution was unanimously adopted:

RESOLUTION NO. 13-39

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby approves the request of the San Francisco Ballet to install large scale banners on the exterior loggia of the Opera House during the 2014 Ballet Repertory Season from mid-January through May 11, 2014.

Election of Officers for 2014: President Myatt opened the floor to nominations for the offices of President and Vice President of the War Memorial Board of Trustees for 2014. Trustee Bechtle nominated Michael J. Myatt for a second term as President, and Trustee Horn nominated Wilkes Bashford for a second term as Vice President, of the War Memorial Board of Trustees for 2014. Trustee Bechtle in nominating Trustee Myatt referred to his continuing dedication to the War Memorial and Performing Arts Center buildings and his commitment to the Veterans Building Seismic Upgrade and Improvements Project. Trustee Bechtle also commented on Trustee Myatt's and Trustee Bashford's dedication to realizing the dreams of the original plans for the War Memorial complex in their efforts to build a Veterans Memorial in the Memorial Court. The nominations were seconded by Trustee Pelosi, and the following resolution was unanimously adopted:

RESOLUTION NO. 13-40

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that nominations for the offices of President and Vice President of the Board of Trustees for 2014 are hereby closed; and further,

RESOLVED, That this Board unanimously elects Michael J. Myatt as its President and Wilkes Bashford as its Vice President for calendar year 2014.

President Myatt and Vice President Bashford expressed their gratitude to the Trustees for the opportunity to continue serving as officers of the Board during 2014.

PUBLIC COMMENT

Nelson Lum congratulated President Myatt and Vice President Bashford on their re-election. He introduced Janice Tong who has been hired to replace Jamie Lopez as the Office Manager for the American Legion War Memorial Commission.

ADJOURNMENT

There being no further business to come before the Board, President Myatt adjourned the meeting at 2:30 p.m.

Jennifer E. Norris
Executive Secretary