

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR MEETING

Thursday, November 10, 2016

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, November 10, 2016, in the Trustees' Board Room, War Memorial Opera House, President Horn presiding.

ROLL CALL

Present: President Horn, Vice President Bechtle, Trustee Davis, Trustee Levin, Trustee Lui, Trustee Moscone, Trustee Myatt, Trustee Shultz, Trustee Walker and Trustee Wilsey

Absent: Trustee Pelosi

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

APPROVAL OF MINUTES

President Horn called for approval of the minutes of the October 12, 2016 meeting of the Veterans Committee. On motion of Trustee Shultz, seconded by Trustee Moscone, the minutes were unanimously approved.

President Horn called for approval of the minutes of the October 12, 2016 meeting of the Presentors Liaison Committee. On motion of Trustee Wilsey, seconded by Vice President Bechtle, the minutes were unanimously approved.

President Horn called for approval of the minutes of the October 13, 2016 regular meeting of the Board. On motion of Trustee Shultz, seconded by Trustee Wilsey, the minutes were unanimously approved.

PRESIDENT'S REPORT

President Horn welcomed to the meeting Horacio Rodriguez, the House Manager at Louise M. Davies Symphony Hall, who will be retiring at the end of this month after a 57-year association with the San Francisco War Memorial and Performing Arts Center. President Horn said he asked Horacio to attend today's meeting so the Trustees may extend to him our sincere thanks and commend him for his dedicated service to the Performing Arts Center and to San Francisco arts and cultural community.

Following discussion, President Horn asked for a motion to approve the War Memorial Board of Trustees' resolution in honor of Horacio Rodriguez. On motion of Vice President Bechtle, seconded by Trustee Shultz, the following resolution was unanimously approved.

RESOLUTION NO. 16-46

Whereas, **HORACIO RODRIGUEZ** will retire on November 30, 2016, following 36 years of distinguished service as House Manager of Louise M. Davies Symphony Hall; and

Whereas, Horacio Rodriguez began his ushering career in 1959 as a volunteer usher at the War Memorial Opera House and over the next 18 years served in several Opera House ushering capacities including volunteer check-in, dress circle usher and ticket taker; and

Whereas, In 1977, Horacio Rodriguez became the first House Manager of the newly renovated, 916-seat Herbst Theatre in the Veterans Building; and

- Whereas,* In 1980, Horacio Rodriguez was selected by the San Francisco Symphony as House Manager for the newly-constructed Louise M. Davies Symphony Hall, which opened on September 16, 1980; and
- Whereas,* During his 57-year association with the San Francisco War Memorial and Performing Arts Center, Horacio Rodriguez has welcomed and assisted more than 20 million patrons and guests in Davies Symphony Hall, the Opera House and Herbst Theatre, calmly and efficiently handling and resolving thousands of patron requests, issues and concerns; and
- Whereas,* During his 36 years as the first and only House Manager of Louise M. Davies Symphony Hall, Horacio Rodriguez was instrumental in developing policies and procedures for front-of-house operations and in the recruiting, training, guiding and overseeing of a prized family of paid ushers as well as hundreds of volunteer ushers; and
- Whereas,* Horacio Rodriguez's skillful and dedicated efforts have contributed to the War Memorial's mission of providing safe, first-class facilities to promote cultural, educational and entertainment opportunities to residents of and visitors to San Francisco; and
- Whereas,* For 57 years, patrons, guests and staff of Louise M. Davies Symphony Hall, the War Memorial Opera House and Herbst Theatre have been the grateful beneficiaries of Horacio Rodriguez's extraordinary high standards, unrivaled enthusiasm, perpetual good humor, and warm and caring manner; now Therefore Be It

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco to hereby thank and commend **HORACIO RODRIGUEZ** for his 57 years of outstanding service to the San Francisco War Memorial and Performing Arts Center, and for his dedicated service to the cultural community of San Francisco, and extend to him heartfelt best wishes on the occasion of his retirement.

President Horn asked Horacio Rodriguez to address the board. Mr. Rodriguez thanked the Trustees for their kind comments and resolution. He stated that his 57-year career at the Performing Arts Center has been an amazing journey, not only because of the wonderful people he's met through the years, but also to be associated with the three wonderful buildings of the Performing Arts Center. He said he has a lot of stories to tell and he hopes that in his free time he can write something about his years at the War Memorial and Performing Arts Center. Mr. Rodriguez said that while he reached this moment of retirement wanting to enjoy his family and grandchildren, he will continue to come and enjoy the arts.

MANAGING DIRECTOR'S REPORT

Rental Requests: Ms. Murray stated that rental requests mailed to Trustees are routine and requested their approval. On motion of Trustee Shultz, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 16-47

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 Guild Holiday Reception & Onstage Dinner	December 5, 2016	\$2,175.00 Catering Exemption
San Francisco Ballet 2016 Nutcracker & 2017 Repertory Season	December 7, 2016-May 7, 2017	\$229,425.00
Reality SF Easter Service	April 16, 2017	\$3,500.00

Presidio Performing Arts Foundation Dancing Across Cultures	May 1, 2017	\$2,500.00
<u>LOUISE M. DAVIES SYMPHONY HALL</u>		
Worldstrides Heritage Performance Festival of Gold	April 10, 2017	\$5,200.00
City Church SF Easter Service	April 16, 2017	\$3,500.00
Another Planet Entertainment Bill Maher	April 23, 2017	\$2,500.00 vs 10% \$7,500.00 maximum
Golden Gate University School of Law Graduation Ceremony	May 12, 2017	\$3,500.00
UCSF School of Medicine Graduation Ceremony	May 15, 2017	\$3,500.00
UCSF School of Pharmacy Graduation Ceremony	May 19, 2017	\$3,500.00
UCSF School of Nursing Graduation Ceremony	May 26, 2017	\$3,500.00
San Francisco University High School Graduation Ceremony	June 5, 2017	\$3,500.00
SFJAZZ Burt Bacharach (Rescheduled from 11/11/16) Jake Shimabukuro	June 7, 2017 June 11, 2017	\$5,000.00 vs 10% \$10,400.00 maximum
<u>HERBST THEATRE</u>		
Department of Emergency Management Memorial Service	November 20, 2016	Rental Waiver
Philharmonia Baroque Orchestra Rehearsal Day	November 30, 2016	\$1,000.00
Live Nation Comedy Maria Bamford (2 nd show)	December 10, 2016	\$1,875.00
La Scuola International School Winter & Spring Program	December 15, 2016 May 31, 2017	\$2,500.00
San Francisco Ballet Orchestra Rehearsals	January 17, 2017	\$1,000.00

Commonwealth Club of California Janet Yellen	January 18, 2017	\$1,250.00
Jewish Community Relations Council Annual Fundraising Gala	February 16, 2017	\$1,250.00
Merola Opera Program Member Event	March 1, 2017	\$1,250.00
SFSU Marketing Association Graduation Ceremony	May 27, 2017	\$1,250.00
US Chinese Dance Association An Evening with Yijie Shi	July 29, 2017	\$1,250.00
San Francisco Friends of Chamber Music SF Music Day	September 24, 2017	\$1,250.00

WILSEY CENTER FOR OPERA

San Francisco Ballet Orchestra Rehearsals	December 9, 2016 January 20, 21, 2017	\$675.00
CoreNet Global Northern California Chapter Chapter Meeting & Reception	December 15, 2016	\$1,025.00
San Francisco Friends of Chamber Music SF Music Day	September 24, 2017	\$1,800.00

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

RESOLUTION NO. 16-48

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

HERBST THEATRE

Nitty Dupree Studio of Dance Dance Performance	December 17, 2016	\$1,250.00
African-American Shakespeare Company Load-in & Tech Day	December 18, 2016	\$1,000.00
Hult International Business School Student Talent Show	February 23, 2017	\$1,250.00

WILSEY CENTER FOR OPERA

Webcor Builders Meeting & Reception	January 25, 2017	\$1,925.00
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Director's Report:**Fiscal Year 2015-16 Final Report of Revenue and Expenditures:**

Ms. Murray stated that Trustees received the one-page High-Level Budget Summary for FY 2015-16, as well as an 11-page detailed report. She noted the one-page High-Level Budget Summary summarizes actual revenue and expenditures for annually budgeted funds including operating budget, facilities maintenance and capital improvements budgets, and debt service; the detailed report also provides year-end status for non-annually budgeted funds including the War Memorial Reserve, Gift Funds and one Bequest Fund.

For FY 2015-16, War Memorial received General Fund support of \$11.1 million for operating and capital budgets and received General Fund support of \$7.8 million for payment of Veterans Building Project debt service. In FY 2015-16, War Memorial generated Earned Revenue of \$2.73 million exceeding budgeted earned revenue by \$208,000, and earned close to \$92,000 in interest.

Ms. Murray reported that actual revenue for FY 2015-16 totaled \$30.7 million which included carry-forward appropriations from the prior fiscal year. Actual operating expenditures totaled \$13.48 million, and actual facilities maintenance, capital projects and debt service expenditures totaled \$13.23 million, providing total expenditures of \$26.7 million, with an additional \$3.15 million carried forward to Fiscal Year 2016-17. A positive fund balance amount of \$851,427 for FY 2015-16 accrued to the War Memorial Special Fund Balance.

Ms. Murray stated that the War Memorial Special Fund Balance started the fiscal year at \$2.13 million, with \$1.2 million deducted to support the FY 2015-16 budget. Adding the FY 2015-16 positive fund balance amount of \$851,427 brought the War Memorial Special Fund Balance to \$1.783 million at June 30, 2016. She noted that \$700,444 was deducted from the fund balance to support the FY 2016-17 budget, leaving a current fund balance of \$1.082 million.

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

RESOLUTION NO. 16-49

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the Final Report of Revenue and Expenditures for FY 2015-16 as submitted by staff is hereby approved:

SECRETARY'S REPORT

Revenue, Appropriations and Housekeeping Expenditures Reports for October 2016: Ms. Norris stated that Revenue, Appropriations and Housekeeping Expenditures reports for October 2016 have been distributed to Trustees. Ms. Norris requested approval of the October 2016 housekeeping expenditures as submitted.

On motion of Trustee Shultz, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 16-50

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM17107 through WM17137 and Revenue Transfer 17004 are hereby approved.

COMMITTEE REPORTS**Presentors Liaison Committee:****Beverages in Opera House and Davies Symphony Hall Auditoriums:**

Vice President Bechtle, Chair of the Presentors Liaison Committee, reported that the Committee met earlier today to consider follow-up items relating to the six-month pilot program to allow patrons to bring covered beverages into the Opera House and Davies Symphony Hall auditoriums. She recapped that at the October

meeting, the Trustees approved conducting a six-month pilot program to allow covered beverages in the Opera House and Davies Symphony Hall auditoriums effective January 2017, subject to the Presentors Liaison Committee's subsequent review and approval of the covered cup to be used, staffing and set-up plans, and the procedures for reporting back to the Committee.

Vice President Bechtle stated that the Committee heard recommendations from War Memorial staff based on meetings with staffs of the Opera, Symphony, Ballet and Patina Catering. She stated that for the pilot program, staff recommended using the standard clear compostable cup currently used at intermission bars with a lid and straw. Staff recommended three initial additional points of beverage sales in each of the Opera House and Davies Symphony Hall and outlined planned orientations for ushers and bar staff on new procedures for the pilot program. Vice President Bechtle stated that staffs of the War Memorial, resident licensees and Patina would meet at least monthly during the pilot program to review issues and concerns and would provide two written reports to the Presentors Liaison Committee during the six-month program.

Following discussion, and on motion of Vice President Bechtle, seconded by Trustee Davis, the following resolution was unanimously adopted.

RESOLUTION NO. 16-51

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby adopts the report and recommendations of its Presentors Liaison Committee and approves staff's recommendations on cup selection, staffing and set-up plans, and reporting procedures for the pilot program to allow covered beverages in the Opera House and Davies Symphony Hall auditoriums.

GOOD AND WELFARE

Noting that tomorrow, November 11, is Veterans Day, Trustee Levin asked that the Board adjourn today's meeting in honor of America's veterans.

Trustee Lui stated that the San Francisco Symphony is currently on tour in Korea and offered best wishes for a successful tour.

Trustee Myatt reported that on November 11, Veterans Day, there will be a ceremony to rededicate the San Francisco Vietnam Veterans Memorial in the Veterans Building main lobby beginning at 4:00 p.m.

REGULAR ITEMS

Notice of Space Allocation from American Legion War Memorial Commission: President Horn stated that Trustees have received a Notice of Space Allocation from the American Legion War Memorial Commission for a new patriotic organization, Swords to Plowshares, seeking to occupy space in the Veterans Building. This notice was received on October 28, 2016, and on November 1, our Managing Director wrote to the War Memorial Commission to state that the application was not complete. The War Memorial Commission has not yet responded with a complete application. In accordance with the Board's Policy Governing Allocation of Space in the Veterans Building to Patriotic Organizations, within 60 calendar days of receiving a complete Notice of Space Allocation, including all answers to questions sent by War Memorial staff, the Veterans Committee shall meet to review the proposed space allocation and adopt recommendations to the Board of Trustees. President Horn said that this item will be referred to the Veterans Committee and he asked that within 60 days of the War Memorial's receiving a complete application, the committee meet to consider and adopt recommendations on this item.

PUBLIC COMMENT

Paul Cox, Chair of the American Legion War Memorial Commission, invited all Trustees to attend the ceremony on November 11 rededicating the San Francisco Vietnam Veterans Memorial in the Veterans Building. He said the ceremony will begin at 4:00 p.m. in the main lobby with a reception following the ceremony in room 210.

ADJOURNMENT

There being no further business to come before the Board, President Horn adjourned the meeting at 2:35 p.m. in honor of America's veterans.

Jennifer E. Norris
Executive Secretary