

**MINUTES**  
**WAR MEMORIAL BOARD OF TRUSTEES**  
**REGULAR BOARD MEETING**  
**Thursday, August 10, 2017**

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, August 10, 2017, 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, Trustee Wilsey

Absent: Trustee Pelosi

Staff Present: Elizabeth Murray, Managing Director

**APPROVAL OF MINUTES**

President Horn called for approval of the minutes of the July 13, 2017 regular meeting of the Board. On motion of Trustee Shultz, seconded by Trustee Moscone, the minutes were unanimously approved.

**MANAGING DIRECTOR'S REPORT**

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

**RESOLUTION NO. 17-24**

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

**HERBST THEATRE**

SF International New Concept Film Festival Film Screening	October 29, 2017	\$1,250.00
Civic Symphony Association of SF Concerts	November 12, 2017 April 6, 2018	\$2,500.00
Goldenvoice The Tenors	November 19, 2017	\$2,500.00
Another Planet Entertainment Jim Norton	November 24, 2017	\$3,000.00
African American Shakespeare Company Cinderella	December 18-24, 2017	\$8,500.00
Extraordinary Talent Productions Broadway @ The Herbst	March 18, 2018 April 8, 2018	\$5,000.00

**WILSEY CENTER FOR OPERA**

Grants for the Arts Community Meeting	September 22, 2017	\$225.00
Del Sol String Quartet Chamber Music Festival	November 16, 17, 18, 2017	\$2,400.00

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

**RESOLUTION NO. 17-25**

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 Opera Ball	September 8, 2017	Catering Exemption
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**LOUISE M. DAVIES SYMPHONY HALL**

SF Gay Men's Chorus 40 <sup>th</sup> Anniversary Season Rehearsal & Concert	March 28, 29, 2018	\$4,750.00 vs 10% \$7,450.00 maximum
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**HERBST THEATRE**

Commonwealth Club of California Senator Dianne Feinstein	August 29, 2017	\$1,250.00
Xian Yun Academy of the Arts CA Student Dance Recital	December 16, 2017	\$1,250.00
Bay Area Rainbow Symphony Concerts	March 3, 2018 April 28, 2018	\$2,500.00
The Advisory Board Company STIR: A Collision of Uncommon Concepts & Conversations	January 24, 25, 2018	\$4,500.00

**WILSEY CENTER FOR OPERA**

Chanticleer Rehearsals	September 10, 17, 2017	\$450.00
San Francisco Conservatory of Music SFCM New Music Ensemble	March 31, 2018	\$1,025.00
San Francisco Ballet Ballet Symposium	April 28, 29, 2018	\$1,350.00

### SECRETARY'S REPORT

**Revenue, Appropriations and Housekeeping Expenditures Reports for July 2017:** Ms. Murray stated that Revenue, Appropriations and Housekeeping Expenditures reports for July 2017 have been distributed to Trustees, and she requested approval of July 2017 housekeeping expenditures as submitted.

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

#### RESOLUTION NO. 17-26

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM 78586, 79253, 79269, 79275, 79291, 79316, 79323, 79691, 79700, 79707, 80521, 81745, 82045, 83074, 83080, 83099, 83115, 83123, 83130 and 84601 are hereby approved.

### COMMITTEE REPORTS

#### Veterans Committee

#### **Notice of Space Allocation from American Legion War Memorial Commission for Swords to Plowshares seeking to occupy space in the Veterans Building:**

Chair Myatt reported that the Veterans Committee met on August 8, to consider one item, the Notice of Space Allocation from the American Legion War Memorial Commission for Swords to Plowshares seeking to occupy space in the Veterans Building.

Chair Myatt stated that Committee members reviewed documents submitted by the Commission and Swords to Plowshares, and the Committee heard from Paul Cox, Chair of the American Legion War Memorial Commission, and from John Beam, CFO of Swords to Plowshares, on the proposed use of Veterans Building space by Swords to Plowshares.

Chair Myatt stated that the Notice of Space Allocation submitted by the Commission proposed to allocate to Swords to Plowshares a total of 9,700 square feet in three areas on the Veterans Building 3rd floor, including 2,700 square feet of space in Suite 313 currently allocated to the American Legion Posts; 4,200 square feet of unallocated and unfinished space in Suite 310; and 2,800 square feet of space in Suites 301-302 allocated to and used by the War Memorial and other building tenants. Swords to Plowshares confirmed its agreement to enter into an occupancy agreement with the City for use of the space, to implement all tenant improvements as approved by the Trustees at their expense, and to pay the monthly utilities and services fee annually approved by the Trustees.

Chair Myatt reported there was considerable discussion about the spaces requested by the Commission and Swords and about Swords' need for all of the requested space. Following this discussion, the Committee voted unanimously to recommend to the Board of Trustees that:

- We approve the allocation of Veterans Building Suite 313, which is currently allocated to the American Legion Posts, to Swords to Plowshares, with the stipulation that allocation of individual office 313A is subject to the Korean War Memorial Foundation's agreement to relocate their office from 313A to a second floor office and subject to approval of an amended occupancy agreement between the War Memorial and Korean War Memorial Foundation; and
- We approve the allocation of Veterans Building Suite 310, which is currently unallocated and unfinished space, to Swords to Plowshares. This allocation of space does not increase the amount of space allocated to the American Legion Posts; and
- We reserve the existing uses in Suites 301 and 302 for continued use and occupancy by the War Memorial and other building tenants; and

- That by approving the allocation of currently unallocated space to Swords to Plowshares, the Board of Trustees is not making a finding that the 22,800 square feet of space currently allocated to the American Legion Posts is fully utilized.

Chair Myatt made a motion to adopt the Veterans Committee report and recommendations and added that the Committee unanimously expressed its delight in having Swords to Plowshares as a new occupant and partner in the Veterans Building. The motion was seconded by Trustee Levin.

Following discussion, the following was unanimously approved.

RESOLVED, By the Board Trustees of the War Memorial of San Francisco that it hereby adopts the report and recommendations of its Veterans Committee and approves the proposed Notice of Space Allocation submitted by the American Legion War Memorial Commission for Swords to Plowshares as follows:

- The Trustees approve the allocation of Veterans Building Suite 313, which is currently allocated to the American Legion Posts, to Swords to Plowshares, with the stipulation that allocation of individual office 313A is subject to the Korean War Memorial Foundation's agreement to relocate their office from 313A to a second floor office and subject to approval of an amended occupancy agreement between the War Memorial and Korean War Memorial Foundation; and
- The Trustees approve the allocation of Veterans Building Suite 310, which is currently unallocated and unfinished space, to Swords to Plowshares. This allocation of space does not increase the amount of space allocated to the American Legion Posts; and
- The Trustees reserve the existing uses in Suites 301 and 302 for continued use and occupancy by the War Memorial and other building tenants; and
- That by approving the allocation of currently unallocated space to Swords to Plowshares, the Board of Trustees is not making a finding that the 22,800 square feet of space currently allocated to the American Legion Posts is fully utilized.

President Horn stated that this matter will remain in the Veterans Committee for next steps and further approvals of the terms and conditions under which Swords to Plowshares will develop and occupy space in the Veterans Building.

### **Presentors Liaison Committee**

#### **Final report on six-month Pilot Program allowing patrons to bring covered beverages into the Opera House and Davies Symphony Hall auditoriums:**

Chair Bechtle reported that the Presentors Liaison Committee met earlier today to receive a final report on the six-month pilot program allowing patrons to bring covered beverages into the Opera House and Davies Symphony Hall auditoriums and to consider possible continuation of the program.

Chair Bechtle stated that the Committee heard from representatives of the Symphony and Ballet, as well as from Managing Director Beth Murray, on patron survey data and beverage sales information relative to the six-month pilot program. She stated that survey data indicates an overall favorable reaction to the program, that sales information indicates increased sales of beverages and sales revenue, and that there were no major custodial or maintenance issues as a result of the program.

Chair Bechtle reported that following discussion, the Presentors Liaison Committee unanimously recommended continuation of the program, allowing covered beverages in the Opera House and Davies Symphony Hall auditoriums, subject to continued monitoring and reporting by War Memorial staff.

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

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby adopts the report and recommendation of its Presentors Liaison Committee and approves the request of the San Francisco Ballet, San Francisco Opera and San Francisco Symphony to continue allowing covered beverages in the auditoriums of the Opera House and Davies Symphony Hall subject to continued monitoring and reporting by War Memorial staff.

### **REGULAR ITEMS**

#### **San Francisco Symphony Request – Immersive Lobby Experience Project:**

President Horn stated that Trustees have received a letter from the San Francisco Symphony requesting approval to proceed with implementation of an “Immersive Lobby Experience” project funded by the Symphony Facility Fee. President Horn referred this request to the Presentors Liaison Committee for consideration and recommendation.

#### **Patina proposal for final investment required under Food and Beverage Concessions Agreement:**

President Horn said that at the request of staff, he is referring to the Presentors’ Liaison Committee a proposal to be submitted by Patina Restaurant Group for its final investment for improvements required under the Food and Beverage Concession Agreement covering the term 2009 to 2018.

### **ADJOURNMENT**

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

Jennifer E. Norris  
Executive Secretary