

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

**Thursday, February 14, 2002**

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, February 14, 2002, in the Trustees' Board Room, War Memorial Opera House, President Horn presiding.

**ROLL CALL**

Present: President Horn, Vice President Jarman, Trustee Bashford, Trustee Farrow, Trustee Haas, Trustee Leones, Trustee Moscone, Trustee Shultz;  
Absent: Trustee Balianz, Trustee Bechtle, Trustee Roth.

**APPROVAL OF MINUTES**

President Horn called for approval of the minutes of the January 10, 2002 regular meeting of the Board. On motion of Trustee Haas, seconded by Trustee Moscone, the minutes were unanimously approved.

**PRESIDENT'S REPORT**

**Ballet Opening:** President Horn reported that the San Francisco Ballet opened its 2002 Repertory Season in the Opera House on January 30, with a special performance and opening night festivities. On behalf of the Trustees, he congratulated the Ballet on a superb opening night, and extended best wishes for a successful Repertory Season.

**Committee Assignments for 2002:** President Horn stated that Trustees have received the list of Board Committee assignments for 2002, and he confirmed that assignments remain the same as in 2001.

**MANAGING DIRECTOR'S REPORT**

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

**RESOLUTION NO. 02-04**

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**

JS Touring Jerry Seinfeld (two shows per night)	June 7 & 8, 2002	\$6,000.00 vs. 10% \$14,000.00 maximum
San Francisco Korean Master Chorale 25th Anniversary Concert	January 4, 2003	\$1,500.00 vs. 10% \$3,500.00 maximum
San Francisco Girls Chorus Annual Holiday Concert	December 23, 2002	\$1,500.00 vs. 10% \$3,500.00 maximum

**HERBST THEATRE**

San Francisco Police Department Swearing-In Ceremony	March 6, 2002	\$400.00
Nan Hai Arts Center Chinese National Chamber Music Concert	March 10, 2002	\$525.00
Synergy School Synergy School Spring Concert	March 20 & 21, 2002	\$800.00
Maria-Elena James Induction of Superior Court Judge Newton J. Lam	March 28, 2002	\$400.00
Okinawan Dance Classical Japanese Dance Concert	September 28, 2002	\$525.00
Q Production Papillon II (Patti Austin & Francis Yip)	May 27 & 28, 2002	\$2,000.00
Frameline San Francisco International Lesbian & Gay Film Festival	June 13-15, 17-19 & 23-29, 2002	\$7,875.00
City Arts & Lectures David Byrne & Dave Eggers	April 8, 2002	\$525.00
CA College of Podiatric Medicine Class of 2002 Graduation Ceremony	May 24, 2002	\$525.00
International High School of FAIS Graduation Ceremony	June 7, 2003	\$525.00
42nd Street Moon Rehearsal & six performances of "A Connecticut Yankee"	August 17-25, 2002	\$5,625.00

**Additional Rental Requests:** Ms. Murray requested approval of additional rental requests as submitted. On motion of Trustee Shultz, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 02-05

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 Spring Season 2002	May 13 - July 7, 2002	\$44,550.00
Patina Seated dinner for 125 in Opera House Lobby	April 19, 2002	\$850.00

**LOUISE M. DAVIES SYMPHONY HALL**

Patina Lowell High School 20th Reunion in Orchestra Level Lobby	August 24, 2002	\$850.00
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**HERBST THEATRE**

Flashforward, Inc. Flashforward 2002	April 1-3, 2002	\$2,250.00
ACDPU (Advisory Council on Democratic & Peaceful Reunification of Korea) KU-AM Treaty Concert	June 9, 2002	\$525.00

**SECRETARY'S REPORT**

**Revenue, Appropriations and Building Projects Report for January 2002:** Ms. Murray referred to the revenue, appropriations, and status of building projects reports for January 2002, and requested a resolution to approve January 2002 housekeeping expenditures as submitted. On motion of Trustee Moscone, seconded by Trustee Farrow, the following resolution was unanimously adopted:

RESOLUTION NO. 02-06

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Orders Nos. POWM1168 through POWM1188 are hereby approved.

**Statement of Economic Interests:** Ms. Murray stated that annual Statement of Economic Interests forms will be mailed to Trustees in the next two weeks, and that Trustees must file completed forms with the Ethics Commission by April 1, 2002. She reported that the Ethics Commission will present a workshop for

members of City boards and commissions on Monday, February 25, from 10 a.m. to 12 noon at Room 408, City Hall, to review disclosure requirements and answer questions.

### **COMMITTEE REPORTS**

**Budget and Finance Committee:** Trustee Bashford reported for Chair Roth that the Budget and Finance Committee met on February 8, 2002, to consider two items relating to the War Memorial's Departmental Budget for Fiscal Year 2002-03.

**Rental Rate Increases for Fiscal Year 2002-03:** Trustee Bashford reported that the Committee reviewed rental rate increases as proposed by staff. Most of the proposed increases range from 5-15%, with several larger increases for rental uses which have higher direct cost to the War Memorial, and rental uses by for-profit or commercial organizations. Trustee Bashford stated this is only the second rental rate increase in the past 10 years, the last increase occurring in 1997-98. He noted that the growth in the War Memorial's annual hotel tax allocation has enabled us to operate with only very periodic and moderate rental rate increases, despite annual cost increases for salaries, services, supplies and utilities. Trustee Bashford stated the Committee also received and reviewed a request from the San Francisco Opera that rental rate increases for their uses of the Opera House and Zellerbach Rehearsal Hall be delayed until January 1, 2003 and April 1, 2003 respectively, due to the Company's current financial situation. Trustee Bashford reported that following discussion, the Committee voted unanimously to recommend to the full Board that the rental rate increases for Fiscal Year 2002-03 as proposed by staff be approved.

**Fiscal Year 2002-03 Departmental Budget:** Trustee Bashford reported that the Committee reviewed staff's proposed Departmental Budget for Fiscal Year 2002-03. Total revenue of \$10,546,989 is projected from two sources: hotel tax allocation of \$9,039,356 and earned revenue, including rental rate increases, of \$1,507,633. Trustee Bashford stated that the proposed operating budget of \$8,837,454 provides for the continuation of current operations and services, and includes cost of living increases in salaries, services and supplies and other expenditure adjustments based on current-year actual costs. The Committee also reviewed staff's recommended capital budget totaling \$1,673,500, including annual routine facilities maintenance and funding for three capital projects. Proposed operating and capital expenditures total \$10,510,954, providing a balanced budget for FY 2002-03. Trustee Bashford reported that following discussion, the Committee voted unanimously to recommend to the full Board that the War Memorial's Fiscal Year 2002-03 Departmental Budget as proposed by staff be approved.

Trustee Bashford moved that the report and recommendation of the Budget and Finance Committee be adopted, and that the War Memorial Departmental Budget for FY 2002-03, including FY 2002-03 rental rate increases, be approved as submitted. The motion was seconded by Trustee Farrow, and the following resolution was unanimously adopted:

#### **RESOLUTION NO. 02-07**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby adopts the report and recommendation of its Budget and Finance Committee, and approves the War Memorial Departmental Budget for FY 2002-03, including FY 2002-03 rental rate increases, as proposed by staff.

## REGULAR ITEMS

**Request from Alexander Hamilton Post - Veterans Building Lobby Display:** President Horn stated that Trustees have received a copy of the letter with attachments from Arch Wilson, Judge Advocate of the Alexander Hamilton Post of the American Legion, requesting permission to install a photographic display of veterans with their pets in the Veterans Building main lobby from March 8 - 21, 2002. President Horn noted that a request from an individual American Legion post would normally first be considered and approved by the American Legion War Memorial Commission before being considered by the War Memorial Board of Trustees. However, because the Commission does not meet until February 19, and to accommodate the proposed display schedule, the Alexander Hamilton Post has requested the Trustees' consideration and approval of this matter in advance of the Commission, subject to the Commission's approval on February 19. Mr. Arch Wilson of the Alexander Hamilton Post introduced Nancy Crowe, the photographer's wife, who presented several samples of the photographs to be displayed and furnished additional information about the exhibit. Following discussion, and on motion of Trustee Shultz, seconded by Trustee Haas, the following resolution was unanimously adopted:

### RESOLUTION NO. 02-08

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby approves the request of the Alexander Hamilton Post to install a photographic display of veterans with their pets in the Veterans Building main lobby from March 8 – 21, 2002, subject to approval of the American Legion War Memorial Commission at its meeting on February 19, 2002.

**Veterans Building Seismic Upgrade and Renovation Program Proposal - Preliminary Conceptual Plans:** President Horn informed Trustees that during the next month, the Board's Ad Hoc Committee on Veterans Building Planning will resume hearings on plans for the future of the Veterans Building. He provided a brief presentation of preliminary conceptual plans, noting some re-programming of space to more efficiently and effectively meet present and future space needs of the San Francisco Posts of the American Legion, as well as to provide expanded public programs consistent with the purposes of the War Memorial Trust, both increasing public use of the building and generating necessary revenue. President Horn stated that the Board's Ad Hoc Committee will be discussing and considering Veterans Building plans in detail as well as project cost information and funding alternatives, working towards our target of putting forward a bond program proposal to the voters at the November 2002 election.

## ADJOURNMENT

There being no further business, President Horn adjourned the meeting at 2:35 p.m.

Gregory P. Ridenour  
Executive Secretary