

MINUTES

WAR MEMORIAL BOARD OF TRUSTEES

REGULAR MONTHLY MEETING

Thursday, May 8, 2003

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, May 8, 2003, in the Trustees' Board Room, War Memorial Opera House, President Jarman presiding.

ROLL CALL

Present: President Jarman, Vice President Bashford, Trustee Bechtle, Trustee Farrow, Trustee Haas, Trustee Horn, Trustee Moscone, Trustee Shultz;

Absent: Trustee Balianz, Trustee Leones.

APPROVAL OF MINUTES

President Jarman called for approval of the minutes of the April 10, 2003 regular meeting of the Board. On motion of Trustee Farrow, seconded by Trustee Bechtle, the minutes were unanimously approved.

PRESIDENT'S REPORT

Conclusion of Ballet Repertory Season: President Jarman reported that the San Francisco Ballet will conclude its 2003 Repertory Season on May 11. On behalf of the Board, President Jarman extended congratulations to the Ballet for a tremendously successful and enjoyable season.

San Francisco Opera Summer Season: President Jarman reported that the San Francisco Opera will return to the Opera House to present the summer portion of its 2002-03 season from June 7 through July 6. On behalf of the Board, he extended best wishes to the Opera for a successful summer season.

San Francisco Symphony on Tour: President Jarman reported that the San Francisco Symphony is currently in Dublin, Ireland, as part of its European tour. He noted that the Symphony will perform 15 concerts in 10 major European cities before returning to San Francisco on May 26. On behalf of the Board, President Jarman extended best wishes to the Symphony for a successful tour.

MANAGING DIRECTOR'S REPORT

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

RESOLUTION NO. 03-16

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

Nan Hai Arts Center Dai Yu Qiang, tenor	October 12, 2003	\$1,650.00 vs. 10% \$5,000.00 maximum
San Francisco Performances Richard Goode, piano	March 21, 2004	\$1,650.00 vs. 10% \$3,850.00 maximum

HERBST THEATRE

French American School Graduation Ceremony	June 4, 2004	\$575.00
Pacific Chamber Symphony 2004 Season	January 13, 2004 February 24, 2004 March 23, 2004 April 27, 2004 May 25, 2004	\$2,875.00
Friends & Foundation of SF Public Library 2003-04 Season	September 29, 2003 October 1, 7, 22, 29, 2003 November 6, 12, 17, 2003	\$4,600.00
Filipino American Arts Exposition Search for Ms. Flawless 2003	September 13, 2003	\$575.00
Comite Mexicano Civico Patriotico Mexican Independence Celebration	September 15, 2003	\$575.00
Filipino American Nat'l Historical Society Free screening of documentary film "The Untold Story"	August 2, 2003	\$450.00
Radio Seoul Classical Korean Ballet	June 11, 2003	\$1,000.00
San Francisco Performances 2003-04 Season	October 3, 4, 9, 28, 30, 2003 November 2, 16, 23, 28, 2003 December 2, 5, 13, 2003 January 10, 14, 20, 24, 26, 27, 29, 31, 2004 February 6, 7, 12, 14, 15, 21, 22, 28, 2004 March 6, 9, 13, 16, 20, 2004 April 17, 2004 May 8, 23, 2004	\$21,150.00

Additional Rental Requests: Ms. Murray reported that additional rental requests include a request from the Bataan Post #600 of the American Legion to use Herbst Theatre on May 17, 2003, for a ceremony honoring Marine Lance Corporal Santamaria, the 21-year old immigrant from the Philippines who was recently sworn in as a U.S. citizen. She noted that this request is accompanied by a letter to the Board from the American Legion War Memorial Commission, requesting that the rental fee be waived for this use of Herbst Theatre. Ms. Murray stated that approval of a rental fee waiver for this veterans' ceremony would be consistent with the Board's prior practice concerning rental fee waivers. Ms. Murray requested approval of additional rental requests as submitted, and on motion of Trustee Farrow, seconded by Vice President Bashford, the following resolution was unanimously adopted:

RESOLUTION NO. 03-17

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

LOUISE M. DAVIES SYMPHONY HALL

Merv Griffin Productions Camp Okizu Benefit	October 19 & 20, 2003	\$3,300.00 vs. 10% \$6,650.00 maximum
--	-----------------------	--

HERBST THEATRE

Brindavan Gurukul, Inc. Krishna's Flute – A Bansuri Concert	October 18, 2003	\$1,000.00
Flashforward Flashforward 2004 Conference	March 2-5, 2004	\$4,000.00
Women's Educational Media Film Premiere as part of the Respect for All Project	October 21, 2003	\$575.00
Bataan Post #600 of the American Legion Ceremony honoring Marine Lance Corporal O. J. Santamaria	May 17, 2003	Rental fee waived

SECRETARY'S REPORT

Revenue, Appropriations and Building Projects Reports for April 2003: Mr. Ridenour referred to the revenue, appropriations, and status of building projects reports for April 2003, and requested a resolution to approve April 2003 housekeeping expenditures as submitted. On motion of Trustee Farrow, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 03-18

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM030359 through WM030392 and Revenue Transfer No. JEAT03001727 are hereby approved.

COMMITTEE REPORTS

Presentors Liaison Committee:

Renewal of Agreement with Restaurant Associates/Patina Catering for Food and Beverage

Concession and Catering Services: Trustee Shultz reported that the Presentors Liaison Committee met earlier today to consider the proposal from Restaurant Associates/Patina Catering to renew its agreement with the War Memorial and Performing Arts Center for food and beverage concession and catering services, for a five-year period from September 1, 2003 through August 31, 2008. Trustee Shultz reported that the Committee reviewed materials provided by staff, including a comparative outline of business terms in the current agreement and in the proposed renewal agreement, and a report of Patina's annual food and beverage sales and associated rent payments to the War Memorial for the five-year period of the current agreement. Ms. Murray outlined proposed changes to business terms in the renewal agreement, including: additional catering exemption categories; Patina's investment of \$100,000 for improvements to food and beverage facilities and furnishings; and the addition of a 5% commission rent to the War Memorial for Patina's off-site catering sales when War Memorial premises are used to support off-site catering services.

Trustee Shultz noted that prior to the Committee meeting, staff met with licensee representatives concerning the proposed agreement renewal, and provided copies of the materials reviewed by the Committee to each of the Opera, Symphony and Ballet. She stated that the Committee heard from Mr. Ed Sirhal, Senior Vice President of Restaurant Associates, and Mr. Paul Potvin, Chief Financial Officer for the Patina Group, as well as from a representative of the San Francisco Symphony.

Trustee Shultz reported that following discussion, the Committee voted unanimously to recommend that the full Board approve renewal of the agreement between the War Memorial and Restaurant Associates/Patina Catering as proposed. On motion of Trustee Shultz, seconded by Trustee Horn, the following resolution was unanimously adopted.

RESOLUTION NO. 03-19

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 renewal of its agreement with Restaurant Associates/Patina Catering for food and beverage concession and catering services, for a five-year period from September 1, 2003 through August 31, 2008, including modifications to agreement terms as submitted by staff.

MISCELLANEOUS CORRESPONDENCE

Letter – Davies Symphony Hall Handrail Installation: President Jarman referred to a letter to the Board from Genelle Relfe urging the Trustees to move forward its plans to install additional handrails in the auditorium of Davies Symphony Hall from 2004 to 2003. Ms. Murray stated that the Board approved capital funding of \$175,000 in the War Memorial's 2003-04 budget request, for fabrication and installation of additional handrails in the terrace, loge, first tier and second tier seating sections of Davies Symphony Hall. She said that because final approval of the FY 2003-04 budget will not occur until July 31, 2003, the War Memorial cannot authorize the Department of Public Works-Bureau of Architecture to

initiate work on contract specifications and documents until August 1, 2003. Ms. Murray stated that while actual handrail installation is tentatively scheduled for the summer of 2004, any opportunity to implement the project sooner will be taken. President Jarman asked staff to respond accordingly to Mrs. Relfe's letter.

Letter from American Legion War Memorial Commission – Veterans Building Space Allocation:

President Jarman stated that Trustees have received a copy of the letter from Joe Aquino, Chair of the American Legion War Memorial Commission, stating that the Commission voted unanimously to support the proposal of the American Legion Cathay Post #384 to establish a Chinese-American veterans memorial museum in the Veterans Building. Mr. Aquino invites discussion, suggestions and dialog regarding use of Veterans Building space before the expiration of the current agreement between the War Memorial Commission and War Memorial Board of Trustees in September 2003.

President Jarman referred Mr. Aquino's letter, as well as the matter of renewal of the agreement between the Board of Trustees and the American Legion War Memorial Commission to the Board's Budget & Finance and Veterans Committees. He asked the Committees to meet in joint session during the next few months so as to provide a report and recommendations to the full Board in September 2003.

ADJOURNMENT

There being no further business, President Jarman adjourned the meeting at 2:40 p.m.

Gregory P. Ridenour
Executive Secretary