

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR MONTHLY MEETING

Thursday, June 12, 2003

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, June 12, 2003, in the Trustees' Board Room, War Memorial Opera House, Vice President Bashford presiding.

ROLL CALL

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

Absent: President Jarman, Trustee Balianz, Trustee Leones, Trustee Moscone.

APPROVAL OF MINUTES

Vice President Bashford called for approval of the minutes of the May 8, 2003 regular meeting of the Board. On motion of Trustee Shultz, seconded by Trustee Farrow, the minutes were unanimously approved.

PRESIDENT'S REPORT

Black & White Ball: Vice President Bashford acknowledged that many Trustees attended the San Francisco Symphony's bi-annual Black & White Ball on Saturday, May 31, which took place in the Civic Center including several of the War Memorial and Performing Arts Center buildings. He stated that this year's Ball was attended by over 10,000 people, all of whom appeared to thoroughly enjoy themselves. On behalf of the Board of Trustees, Vice President Bashford extended congratulations to the Symphony for yet another successful Black & White Ball.

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 Horn, seconded by Trustee Farrow, the following resolution was unanimously adopted:

RESOLUTION NO. 03-20

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

Goldman Environmental Foundation Prize Awards Ceremony and Youth Reception	April 19, 2004	\$4,800.00
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LOUISE M. DAVIES SYMPHONY HALL

American Himalayan Foundation An evening with the Dalai Lama	September 5, 2003	\$1,650.00 vs. 10% \$3,850.00 maximum
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San Francisco Jazz Festival Keith Jarrett Recital	November 9, 2003	\$1,650.00 vs. 10% \$3,850.00 maximum
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Sacred Heart School "Music is Our Life" Student Choral Concert	March 26, 2004	\$1,650.00 vs. 10% \$3,850.00 maximum
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HERBST THEATRE

Dance for Power Chinese Performing Arts for Children Ballet Folklorico Mexicano	January 22, 2004 March 30, 2004	\$1,200.00
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Kinsey Sicks "The Kinsey Sicks: Get Off Your Fat Ass and See Our Show"	July 19 & 26, 2003	\$2,000.00
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Chinese American International School Chinese American International School Choral Concert	September 7, 2003	\$575.00
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City Arts and Lectures Social Studies 2003	September 17, 30, 2003 October 8, 15, 20, 27, 2003 November 10, 13, 18, 2003 December 3, 2003	\$5,750.00
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Additional Rental Requests: Ms. Murray requested approval of additional rental requests as submitted. On motion of Trustee Shultz, seconded by Trustee Haas, the following resolution was unanimously adopted:

RESOLUTION NO. 03-21

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

HERBST THEATRE

Persian Center From Iran to Argentine	September 14, 2003	\$575.00
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Melody Chorus Society Summer Melody 2003	August 17, 2003	\$575.00
Department of Public Health PIC Substance Abuse Counselor Wellness Conference	November 19, 2003	\$450.00
New Century Chamber Orchestra 2003-2004 Concerts	October 11, 2003 January 13, 2004 March 13, 2004 May 1, 2004	\$2,300.00

FY 2003-04 Budget Request – Status Report: Ms. Murray noted that at the March meeting, the Board of Trustees approved the War Memorial department’s budget request for FY 2003-04; the Board also authorized staff to submit a letter to the City Controller protesting certain “City Overhead” charges being assessed to the War Memorial in the 2003-04 budget under the Countywide Cost Allocation Plan. She stated that the original City Overhead assessment to the War Memorial for FY 2003-04 of \$547,159 represented an increase of \$245,110 or 81% over the current-year assessment of \$302,049, almost the entire increase due to overhead charges made by the Department of Public Works-Bureau of Building Repair. Ms. Murray reported that on March 18, staff submitted a letter to the Controller protesting certain DPW overhead charges, and on May 12, the Controller responded by reducing DPW overhead charges by \$91,031. She stated that the revised City Overhead assessment for FY 2003-04 of \$456,128 still represents an increase of \$154,079 or 51% over the current year assessment, and still includes DPW overhead charges which staff feels are unjustified. Ms. Murray noted that the Controller did agree to further review DPW’s overhead procedures prior to next year’s budget.

Ms. Murray stated that the War Memorial’s budget request for FY 2003-04, including the City Overhead adjustment, was approved by the Mayor on June 1, and submitted to the Board of Supervisors for review. She said that the Supervisors’ Budget Committee is currently holding budget hearings, and will approve the final FY 2003-04 budget by July 31, 2003.

SECRETARY’S REPORT

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

RESOLUTION NO. 03-22

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM030419 through WM030448 and Revenue Transfer No. JEEN03002109 are hereby approved.

REGULAR ITEMS

Renewal of Agreement with City Box Office: Ms. Murray reported that the War Memorial's agreement with City Box Office for Herbst Theatre Box Office and Ticket Sales Services, is scheduled to expire on August 31, 2003. She noted that the current five-year agreement provides that the War Memorial may, at its sole discretion, exercise options to extend the agreement on substantially the same terms and conditions for additional periods of no less than one year and no more than five years, subject to mutual agreement of the parties. She stated that City Box Office has notified the War Memorial of its desire to extend the agreement for an additional period of up to five years, and is submitting an extension proposal to the staff. Vice President Bashford referred this matter to the Board's Presentors Liaison Committee, and asked that the Committee meet during the next two months and provide a recommendation to the full Board at the August meeting.

MISCELLANEOUS CORRESPONDENCE

Letter from Cathay Post of American Legion – Proposed Museum in Veterans Building: Ms. Murray stated that Trustees have received a copy of the letter from Mr. Bok Pon, Commander of the Cathay Post #384 of the American Legion, submitting the Post's preliminary business plan to establish a Chinese American veterans memorial museum in the Veterans Building. She noted that at last month's meeting, President Jarman acknowledged a letter from the Chair of the American Legion War Memorial Commission, stating that the Commission voted unanimously to support the Cathay Post's proposal to establish a museum in the Veterans Building and inviting discussion regarding use of Veterans Building space before the expiration of the current agreement between the Board of Trustees and the Commission in September 2003. President Jarman referred Mr. Aquino's letter, as well as the matter of renewal of the agreement between the Board and Commission, to the Board's Budget & Finance and Veterans Committees. Vice President Bashford directed that the Cathay Post's letter be forwarded to the Budget & Finance and Veterans Committees for their reference and consideration on the previously referred matter.

ADJOURNMENT

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

Gregory P. Ridenour
Executive Secretary