

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR MONTHLY MEETING

Thursday, October 9, 2003

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, October 9, 2003, in the Trustees' Board Room, War Memorial Opera House, President Jarman presiding.

ROLL CALL

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

APPROVAL OF MINUTES

President Jarman called for approval of the minutes of the September 11, 2003 regular meeting of the Board. On motion of Trustee Horn, seconded by Trustee Shultz, the minutes were unanimously approved.

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

RESOLUTION NO. 03-35

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 Ballet	Nov. 25, 2003- May 9, 2004	\$150,000.00
Nutcracker 2003		
Repertory Season 2004		

LOUISE M. DAVIES SYMPHONY HALL

San Francisco Symphony	February 1 – May 31, 2004	\$122,425.00 vs. 10%
2003-2004 Season (Partial)		\$137,825.00 maximum

HERBST THEATRE

John A. O'Connell High School Graduation Ceremony	June 9, 2004	\$450.00
Parade of Youth Alumni Association Celebration of Life: Giving Thanks, By Giving Back	November 26, 2003	\$575.00
San Francisco Chamber Orchestra New Year's Celebration	January 2, 2004	\$1,050.00
Mozart's Birthday Celebration	February 8, 2004	
Century Pacific Cultural Productions Mainacht	August 21, 2004	\$575.00

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

RESOLUTION NO. 03-36

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

Heritage Education & Festivals, LLC The National Invitational Choral Festival – Festival of Gold	March 29, 2004	\$5,000.00
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HERBST THEATRE

Esalen Institute "John Cleese's Life & Times"	February 11, 2004	\$575.00
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Fiscal Year 2003-04 Budget: Ms. Murray referred to her report at the August meeting of the Board on the status of the War Memorial department's budget for Fiscal Year 2003-04. She recapped that the final 2003-04 budget approved by the Board of Supervisors provided that the War Memorial's hotel tax revenue allocation for 2003-04 would be reduced by \$4.4 million and re-appropriated to the City's General Fund. To offset this \$4.4 million revenue reduction, the War Memorial has had to de-fund \$4.4 million from its prior-year capital project appropriation for necessary Veterans Building improvements, and reallocate these funds to cover 2003-04 operating costs. Ms. Murray stated that following her report at the August meeting, the Board of Trustees adopted a resolution directing that a letter be sent to the Board of Supervisors strongly objecting to the \$4.4 million revenue reduction in the War Memorial's 2003-04 budget, and noting the impact of this reduction on the department.

Ms. Murray stated that Trustees were mailed a copy of her September 24, 2003 letter to Mayor Brown, the Board of Supervisors and the Controller, in which she advised that the 2003-04 budget as adopted by the Board of Supervisors is not adequate for the War Memorial to meet service levels as proposed to the Board of Supervisors or to properly carry out its responsibilities as a charitable trust department, as

provided in Charter Section 5.101, to maintain, operate, manage, repair and reconstruct the War Memorial buildings and grounds. Enclosed with her letter was a copy of the resolution adopted by the Trustees at the August meeting, strongly objecting to the \$4.4 million reduction in the War Memorial's 2003-04 hotel tax revenue allocation, noting the serious impact of this reduction, and requesting that the Board of Supervisors advise the War Memorial of alternative/replacement funding sources that can be made available to implement critical Veterans Building safety improvements. Ms. Murray reported that her September 24 letter was included in the petitions and communications submitted to the Board of Supervisors at its meeting on October 7, 2003, and was forwarded to the Supervisors' Budget Committee. She stated that she understands the City Controller plans to present a letter to the Supervisors' Budget Committee reporting on budget issues of those departments who have advised that 2003-04 funding levels are insufficient for their operations. Ms. Murray said she would keep the Trustees informed of further communications and discussion on this matter.

SECRETARY'S REPORT

Revenue, Appropriations and Status of Building Projects Reports for September 2003: Ms. Murray referred to the Revenue, Appropriations, and Status of Building Projects Reports for September 2003, and requested a resolution to approve September 2003 housekeeping expenditures as submitted. On motion of Trustee Haas, seconded by Trustee Leones, the following resolution was unanimously adopted:

RESOLUTION NO. 03-37

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM040115 through WM040149 are hereby approved.

GOOD AND WELFARE

Ms. Murray stated that Trustee Balianz has asked that her apologies be conveyed to the Board for her recent absences from meetings due to health problems. She noted that Trustee Balianz has kept in contact with the War Memorial office and looks forward to returning to meetings as soon as possible. On behalf of the Trustees, President Jarman extended best wishes to Trustee Balianz for a speedy recovery.

PUBLIC COMMENT

Davies Symphony Hall – Handrail Installation: Mrs. Genelle Relfe, a San Francisco Symphony patron, addressed the Board regarding plans to install additional handrails in auditorium areas of Davies Symphony Hall. She acknowledged that the War Memorial included capital funding of \$175,000 for this project in its 2003-04 budget, and that the handrail installation is currently scheduled to be implemented in the summer of 2004. Mrs. Relfe expressed concern about recent and continuing patron falls and near-falls on auditorium stairs, and requested the Board's help in expediting the handrail installation, perhaps during the two-week period in March 2004 when the Symphony will be on tour.

Ms. Murray reported that immediately following final approval of this capital funding in the War Memorial's 2003-04 budget, staff began working with the Department of Public Works-Bureau of Architecture on the handrail project, with project construction planned to occur during the summer of 2004. She stated that the Bureau and War Memorial are currently developing project specifications,

which are varied and complex due to the different installation requirements for each seating section. Ms. Murray said that based on the estimated time required for the contract bid and award process and the contractor's pre-construction manufacturing of handrails, it would be all but impossible to move project construction forward by 4-5 months to March 2004. She stated that staff will be meeting next week with the representatives of the Bureau of Architecture and Purchasing department, and will discuss any and all possibilities that might allow for earlier or phased implementation of the project, and will report back to the Trustees at the November meeting.

ADJOURNMENT

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

Gregory P. Ridenour
Executive Secretary