

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR MONTHLY MEETING

Thursday, January 8, 2004

The Board of Trustees of the War Memorial of San Francisco met in regular session at 1:15 p.m. on Thursday, January 8, 2004, 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 Leones, Trustee Moscone, Trustee Reynolds;

Absent: Trustee Balianz, Trustee Shultz.

Staff Present: Elizabeth Murray, Managing Director
Gregory P. Ridenour, Assistant Managing Director/Executive Secretary

APPROVAL OF MINUTES

President Jarman called for approval of the minutes of the December 11, 2003 regular meeting of the Board. On motion of Trustee Farrow, seconded by Trustee Moscone, the minutes were unanimously approved.

PRESIDENT'S REPORT

Opening of Ballet Repertory Season: President Jarman reported that the San Francisco Ballet will open its 2004 Repertory Season on January 28, with a special performance and opening night festivities. On behalf of the Board, President Jarman extended best wishes to the Ballet for a successful season.

Committee Assignments for 2004: President Jarman stated that Trustees have received the list of Board committee assignments for 2004, noting that assignments remain the same as in 2003. He invited Trustees to contact him if they wish to serve on alternate or additional committees.

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

RESOLUTION NO. 04-01

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

HERBST THEATRE

Asian American Theatre Company AATC 20 th Anniversary Black Tee	February 27, 2004	\$575.00
Veterans for Peace “Behind Every Terrorist – There is a Bush” A multi-media comedy event	February 1, 2004	\$575.00
Veterans for Peace San Francisco International Inquiry into 9-11	March 26, 27 & 28, 2004	\$1,725.00
Congregation Sha’ar Zahaz High Holiday Services	September 15-16 & 24-25, 2004	\$2,300.00
KAMSA Annual Debut Recital	November 14, 2004	\$575.00
42nd Street Moon Annual Gala	June 28, 2004	\$575.00
Bay Area Performing Arts Classical Indian Musical Concert	October 24, 2004	\$1,000.00
2004 SF District Attorney Inaugural Committee District Attorney Swearing-in Ceremony	January 8, 2004	\$450.00
Thomas E. Horn Bob Ross Memorial Service	January 11, 2004	\$450.00
Showtime Networks, Inc. Screening of “The L-Word”	January 13, 2004	\$1,000.00

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

RESOLUTION NO. 04-02

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

HERBST THEATRE

Lisa Geduldig – KungPao Kosher Comedy The Politics of Comedy	October 9, 2004	\$1,000.00
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Renegades Association of California Loud Music Symposium	April 25, 2004	\$575.00
San Francisco Jazz Festival SF JAZZ High School Jazz Ensemble Concert	May 25, 2004	\$575.00
Sacred Heart Cathedral Preparatory Rehearsal and Performance of "A Tribute to Broadway"	May 5 & 6, 2004	\$1,150.00

Power Outage – December 20-21, 2003: Ms. Murray reported on the impact of the recent San Francisco power outage on the War Memorial and Performing Arts Center. She stated that for 30 hours, from 6:00 p.m. on Saturday, December 20, through 12:00 Midnight on Sunday, December 21, 2003, there was no electrical power in the Veterans Building, and all Opera House electric service—except for the new stage/theatrical panel installed during the 1996-97 renovation—was lost. She said that the power outage did not affect Davies Symphony Hall or Zellerbach Rehearsal Hall.

Ms. Murray stated that because the power outage occurred after the Opera House was open for the Ballet's Saturday evening "Nutcracker" performance, it was determined to proceed with the performance with the limited available stage power, as emergency lighting in the lobbies was sufficient for patrons to exit. When power was not restored by Sunday morning, it was necessary to cancel the Ballet's 12:00 Noon "Nutcracker" performance, as patron facilities and services including lower lounge restrooms and elevators were not operational, and the fire alarm system was intermittently malfunctioning. Ms. Murray stated that staff was in contact with PG&E during the course of the power outage, and on Sunday afternoon, PG&E agreed to bring a truck-mounted generator to the Opera House hoping to provide sufficient power for critical facilities and services to allow the Ballet's 5:00 p.m. "Nutcracker" performance to take place. She said that although the generator hook-up had not been completed by 4:30 p.m., the War Memorial and Ballet decided to allow patrons into the Opera House and start the performance. Ms. Murray stated that the generator hook-up was completed—successfully restoring power for restroom use and lobby lighting—just 90 seconds before the performance intermission.

Ms. Murray noted that it was also necessary to cancel the Herbst Theatre performance scheduled for the evening of Sunday, December 22, due to the power outage. Fortunately, the licensee was agreeable to rescheduling the performance for the following evening on Monday, December 22.

Ms. Murray stated that the total of losses incurred by the War Memorial due to the power outage was \$7,500.00, consisting primarily of staff overtime costs and including lost Opera House rental and concession income and the cost for debris box rental to accommodate scavenger service. She noted that all loss information has been provided to the Office of the City Attorney.

Ms. Murray stated that various War Memorial staff worked up to 13 hours on Saturday and Sunday to coordinate emergency operations and work with PG&E on the temporary power hook-up, including Building & Grounds Superintendent Jim West, Chief Engineer Gary vonRennekampff, Electrician Lyn Shimizu, Stage Electricians Tim Purcell and John Bott, as well as Greg Ridenour and herself. She said that the extraordinary efforts of War Memorial and Ballet staffs minimized the impact of the power outage and allowed us to successfully and safely accommodate two Opera House performances during the power outage.

Following discussion, and on motion of Vice President Bashford, seconded by Trustee Farrow, the following resolution was unanimously adopted:

RESOLUTION NO. 04-03

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it recognizes the extraordinary effort and amazing performance of the War Memorial staff during the December 20-21, 2003 power outage, and thanks and commends its staff for their outstanding and dedicated service to the War Memorial, its licensees and to the patrons of the Performing Arts Center facilities.

SECRETARY' REPORT

Revenue, Appropriations and Status of Building Projects Reports for December 2003: Mr. Ridenour referred to the Revenue, Appropriations, and Status of Building Projects Reports for December 2003, and requested a resolution to approve December 2003 housekeeping expenditures as submitted. On motion of Trustee Bechtle, seconded by Trustee Farrow, the following resolution was unanimously adopted:

RESOLUTION NO. 04-04

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM040240 through WM040271 are hereby approved.

PUBLIC COMMENT

Mr. Wallace Levin, County Veterans Service Officer, Veterans Affairs Commissioner and Commander of San Francisco Post 244 of the American Legion, thanked the War Memorial Board and staff for its outstanding work during the past year.

ADJOURNMENT

There being no further business, President Jarman adjourned the meeting at 1:40 p.m.

Gregory P. Ridenour
Executive Secretary