

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR MONTHLY MEETING

Thursday, February 12, 2004

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, February 12, 2004, in the Trustees' Board Room, War Memorial Opera House, Vice President Bashford presiding.

ROLL CALL

Present: Vice President Bashford, Trustee Farrow, Trustee Haas, Trustee Horn, Trustee Leones, Trustee Moscone, Trustee Reynolds;

Absent: President Jarman, Trustee Balianz, Trustee Bechtle, Trustee Shultz.

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

APPROVAL OF MINUTES

Vice President Bashford called for approval of the minutes of the January 8, 2004 regular meeting of the Board. On motion of Trustee Horn, seconded by Trustee Farrow, the minutes were unanimously approved.

PRESIDENT'S REPORT

Opening of Ballet Repertory Season: Vice President Bashford reported that the San Francisco Ballet celebrated the opening of its 2004 Repertory Season on January 28, with a gala opening night performance and festivities. The Ballet's season of 8 programs will begin on February 3, and continue through May 9. On behalf of the Board, Vice President Bashford extended best wishes to the Ballet for a successful season.

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. 04-05

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

Crystal Children's Choirs	July 11, 2004	\$1,650.00 vs. 10% \$3,850.00 maximum
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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
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San Francisco Jazz Festival SF JAZZ High School Jazz Ensemble Concert	May 25, 2004	\$575.00
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Sacred Heart Cathedral Preparatory Rehearsal and Performance of "A Tribute to Broadway"	May 5 & 6, 2004	\$1,150.00
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Melody of China Chinese Musical Presentation	May 16, 2004	\$575.00
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Ali Akbar College of Music Sacred Drums of India	October 16, 2004	\$575.00
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Filipina Women's Network The Vagina Monologues (V-Day San Francisco)	March 30, 2004	\$575.00
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KAMSA Charity Concert featuring famous Korean singer	July 17, 2004	\$575.00
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City Arts and Lectures Garrison Keillor & Gary Snyder	May 11, 2004	\$575.00
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New Century Chamber Orchestra 2004-05 Season	September 18, 2004 December 18, 2004 February 5, 2005	\$1,725.00
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Chamber Music San Francisco Beaux Arts Trio	April 10, 2005	\$575.00
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City Arts & Lectures David Mamet	February 23, 2004	\$575.00
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City Arts & Lectures Elaine May	May 10, 2004	\$575.00
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Additional Rental Requests: Ms. Murray reported that additional rental requests are routine and requested their approval. On motion of Trustee Moscone, seconded by Trustee Farrow, the following resolution was unanimously adopted:

RESOLUTION NO. 04-06

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

Presidio Performing Arts Foundation Dancing Across Cultures Two dance performances for student audiences	April 5, 2004	\$1,650.00
Persian Arts Heritage Foundation Rehearsal and 2 performances of Zal & Rudابه as performed by the Sarasota Ballet	January 6 – 8, 2005	\$6,000.00 vs. 10% \$10,000.00 maximum

HERBST THEATRE

Symphony Parnassus 2004-05	October 31, 2004 January 23, 2005 June 12, 2005	\$1,800.00
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SECRETARY'S REPORT

Revenue, Appropriations and Status of Building Projects Reports for January 2004: Mr. Ridenour referred to the Revenue, Appropriations, and Status of Building Projects Reports for January 2004, and requested a resolution to approve January 2004 housekeeping expenditures as submitted. On motion of Trustee Farrow, seconded by Trustee Horn, the following resolution was unanimously adopted:

RESOLUTION NO. 04-07

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM040272 through WM040320 and Revenue Transfer for Job Nos. 6297A, 6353A and 6373A are hereby approved.

COMMITTEE REPORTS

Budget and Finance Committee: Trustee Horn reported that the Budget and Finance Committee met earlier today to consider the War Memorial Departmental Budget Request, including proposed rental rate increases, for Fiscal Year 2004-2005. He stated that Ms. Murray reviewed the staff's proposed budget for 2004-05 providing for the continuation of current operations and services.

Trustee Horn reported that total estimated revenue for 2004-05 is \$10.38 million, and includes hotel tax revenue of \$8.82 million, an increase of \$183,000 or 2.1% over the current year hotel tax budget allocation. He noted that Ms. Murray advised that the Mayor's Office is considering capping 2004-05

hotel tax allocations at the current year level which, based on current projections, could result in a revenue reduction of \$420,000, and would require reductions in the 2004-05 expenditure budget. Trustee Horn reported that 2004-05 earned revenue projected at \$1.56 million, an increase of \$48,000 or 3.2% over the current year, and are based on increasing rental rates for facility usages by an average 5.2%. He noted that a rental rate increase of 6% is being proposed for City offices occupying space in the Veterans Building, generating additional revenue of \$32,000, budgeted as an offset of expenditures.

Trustee Horn reported that Ms. Murray outlined operating expenditures totaling \$10 million, a net increase of \$615,000 or 6.5% over current year budgeted expenditures. He stated that this net increase is almost entirely due to increases in cost areas over which the War Memorial has little—if any—control, including mandatory fringe benefits, City Overhead, workers' compensation, Recreation and Park Department gardener services, gas and electricity, and sewer service. Trustee Horn reported that the Committee reviewed staff's recommended capital budget for 2004-05 totaling \$873,500, including annual routine facilities maintenance and funding for two capital projects. Trustee Horn stated that total proposed operating and capital expenditures for 2004-05 is \$10.32 million, providing a fund balance of approximately \$72,000.

Trustee Horn reported that following discussion, the Committee voted unanimously to recommend to the full Board that the War Memorial Departmental Budget Request for Fiscal Year 2004-05, including rental rate increases as proposed by staff, be approved. On a motion of Trustee Horn and seconded by Trustee Leones, the following resolution was unanimously adopted:

RESOLUTION NO. 04-08

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 Fiscal Year 2004-05, including 2004-05 rental rate increases, as proposed by staff.

MISCELLANEOUS CORRESPONDENCE

Vice President Bashford noted that Trustees have received a copy of a letter from James Haas to Mayor Gavin Newsom regarding the establishment of a Civic Center Council.

ADJOURNMENT

There being no further business, Vice President Bashford adjourned the meeting at 2:25 p.m.

Gregory P. Ridenour
Executive Secretary