

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR MONTHLY MEETING

Thursday, June 10, 2004

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, June 10, 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 Moscone;

Absent: Trustee Balianz, Trustee Horn, Trustee Reynolds, 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 May 13, 2004 regular meeting of the Board. On motion of Trustee Moscone, seconded by Trustee Farrow, the minutes were unanimously approved.

PRESIDENT'S REPORT

San Francisco Opera – Summer Season: President Jarman reported that the San Francisco Opera opened the final summer portion of its 2003-04 season on June 5, and will present 21 performances through July 3. On behalf of the Board, President Jarman extended best wishes to the Opera for a successful summer 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 Vice President Bashford, the following resolution was unanimously adopted:

RESOLUTION NO. 04-21

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

HERBST THEATRE

Thalia Productions Joao Bosco Group	June 30, 2004	\$1,000.00
Mack McCray Foundation Zephyr Festival Quartet	October 2, 2004	\$600.00
World Channel Yip's Children's Choir from Hong Kong	August 15, 2004	\$1,050.00

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

RESOLUTION NO. 04-22

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

HERBST THEATRE

University of the Pacific White Coat Ceremony	July 14, 2004	\$600.00
The Korea Times San Francisco Korean Traditional Musical	July 26 & 27, 2004	\$1,900.00
City Arts & Lectures Social Studies 2004	September 23, 29, 2004 October 1, 11, 26, 28, 2004 November 10, 16, 18, 2004	\$5,400.00

Rental Fee Waiver Request: Ms. Murray stated that Additional Rental Requests also include a request from the American Legion War Memorial Commission for a rental fee waiver. She referred to the War Memorial Commission's letter of May 14, 2004 to the Board of Trustees, advising that the San Francisco American Legion Cathay Post #384 will sponsor the use of Herbst Theatre by the Friends of Children with Special Needs on June 7-8, 2004, and requesting a waiver of the Herbst Theatre rental fee for this activity. Ms. Murray noted that the Board previously approved at its March meeting the rental application submitted by the Friends of Children with Special Needs for use of Herbst Theatre on June 7-8, 2004 to present the China Disabled People's Performing Art Troupe, at the standard rental rate of \$1,150.00. Ms. Murray stated that staff recommends this request be denied as it is inconsistent with the Trustees' past practice for rental fee waivers. She stated that this use of Herbst Theatre is not presented by the American Legion War Memorial Commission, nor is a presentation for the benefit of veterans. She noted that the licensee, the Friends of Children with Special Needs, previously rented and used Herbst Theatre for this same presentation in 2003, and that tickets to the June 8, 2004 performance were sold to benefit other

non-profit organizations. On motion of Trustee Bechtle, seconded by Trustee Farrow, the following resolution was unanimously adopted.

RESOLUTION NO. 04-23

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the request of the American Legion War Memorial Commission for a waiver of the rental fee for use of the Herbst Theatre by the Friends of Children with Special Needs on June 7-8, 2004, is denied.

SECRETARY'S REPORT

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

RESOLUTION NO. 04-24

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM040433 through WM040455 are hereby approved.

Update on "Hearts of San Francisco": Mr. Ridenour reported on the status of the placement of heart sculptures on the War Memorial grounds as part of the *Hearts of San Francisco* city-wide exhibition from May through October 2004. He stated that subsequent to the Board's approval at the May meeting, he met with exhibition representatives and identified six locations for heart sculptures to be placed on the War Memorial grounds. Mr. Ridenour provided Trustees with a diagram of the sculpture locations, and stated that the six sculptures are expected to be installed by the end of June.

REGULAR ITEMS

Veterans Building Life Safety Study – 35% Report: Ms. Murray reported that in 2003, the Board of Trustees approved undertaking a study of Veterans Building life safety issues, for the purpose of making an assessment and providing recommendations on life safety issues and near term hazard mitigation for the safe operation of the Veterans Building until such time as funding can be secured for the permanent seismic retrofit, repair and renovation of the building. She stated that working through the Department of Public Works Bureau of Architecture, a Request For Proposal was issued, and the architectural firm of Tom Eliot Fisch was selected to conduct the Veterans Building Life Safety Study. Ms. Murray reported that Tom Eliot Fisch assembled a "Study Team" of sub-consultants in the areas of historic preservation, structural, mechanical, plumbing, fire protection and electrical engineering, code application, construction management and cost estimating, to assist in implementing the study.

Ms. Murray reported that the Veterans Building Life Safety Study consists of three components: (1) evaluation of seismic and other life safety deficiencies of the Veterans Building; (2) assessment of associated levels to which deficiencies pose life safety hazards and risks to building occupants; and (3) recommendations for the prioritization and phased implementation of capital projects, including conceptual cost estimates, that could be initiated by the War Memorial over the next 4-6 years to address identified deficiencies.

Ms. Murray stated that Trustees have received a copy of the Executive Summary of Tom Eliot Fisch's 35% Report for the Veterans Building Life Safety Study. She noted that the purpose of this first progress report is to identify and illustrate the life safety deficiencies within the Veterans Building, identify criteria used to evaluate deficiencies, and rank deficiencies from highest to lowest in terms of the risk they pose to life and property. Ms. Murray stated that several copies of the full 35% Report, including detailed reports and drawings, are available for review by Trustees and the public at the War Memorial office. She said that while there is no action required of the Board of Trustees at this stage of the Study, the 35% Report is presented to provide the War Memorial an opportunity to ask questions and provide comments or direction with regard to the criteria used in the evaluation and the strategy employed in prioritizing risks associated with building deficiencies.

Ms. Murray stated that during the next phase of the Study, the Study team will identify remediation measures for mitigating risks associated with identified deficiencies, and explore alternative means and methods to implement proposed life safety upgrades relative to cost and funding issues and constructibility standards and requirements. She said that a 75% progress report on proposed capital improvements and cost estimates will be submitted by the Study Team in early July; followed by a 90% report in mid-August. She stated that the final 100% Study Report is currently targeted to be issued in early to mid-September.

Ms. Murray introduced Chris Bigelow, Project Manager for DPW-Bureau of Architecture, Amy Eliot, Project Principal for Tom Eliot Fisch, and Michael Bernard, Project Architect for Tom Eliot Fisch. Mr. Bigelow and Ms. Eliot briefly addressed the Trustees on the 35% Study Report.

MISCELLANEOUS CORRESPONDENCE

President Jarman stated that Trustees have received a copy of a letter sent to the Mayor, Board of Supervisors and Board of Trustees from Jahahara Amen-RA Alkebulan-Ma'at of the American Friends Service Committee, regarding the name of the War Memorial and Performing Arts Center and the 60th anniversary of the founding of the United Nations. He referred this informational letter to staff for response.

ADJOURNMENT

There being no further business, President Jarman adjourned the meeting at 2:35 p.m.

Gregory P. Ridenour
Executive Secretary