

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
SPECIAL MEETING

Thursday December 16, 2004

The Board of Trustees of the San Francisco War Memorial met in special session at 2:00 p.m. on Thursday, December 16, 2004, in the Trustees' Board Room, War Memorial Opera House, President Jarman presiding.

ROLL CALL

Present: President Jarman, Vice President Bashford, Trustee Farrow, Trustee Horn, Trustee Tsakopoulos-Kounalakis, Trustee Reynolds, and Trustee Shultz;

Absent: Trustee Balianz, Trustee Bechtle, Trustee Haas, and Trustee Moscone.

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 November 12, 2004, regular meeting of the Board. On motion of Trustee Shultz, seconded by Trustee Farrow, the minutes were unanimously approved.

PRESIDENT'S REPORT

Introduction of New Trustee: President Jarman introduced and welcomed Eleni Tsakopoulos-Kounalakis, who was appointed to the Board of Trustees by Mayor Newsom on November 16, 2004. He stated that Trustee Tsakopoulos-Kounalakis has an extensive business background and is currently the president of one of northern California's most respected land development companies. He added that Trustee Tsakopoulos-Kounalakis is an active member of numerous community organizations. On behalf of the Board, President Jarman extended congratulations to Trustee Tsakopoulos-Kounalakis on her appointment to the War Memorial Board of Trustees.

Opera and Ballet Seasons: President Jarman reported that the San Francisco Opera ended the fall portion of its 2004-05 season on December 12, and he extended congratulations to the Opera on a superb season. He stated that the San Francisco Ballet opens its new production of the *Nutcracker* in the Opera House on December 17, and will present 27 performances through December 31. On behalf of the Board, President Jarman extended best wishes to the Ballet for a successful *Nutcracker* season.

War Memorial Budget for FY 2005-06: President Jarman reported that City department budget requests for the next fiscal year must be submitted to the Controller's Office in mid-February 2005, and to meet this deadline, the Board must consider and approve the War Memorial's 2005-06 budget request at the February 2005 meeting. President Jarman referred this matter to the Board's Budget and Finance Committee and asked the Committee to meet during the next two months and report recommendations to the full Board at the February meeting.

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

RESOLUTION NO. 04-38

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

Peak Performance Services Rehearsal for Central Bucks Band	March 28, 2005	\$1,850.00
San Francisco Korean Master Chorale World Vision Korea Children's Choir	August 6, 2005	\$2,000.00 vs. 10% \$4,000.00 maximum

HERBST THEATRE

SFSU - Morrison Artists Series Rehearsal and Performance of 50 th Anniversary Concert	September 14 & 15, 2005	\$1,200.00
Humanities West October Symposium	October 20 & 21, 2005	\$1,200.00
Lamplighter's Music Theatre Rehearsal and Performance of Annual Gala	November 18 & 19, 2005	\$1,200.00
Farallones Marine Sanctuary Assoc. Ocean Summit – California's Ocean Future	January 13, 2005	\$600.00

Additional Rental Requests: Ms. Murray requested approval of additional rental requests as submitted. On motion of Trustee Shultz, seconded by Trustee Farrow, the following resolution was unanimously adopted:

RESOLUTION NO. 04-39

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

American Society of Biochemistry & Molecular Biology Centennial Symphony for ASBMB	April 3, 2006	\$2,000.00 vs. 10% \$4,000.00 maximum
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HERBST THEATRE

Asian Art Museum Royal Dance Troupe of Thailand	February 18, 2005	\$600.00
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Ling Shan Ma: Ms. Murray reported with great sadness the death of Ling Shan Ma, a long-time custodial employee of the War Memorial, in a tragic accident earlier this week. Ms. Murray stated that a card and donations are being sent to Ling Shan Ma's family, expressing the War Memorial's condolences and sympathies, and she requested that the Board adjourn today's meeting in her memory.

SECRETARY'S REPORT

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

RESOLUTION NO. 04-40

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM050197 through WM050226 are hereby approved.

REGULAR ITEMS

Veterans Building Life Safety Study – Submittal of 100% Report: President Jarman stated that Trustees have received a copy of the Executive Summary of the 100% Submittal Report of the Veterans Building Life Safety Study. He said this is the third and final report submitted by Tom, Eliot, Fisch Architects, the firm selected by the Trustees to conduct a study of Veterans Building life safety issues and to provide recommendations on life safety hazard mitigation for the building's safe operation.

President Jarman noted that in June of this year, Tom, Eliot, Fisch submitted its 35% Submittal Report, which identified life safety deficiencies in the Veterans Building, explained criteria used to evaluate deficiencies, and ranked deficiencies from highest to lowest in terms of risk posed to life and property. In September 2004, Tom, Eliot, Fisch submitted its 75% Study Report, and made a presentation to the Trustees on preliminary recommendations for deficiency remediation measures to reduce the risk to life and property from seismic, fire, environmental and other identified building hazards.

President Jarman said that Tom, Eliot, Fisch's final 100% Report incorporates feedback on the 75% Report from Trustees, staff and others, and provides more detailed review of the recommended range of deficiency remediation measures. He stated that copies of the complete 100% Report, including capital projects summary, construction cost estimates, pro-forma schedules, and supporting drawings and documents, are available for review by Trustees and the public at the War Memorial office.

President Jarman referred this report and matter to the Board's Building Committee. He asked the Committee to conduct a comprehensive and thorough review of the Study's findings and recommendations, and to consider and develop recommendations for the full Board's consideration on strategies and courses of action for planning and implementing life safety improvements in the Veterans Building. President Jarman directed staff to provide advance notice of Building Committee meetings to all interested parties to insure maximum opportunity for public comment and testimony.

Ms. Murray acknowledged and thanked Mr. Chris Bigelow from the Department of Public Works - Bureau of Architecture, who served as the War Memorial's project manager for the Veterans Building Life Safety Study and provided invaluable assistance on this important project.

Election of Officers for 2005: President Jarman opened the floor to nominations for the office of President of the War Memorial Board of Trustees for 2005. Trustee Shultz nominated Trustee Wilkes

Bashford for the office of President for 2005, noting Trustee Bashford's outstanding business abilities, and his dedication and commitment to the War Memorial and Performing Arts Center. This motion was seconded by Trustee Horn, and unanimously adopted as follows:

RESOLUTION NO. 04-41

- RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that nominations for the office of President of the Board of Trustees for 2005 are hereby closed; and,
- RESOLVED, That this Board unanimously elects Wilkes Bashford as its President for 2005.

President Jarman opened the floor to nominations for the office of Vice President of the Board of Trustees of the War Memorial of San Francisco for 2005. Trustee Reynolds nominated Trustee Thomas E. Horn for the office of Vice President of the Board of Trustees for 2005, noting his years of outstanding service and commitment to the Board and its charges. This motion was seconded by Trustee Farrow, and unanimously adopted as follows:

RESOLUTION NO. 04-42

- RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that nominations for the office of Vice President of the Board of Trustees for 2005 are hereby closed; and,
- RESOLVED, That this Board unanimously elects Thomas E. Horn as its Vice President for 2005.

President-Elect Bashford expressed his gratitude to the Trustees for the opportunity to serve as President of this exceptional group. He acknowledged President Jarman's outstanding service as President of the Board for the last two years, and he extended to President Jarman the Trustees' heartfelt thanks.

President Jarman stated that it has been his great pleasure to serve as President of the Board of Trustees for the past two years, and he thanked the Trustees for their continued support, motivation and hard work in addressing current and upcoming challenges.

MISCELLANEOUS CORRESPONDENCE

Letter to American Legion War Memorial Commission: President Jarman stated that Trustees received a copy of the November 16, 2004 letter from Beth Murray to Joe Aquino, Chair of the American Legion War Memorial Commission, regarding recent incidents of unscheduled uses of veterans' meeting rooms by private, non-veteran organizations for non-veteran activities. He asked that staff keep the Board informed of the War Memorial Commissions' response to this letter, and of any further incidents or concerns relating to use of Trust property by Trust beneficiaries.

ADJOURNMENT

There being no further business, President Jarman adjourned the meeting in memory of Ling Shan Ma at 2:20pm.

Gregory P. Ridenour
Executive Secretary