

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR MONTHLY MEETING

Thursday, November 9, 2006

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, November 9, 2006, in the Trustees' Board Room, War Memorial Opera House, President Bashford presiding.

ROLL CALL

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

Absent: Trustee Haas

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

APPROVAL OF MINUTES

President Bashford called for approval of the minutes of the October 12, 2006 regular meeting of the Board. On motion of Trustee Moscone, seconded by Trustee Reynolds, 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 Farrow, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 06-36

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

Heritage Music Festival Choral Festival	April 23, 2006	\$4,200.00
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HERBST THEATRE

Guggenheim Entertainment The Meshuga Nutcracker	December 30, 31, 2006	\$2,200.00
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Chinese American International School Spring Program	March 20, 2007	\$630.00
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Kung Pao Kosher Comedy Funny Girlz	May 19, 2007	\$1,100.00
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San Francisco Opera Association Meet the Adlers	January 30, 2007	\$630.00
Transbay Joint Powers Authority Transbay Transit Center Design & Development Competition Pre-Submittal Meetings I & II	November 15, 2006 December 7, 2006	\$1,000.00
Humanities West 2007-08 Season	February 29, 2008 March 1, 2008 May 2, 3, 2008	\$2,530.00
Art Institute of California – San Francisco Welcome Address	January 5, 2007	\$500.00

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

RESOLUTION NO. 06-37

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

HERBST THEATRE

KDFC Radio “From the Top”	June 1, 2007	\$630.00
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FY 2005-06 Final Report of Revenues and Expenditures: Ms. Murray stated that in advance of today’s meeting Trustees received a copy of the War Memorial’s Final Report of Revenue and Expenditures for Fiscal Year 2005-06. Ms. Murray reported that while the War Memorial began the fiscal year with a budgeted deficit to the War Memorial Special Fund of \$595,000, by the end of the fiscal year, the deficit was reduced to \$296,000, a deficit reduction—and Fund Balance savings—of \$299,000. She stated that this savings was due to an increase in earned revenues of \$176,000, and expenditure reductions of \$123,000.

SECRETARY’S REPORT

Revenue, Appropriations and Status of Building Projects Reports for October 2006: Mr. Ridenour referred to the Revenue, Appropriations, and Status of Building Projects Reports for October 2006, and requested a resolution to approve housekeeping expenditures as submitted. On motion of Trustee Farrow, seconded by Trustee Reynolds, the following resolution was unanimously adopted:

RESOLUTION NO. 06-38

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM07210 through WM07275, Interdepartmental Work Order No. WM07002, and Revenue Transfer No. AT07672 are hereby approved.

REGULAR ITEMS

Attendance Policy for Board of Trustees: Ms. Murray noted that at last month's meeting, Trustees received a copy of Mayor Newsom's September 18 letter regarding City commissioner attendance at commission meetings; Trustees also received a copy of the Board of Supervisors resolution adopted in September 2006, urging each City board and commission to adopt an internal policy regarding attendance at commission meetings, and requesting each body to submit a copy of its policy to the Board of Supervisors by December 1, 2006. Ms. Murray noted that to assist departments in preparing attendance policies, the Office of the City Attorney prepared a sample policy consistent with the Mayor's and Supervisors' requests. She stated that in advance of today's meeting, Trustees received a draft Attendance Policy for the War Memorial Board of Trustees, prepared by staff based on the City Attorney's sample policy. Ms. Murray said the proposed policy outlines the policy's purpose and sets baseline standards for Trustee attendance at regular meetings of the Board, and she noted that the War Memorial's draft policy has been reviewed and approved by Deputy City Attorney Adine Varah.

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

RESOLUTION NO. 06-40

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby approves and adopts the Attendance Policy for the War Memorial Board of Trustees as drafted by staff.

ADJOURNMENT

There being no further business, President Bashford adjourned the meeting at 2:20 p.m.

Gregory P. Ridenour
Executive Secretary