

**MINUTES**  
**WAR MEMORIAL BOARD OF TRUSTEES**  
**REGULAR MONTHLY MEETING**

**Thursday, February 14, 2008**

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, February 14, 2008, in the Trustees' Board Room, War Memorial Opera House, President Horn presiding.

**ROLL CALL**

Present: President Horn, Vice President Bechtle, Trustee Davis, Trustee Farrow, Trustee Moscone, Trustee Shultz, and Trustee Pelosi;

Absent: Trustee Bashford, Trustee Jarman, Trustee Myatt, and Trustee Tsakopoulos-Kounalakis.

Staff Present: Elizabeth Murray, Managing Director

**APPROVAL OF MINUTES**

President Horn called for approval of the minutes of the January 10, 2008 regular meeting of the Board. On motion of Trustee Shultz, seconded by Trustee Farrow, the minutes were unanimously approved.

**PRESIDENT'S REPORT**

**Special Committee of the Whole - Veterans Building Seismic Upgrade Project:** President Horn stated that at last month's meeting he announced a new special committee of the whole, comprised of all Trustees, established for the purpose of considering and holding public hearings on all matters concerning the Veterans Building Seismic Upgrade Project. President Horn confirmed that the first meeting of this special committee has been scheduled for Wednesday, February 27, 2008, at 2:00 p.m., in the Trustees' Board Room. He asked Trustees who have not yet confirmed their attendance at this meeting to do so as soon as possible, and noted that War Memorial staff is sending advance meeting notices to War Memorial Trust beneficiaries, the American Legion War Memorial Commission and San Francisco Museum of Modern Art, to invite their participation and input at this meeting.

**MANAGING DIRECTOR'S REPORT**

**Rental Requests:** Ms. Murray reported that rental requests mailed to Trustees are routine and requested their approval. On motion of Trustee Farrow, seconded by Trustee Shultz, the following resolution was unanimously adopted:

**RESOLUTION NO. 08-05**

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

**WAR MEMORIAL OPERA HOUSE**

Youth Speaks	March 22, 2008	\$2,100.00 vs. 10%
The Grand Slam Finals: 12 <sup>th</sup> Annual Teen Poetry Slam		\$4,200.00 maximum
New Tang Dynasty TV	January 6 –11, 2009	\$14,200.00 vs. 10%
Chinese New Year Spectacular (Rehearsals and Performances)		\$24,700.00 maximum

**LOUISE M. DAVIES SYMPHONY HALL**

San Francisco Choral Society Rehearsal and 2 performances of the Britten "War Requiem"	July 31 – August 2, 2008	\$6,050.00 vs. 10% \$10, 250.00 maximum
San Francisco Girls' Chorus Rehearsal and Performance Holiday Concert	December 22, 23, 2008	\$3,950.00 vs. 10% \$6,050.00 maximum

**HERBST THEATRE**

Stepology 2008 Bay Area Rhythm Exchange	August 15, 16, 2008	\$1,260.00
Music City Academy Violin Recital by Chuanyun Li	April 15, 2008	\$1,100.00
San Francisco Opera Guild 2008-09 Insight Lectures	September 8, 22, 2008 October 15, 2008 June 3, 2009	\$2,520.00
Star Dance Studio Rehearsal and Performance Spring Dance Recital	June 19 – 21, 2008	\$1,890.00
Art Institute of California-San Francisco Graduation Ceremony	June 14, 2008	\$500.00
Zhi Yin Vocal Music Center Zhi Yin 2009 Spring Concert	June 6, 2009	\$630.00
APA Heritage Foundation Mayor's Proclamation Ceremony for APA Heritage Month	May 5, 2008	\$630.00
RHR Productions Raiatea Helm's 2008 Hawaiian Blossom Tour	April 19, 2008	\$1,100.00
Jewel of Persia Shams Ensemble	October 5, 2008	\$630.00
Unity Church of San Francisco Easter Service	March 23, 2008	\$500.00
City Arts and Lectures Salman Rushdie	June 18, 2008	\$630.00
Gay Asian Pacific Alliance Runway 2008	July 19, 2008	\$630.00
Earth Island Institute Brower Youth Awards	October 21, 2008	\$630.00

World Arts West "People Like Me" Rehearsal and Performances for school audiences	March 23 – 28, 2009	\$3,150.00
Kung Pao Kosher Comedy The Return of Charo and Her Las Vegas Show	June 29, 2008	\$1,100.00

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

**RESOLUTION NO. 08-06**

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**

Theodore Rosenberg 100 <sup>th</sup> Birthday Celebration Seated dinner on stage for invited guests	January 5, 2009	\$4,200.00 plus Catering %
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**HERBST THEATRE**

Long Now Foundation Peter Diamandis "Long-term X-Prises"	September 12, 2008	\$630.00
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**SECRETARY'S REPORT**

**Revenue, Appropriations and Status of Building Projects Reports for January 2008:** Ms. Murray referred to the Revenue, Appropriations, and Status of Building Projects Reports for January 2008, and requested a resolution to approve housekeeping expenditures as submitted. On motion of Trustee Farrow, seconded by Trustee Shultz, the following resolution was unanimously adopted:

**RESOLUTION NO. 08-07**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM080284 through WM080318, Interdepartmental Work Order Nos. REWM080012 and REWM080015, and Revenue Transfer No. RAWM080045 are hereby approved.

**Annual Statements of Economic Interest:** Ms. Murray reminded Trustees that all members of City boards and commissions must file Annual Statements of Economic Interests and Sunshine Ordinance Declarations with the Ethics Commissions no later than April 1, 2008. She stated that public officials are required to receive annual training on open meetings, conflict of interest and ethics laws, and noted that the City Attorney's annual ethics training session is scheduled for Monday, March 3, 2008, from 6:00-8:00 p.m. in the Herbst Theatre.

**COMMITTEE REPORTS**

**Presentors Liaison Committee:**

**Request of Patina Catering - Food and Beverage Concession Price Increases:** Vice President Bechtle reported that the Presentors Liaison Committee met on Wednesday, February 13, to consider and adopt recommendations on the request of Patina Catering to increase pricing for food and beverage concession items in the War Memorial facilities. Vice President Bechtle stated that the Committee reviewed materials including a history of Patina pricing from 1998 to present, and comparative pricing information. The Committee also heard from Garo Eldemir, General Manager of Patina Catering at the War Memorial, as to issues driving Patina's

request for price increases, which include: Patina's cost for employee health benefits which has increased under the new union agreement from \$370 per month per employee to \$933 per month per employee; new fuel and delivery surcharges by vendors; and inflationary increases since Patina's last pricing increase. Mr. Eldemir provided the Committee with average sales and expenditure information for the Opera House, noting that concessions operate at a loss during Ballet repertory season, operate close to break-even during Opera season, and operate with a very small profit margin during Ballet *Nutcracker* season. Mr. Eldemir told the Committee that while Patina works to make this up with catering sales, the current financial picture, particularly at the Opera House, necessitates concession price increases.

Vice President Bechtle stated that following discussion of Patina's operations, service and staffing levels at the War Memorial's three venues, the Committee voted unanimously to recommend to the full Board that Patina's proposed price increases be approved for Opera House concessions, with concessions pricing at Davies Symphony Hall and Herbst Theatre to remain at the current level. Following discussion, and on motion of Trustee Davis, seconded by Trustee Shultz, the following resolution was unanimously adopted:

RESOLUTION NO. 08-08

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby adopts the report and recommendation of its Presentors Liaison Committee, and approves Patina Catering's proposed price increases for food and beverage concessions at the Opera House, with concessions pricing at Davies Symphony Hall and Herbst Theatre to remain at the current level.

**Budget and Finance Committee:** In the absence of Trustee Tsakopoulos-Kounalakis, Chair of the Budget and Finance Committee, President Horn reported that the Budget and Finance Committee met on February 13, to consider and adopt recommendations on two items:

**Proposed Rental Rates for Fiscal Year 2008-09:** President Horn reported that the Committee reviewed proposed rental rate increases for Fiscal Year 2008-09, representing an overall average increase of 6.5% - 7%. He noted that the last rental rate increase was in FY 2006-07, and the proposed increase for FY 2008-09 is consistent with the Board's practice of increasing rental rates every two years. President Horn reported that following discussion, the Committee voted unanimously to recommend to the full Board that rental rate increases for FY 2008-09 as proposed by staff be approved. On motion of Trustee Shultz, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 08-09

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 rental rate increases for FY 2008-09 as proposed by staff.

**War Memorial Departmental Budget for Fiscal Year 2008-09:** President Horn reported that the Budget and Finance Committee reviewed staff's proposed departmental budget for Fiscal Year 2008-09, including projected revenues and proposed operating and capital expenditures. Beth Murray reported to the Committee on items having significant revenue or expenditure variance from the current year budget. She also stated that staff's budget proposal, prepared in accordance with the Mayor's baseline budget instructions, currently provides no increase in the War Memorial's hotel tax allocation, and at the same time provides a total of \$521,000 in City Overhead charges, a 60% or \$194,000 increase over current year overhead charges, assessed to the War Memorial as a special fund department. As a result, staff's FY 2008-09 budget proposal currently shows a projected deficit of \$776,000. Ms. Murray stated that staff would continue working with the Mayor's Office towards resolving this deficit until June 1, 2008, when the Mayor is required to submit his recommended 2008-09 budget to the Board of Supervisors.

President Horn stated that following discussion, the Committee voted unanimously to recommend to the full Board that the Fiscal Year 2008-09 Departmental Budget as presented by staff be approved with a modification

to reflect FY 2008-09 hotel tax revenue in an amount equal to current year hotel tax revenue plus the 2008-09 percentage increase as projected by the Controller, thus reducing the projected budget deficit to approximately \$187,000 to be covered by War Memorial Special Fund balance. Following discussion, and on motion of Vice President Bechtle, seconded by Trustee Pelosi, the following resolution was unanimously adopted:

**RESOLUTION NO. 08-10**

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 Fiscal Year 2008-09 Departmental Budget as presented by staff and modified by the Budget and Finance Committee.

**REGULAR ITEMS**

**San Francisco Symphony Black & White Ball - Request to use War Memorial Facilities and Grounds:**

President Horn stated that Trustees have received a copy of the letter and attachment from the San Francisco Symphony requesting use of War Memorial facilities and grounds for its Black & White Ball, on May 31, 2008. He noted that the Symphony is requesting to use areas in each of Davies Symphony Hall, the Opera House and the Veterans Building, and is requesting to install elevated canopies on the sidewalk and driveway areas at the east end of the Memorial Court for a sponsors' pavilion. President Horn noted that the outline attached to the Symphony's letter provides a description of Ball activities in each venue, and a description and diagram of the proposed tented canopies to be installed on paved areas at the east end of the Memorial Court.

President Horn stated that Trustees also have received staff's list of recommended license fees for the Symphony's use of War Memorial facilities and grounds for the May 31, 2008 Black & White Ball. Following discussion, and on motion of Trustee Moscone, seconded by Trustee Shultz, the following resolution was unanimously adopted:

**RESOLUTION NO. 08-11**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby approves the request of the San Francisco Symphony to use War Memorial facilities and grounds for the Symphony's Black & White Ball on May 31, 2008, and further approves 2008 Black & White Ball license fees as recommended by staff.

**MISCELLANEOUS CORRESPONDENCE:**

President Horn stated that Trustees have received a copy of Jim Haas' January 2, 2008 letter to Mayor Newsom, regarding Civic Center Projects and Objectives. He noted that Mr. Haas' letter provides a 2007 year-end status report on the progress or lack thereof of various Civic Center projects and requests the Mayor's continuing and increased support for Civic Center projects in 2008.

**ADJOURNMENT**

There being no further business, President Horn adjourned the meeting at 2:30 p.m.

Gregory P. Ridenour  
Executive Secretary