

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

**Thursday, October 9, 2008**

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, October 9, 2008, in the Trustees' Board Room, 4th Floor, War Memorial Opera House, President Horn presiding.

**ROLL CALL**

Present: President Horn, Vice President Bechtle, Trustee Bashford, Trustee Davis, Trustee Farrow, Trustee Jarman, Trustee Myatt, Trustee Pelosi, Trustee Shultz, and Trustee Tsakopoulos-Kounalakis;

Absent: Trustee Moscone.

Staff Present: Elizabeth Murray, Managing Director  
Jennifer Norris, Assistant Managing Director/Executive Secretary

**APPROVAL OF MINUTES**

President Horn called for approval of the minutes of the September 11, 2008 regular meeting of the Board. On motion of Trustee Shultz, seconded by Vice President Bechtle, the minutes were unanimously approved.

**PRESIDENT'S REPORT**

**New Executive Secretary – Jennifer Norris:** President Horn stated that as several Trustees were not present at the September meeting of the Board meeting, he would again like to congratulate Jennifer Norris on her appointment to the position of Assistant Managing Director and Executive Secretary to the War Memorial Board of Trustees.

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

**RESOLUTION NO. 08-33**

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**

San Francisco Gay Men's Chorus 30 <sup>th</sup> Anniversary Concert	December 1, 2008	\$2,200.00 vs. 10% \$4,400.00 maximum
Bay Area Youth Orchestra Festival Bay Area Youth Orchestra Festival Concert	January 18, 2009	\$2,200.00 vs. 10% \$4,400.00 maximum

JS Touring LLC Jerry Seinfeld-2 Performances	January 23, 2009	\$4,400.00 vs. 10% \$13,000.00 maximum
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**HERBST THEATRE**

Another Planet John Hiatt & The Ageless Beauties	November 12, 2008	\$1,250.00
Chinese Performing Artists of America World Class Bass-Baritone Sun Yu	February 28, 2009	\$750.00
Sacred Heart Cathedral Preparatory Spring Choral Concert & Rehearsal	May 5, 6, 2010	\$1,500.00

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

**RESOLUTION NO. 08-34**

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

**LOUISE M. DAVIES SYMPHONY HALL**

SF Jazz Michael Feinstein	May 10, 2009	\$2,200.00 vs. 10% \$4,400.00 maximum
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**HERBST THEATRE**

Kinsey Sicks Oy Vey in a Manger	December 27, 2008	\$1,250.00
Earth Island Institute Brower Youth Awards	October 20, 2009	\$750.00

**Food and Beverage Concession Agreement – Update on Request for Proposal:** Ms. Murray noted that the deadline for submission of proposals in response to the War Memorial's Request for Proposal for Food and Beverage Concession Agreement was October 8, 2008 at 5:00 p.m., and she reported that the War Memorial received proposals from three organizations. She stated that during the next three weeks, staff will be reviewing and preparing summaries of the proposals. Ms. Murray stated that a meeting of the Presentors Liaison Committee will be scheduled during the first two weeks of November 2008 to evaluate proposals and adopt a selection recommendation for submission to the full Board at the November meeting.

**New War Memorial Booking Administrator:** Ms. Murray introduced Ms. Stephanie Smith, new Booking Administrator for the War Memorial department, replacing Jennifer Norris who was recently appointed to Assistant Managing Director. The Trustees welcomed Ms. Smith to her new position with the War Memorial.

## **SECRETARY'S REPORT**

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

### **RESOLUTION NO. 08-35**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM09103 through WM09132 and Interdepartmental Work Order No. RE09010 are hereby approved.

## **COMMITTEE REPORTS**

### **Building Committee:**

President Horn reported that the Building Committee meeting which had been scheduled for 1:00 p.m. today was cancelled at the request of the San Francisco Ballet. He noted that the Ballet was to present its proposal for the installation of a donor plaque in the Opera House Box Office Lobby. President Horn stated that the Ballet requested that the Building Committee meeting be postponed for one month to provide opportunity for the Ballet to discuss this matter with the San Francisco Opera.

### **Presentors Liaison Committee:**

**Renewal of Agreement between War Memorial and City Box Office – Herbst Theatre Box Office and Ticket Sales Services:** Vice President Bechtle reported that the Presentors Liaison Committee met earlier today to consider the proposed renewal of the agreement between the War Memorial and City Box Office for Herbst Theatre Box Office and Ticket Sales Services. She stated that the War Memorial's current five-year agreement with City Box Office, which expired on September 30, 2008, provides that the War Memorial may, at its sole discretion, exercise options to extend the agreement for additional periods of no less than one year and no more than five years upon substantially the same terms and conditions set forth in the agreement, subject to mutual agreement of the parties.

Vice President Bechtle stated that the Committee reviewed City Box Office's renewal proposal as well as staff's summary of Herbst Theatre box office services and fees under the current agreement. The Committee also heard from Lauren McQuade, President of City Box Office, about current box office operations and the proposed renewal.

Vice President Bechtle reported that following discussion, the Committee voted unanimously to recommend to the full Board that the agreement between the War Memorial and City Box Office for Herbst Theatre Box Office and Ticket Sales Services be renewed for a five-year operational term, during which term City Box Office shall be permitted two fee increases, each increase limited to \$50 per performance for basic fees, and no more than \$0.50 per ticket for customer service charges. Following discussion, and on motion of Vice President Bechtle, seconded by Trustee Pelosi, the following resolution was unanimously adopted:

### **RESOLUTION NO. 08-36**

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 the renewal of the agreement between the War Memorial and City Box Office for Herbst Theatre Box Office and Ticket Sales Services for a five-year operational term, during which term City Box Office shall be permitted two fee increases, each increase limited to \$50 per performance for basic fees, and no more than \$0.50 per ticket for customer service charges.

## **REGULAR ITEMS**

**Proposal of American Legion War Memorial Commission to provide space in the Veterans Building for Swords to Plowshares to conduct its veterans program:** President Horn stated that Trustees received a copy of the letter from LeRue Grim, Chair of the American Legion War Memorial Commission, advising that the Commission, at its meeting on September 16, 2008, voted to provide space in the Veterans Building for Swords to Plowshares to conduct its employment and job training services program for veterans. Mr. Grim's letter notes that Swords to Plowshares would contemplate making modifications to Veterans Building space in order to accommodate their program.

President Horn stated that at his request, staff forwarded Mr. Grim's letter to the Office of the City Attorney, together with a request that the City Attorney review the Commission's proposal and advise the War Memorial if the proposed assignment of Veterans Building space by the Commission to Swords to Plowshares, a private, non-profit organization, is permissible under the War Memorial Trust Agreement, and if the Commission's proposed use of the Veterans Building space for Swords to Plowshares' employment and training services program is permitted by, and consistent with the purposes of, the Trust Agreement.

President Horn stated that this matter will be continued to a subsequent meeting of the Board pending receipt of the City Attorney's response and advice.

## **MISCELLANEOUS CORRESPONDENCE**

President Horn acknowledged the following miscellaneous correspondence items on the agenda:

1. Letter dated September 14, 2008, from LeRue Grim, Chair of the American Legion War Memorial Commission, to Adine Varah, Deputy City Attorney, regarding "Unauthorized Signature on State Liquor License Application and other issues." President Horn stated that this letter is in response to the City Attorney's June 20, 2008 letter to Mr. Grim, regarding the Commission's unauthorized signature on two liquor license applications pertaining to activities in the Veterans Building. He noted that the City Attorney's letter to the Commission, copies of which were provided to Trustees at the September meeting, requested a written response from the Commission.
2. Letter dated September 26, 2008, from Patricia Lundberg, Executive Director of Humanities West, regarding San Francisco Opera's recent proposals for future Veterans Building space programming and utilization. President Horn referred this letter to the Special Committee on the Veterans Building Seismic Upgrade and Improvements Program as part of the Committee's continuing consideration of proposals and plans for future Veterans Building space programming and utilization.

## **ADJOURNMENT**

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

Jennifer E. Norris  
Executive Secretary