

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR MONTHLY MEETING

Thursday, November 12, 2009

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, November 12, 2009, in the Trustees' Board Room, War Memorial Opera House, President Bechtle presiding.

ROLL CALL

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

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

APPROVAL OF MINUTES

President Bechtle called for approval of the minutes of the October 8, 2009 regular meeting of the Board. On motion of Vice President Shultz, seconded by Trustee Moscone, the minutes were unanimously approved.

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 Moscone, seconded by Trustee Horn, the following resolution was unanimously adopted:

RESOLUTION NO. 09-47

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

AEG Live	March 8, 2010	\$2,200.00 vs. 10%
Dr. Zahi Hawass "Mysteries of Tutankhamen Revealed"		\$6,500.00 maximum

LOUISE M. DAVIES SYMPHONY HALL

City Arts & Lectures	March 17, 2010	\$2,200.00 vs. 10%
Desmond Tutu & Mpho Tutu		\$4,400.00 maximum

SFJAZZ	March 19, 2010	\$4,400.00 vs. 10%
Spring 2010 Season	May 30, 2010	\$8,800.00 maximum

HERBST THEATRE

San Francisco Opera	November 27, 29, 2009	\$2,550.00
Magic Flute for Families – Film Screenings		

California Academy of Sciences 2010 Lecture Series	January 26, 2010 March 2, 29, 2010 April 14, 27, 2010 June 3, 2010	\$4,500.00
City Arts & Lectures On Art & Politics Series	January 27, 2010 February 25, 2010 March 3, 8, 11, 31, 2010 April 12, 19, 28, 2010	\$6,750.00
City Arts & Lectures Special Events	January 28, 2010 May 25, 2010	\$1,500.00
John Bisceglie That Kid Can SING!	February 27, 2010	\$1,250.00
SFJAZZ Spring 2010 Season	March 10, 12, 20, 2010 April 18, 23, 2010 May 28, 29, 2010 June 4, 11, 12, 2010	\$7,500.00
Theatre Bay Area Annual Conference & Expo	May 10, 2010	\$750.00
Silicon Valley Women's Association Message from the Heart	May 30, 2010	\$750.00
International Studies Academy Graduation Ceremony	June 1, 2010	\$525.00

FY 2008-09 Final Report of Revenue and Expenditures: Ms. Murray stated that Trustees have received a copy of the Final Report of War Memorial Revenue and Expenditures for FY 2008-09. She commented on several noteworthy areas as follows:

- **Earned Revenue:** FY 2008-09 earned revenue, from facility and equipment rental fees, and food, beverage and program concessions, totaled \$2.575 million, the highest earned revenue amount in War Memorial history, and exceeding FY 2007-08 actual earned revenue by 12%. Increased earned revenues were largely due to significant increases in outside rentals of the Opera House and Davies Symphony Hall, and higher than anticipated rental uses of Herbst Theatre.
- **Operating Expenditures:** War Memorial achieved savings of \$166,000 from unexpended Operating Budget amounts. Significant savings areas included lower than budgeted expenditures for equipment maintenance service calls, primarily elevator service calls; materials and supplies; and a one-time credit of \$50,000 from SFPUC for War Memorial's allocation of settlement proceeds from natural gas litigation.
- **War Memorial Fund Balance:** The original FY 2008-09 budget included use of \$477,530 from War Memorial Fund Balance to augment Hotel Tax and Earned Revenues. FY savings achieved from higher earned revenues and lower operating expenditures, allowed us to return all but \$1,000 to our Special Fund Balance. An additional \$210,000 from the Facilities Maintenance budget was returned to the Fund Balance to be re-budgeted for use in the current FY 2009-10.
- **"CERF" Fund:** War Memorial established a new sub-fund in FY 2008-09, "Concessions Equipment Replacement Fund" or CERF, created pursuant to the new Food and Beverage Concession Agreement with Patina, under which Patina pays .75% of their gross receipts into this fund for necessary concessions

equipment replacements or repairs. The new concession agreement began 2/1/09, and total CERF revenues for the 5 months of FY 2008-09 from February – June 2009, amounted to \$6,567.00. CERF revenues are automatically carried forward from year to year, and are available for replacement/repair expenditures mutually agreed upon by War Memorial and Patina.

Following discussion, and on motion of Trustee Tsakopoulos-Kounalakis, seconded by Trustee Myatt, the following resolution was unanimously adopted:

RESOLUTION NO. 09-48

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby approves the War Memorial Final Report of Revenue and Expenditures for Fiscal Year 2008-09.

SECRETARY'S REPORT

Revenue, Appropriations and Housekeeping Expenditures Reports for October 2009: Ms. Norris referred to the Revenue, Appropriations, and Housekeeping Expenditures Reports for October 2009, and requested a resolution to approve housekeeping expenditures as submitted. On motion of Vice President Shultz, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 09-49

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM10079 through WM100105, and Interdepartmental Work Orders Nos. WM10004 through WM10006, are hereby approved.

Harassment Prevention Training 2009: Ms. Norris reminded Trustees that Harassment Prevention Training must be completed by all City supervisors, managers and members of Boards and Commissions by December 31, 2009. She noted that War Memorial staff is available to assist Trustees in using the online training program.

GOOD AND WELFARE

Trustee Myatt thanked War Memorial staff for their support during the Marines' Memorial Association presentation of "The President's Own" U.S. Marine Band in concert at Davies Symphony Hall on October 12, 2009. Trustee Myatt noted the professional work of War Memorial Stage Electrician Jim Jacobs and his staff.

Trustee Myatt informed Trustees that he and several colleagues interested in veterans affairs have been discussing ideas concerning a monument or plaque for the Memorial Court to let the public know more about the significant nature of the grounds. He stated there is interest in the possibility of having a design competition for such a plaque or monument, and having the installation complete for a dedication on November 11 (Veterans Day), 2011. Trustee Myatt stated that he will report back on further developments for the Trustees' consideration.

MISCELLANEOUS CORRESPONDENCE

Letter from Veterans Affairs Commission to Board of Supervisors: President Bechtle stated that Trustees have received a copy of the letter from Wallace Levin, President of the Veterans Affairs Commission, to David Chiu, President of the Board of Supervisors. This letter states that at the November 2, 2009 meeting of the Veterans Affairs Commission, a motion was passed in support of the report presented to the Board of Trustees by Trustee Myatt at the Trustees' October 8, 2009 meeting, pertaining to the American Legion War Memorial Commission's lack of financial controls of taxpayers funds received from the War Memorial Trustees.

ADJOURNMENT

There being no further business, President Bechtle adjourned the meeting at 2:25 p.m.

Jennifer E. Norris
Executive Secretary