

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR MONTHLY MEETING

Thursday, August 12, 2010

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, August 12, 2010, in the Trustees' Board Room, War Memorial Opera House, President Bechtle, presiding.

ROLL CALL

Present: President Bechtle, Trustee Bashford, Trustee Davis, Trustee Horn, Trustee Jarman, Trustee Moscone, Trustee Pelosi, Trustee Stafford;

Absent: Vice President Shultz, Trustee Myatt, and Trustee Wilsey;

Staff Present: Jennifer Norris, Assistant Managing Director

APPROVAL OF MINUTES

President Bechtle called for approval of the minutes of the July 8, 2010 regular meeting of the Board. On motion of Trustee Moscone, seconded by Trustee Pelosi, the minutes were unanimously approved.

PRESIDENT'S REPORT

New Trustee – James W. Stafford: President Bechtle introduced and welcomed James W. Stafford as a new member of the War Memorial Board of Trustees, appointed and sworn-in by Mayor Newsom on August 9, 2010. On behalf of the Board, President Bechtle extended congratulations to Trustee Stafford on his appointment.

MANAGING DIRECTOR'S REPORT

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

RESOLUTION NO. 10-28

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 Symphony Youth Orchestra Bay Area Youth Orchestra Festival	January 16, 2011	\$2,500.00 vs. 10% \$4,500.00 maximum
UCSF School of Pharmacy Graduation Ceremony & Reception	May 20, 2011	\$3,900.00

HERBST THEATRE

SF Sketchfest SF Sketchfest Tribute: Conan O'Brien	July 17, 2010	\$1,350.00
---	---------------	------------

SGI-USA Masaaki Morinaka	August 23, 2010	\$800.00
City Arts & Lectures On Art & Politics Series	November 30, 2010 December 7, 2010 January 20, 2011 February 15, 22, 2011 March 21, 2011 April 11, 2011	\$5,600.00
Kerry Records An Irish Christmas	December 17, 2010	\$1,350.00
San Francisco Performances Naumburg Concert	January 9, 2011	\$800.00
SF Ballet Pointes of View Lecture	March 23, 2011	\$800.00
American College of Traditional Chinese Medicine Graduation Ceremony	June 19, 2011	\$800.00

SECRETARY'S REPORT

Revenue, Appropriations and Housekeeping Expenditures Reports for July 2010: Ms. Norris referred to the Revenue, Appropriations, and Housekeeping Expenditures Reports for July 2010, and requested approval of housekeeping expenditures as submitted. On motion of Trustee Davis, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 10-29

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM110001 through WM1100035 are hereby approved.

COMMITTEE REPORTS

Building Committee:

President Bechtle reported that the Building Committee met earlier today to consider two items, and in the absence of Chair Pelosi, she served as chair for the meeting.

San Francisco Opera request to place displays in Opera House lobbies during the 2010 Opera Fall

Season: President Bechtle reported that the Committee heard from Opera representatives on their specific display proposals for the Opera Fall Season including: 1) to install rotating educational displays in an acrylic box on the marble table in the main lobby, created in partnership with the Museum of Performance and Design; and 2) to maintain two boutique display cases, one located on each of the stair landings between the orchestra and mezzanine levels. She stated that the Committee also toured the locations of the proposed displays.

President Bechtle reported that during discussion, Committee members expressed concerns about proposed displays on the marble table, as the marble table is an architectural and decorative element in and of itself occupying a place of honor in the center of the main lobby, and because some Trustees found the displays on the marble table during last year's season to be unattractive. Opera representatives stressed the need to continue having educational displays in the main lobby and stated that the marble table is the prime and logical place for

such displays. The Opera also noted that in an effort to reduce cluttering of the main lobby, they do not plan to re-install the displays of orchestra and chorus photographs nor the large video display units used during the 2010 summer season. Following discussion, the Committee voted unanimously to recommend to the full Board that the Opera be permitted to use the marble table in the main lobby for an educational display associated with its production of *Aida*, from September 10 through October 6, 2010, and that the Opera will submit any requests for subsequent displays and/or signage to the Building Committee. It was further recommended that the Building Committee revisit discussion of displays on the marble table after all Trustees have had an opportunity to view the *Aida* display in September.

President Bechtle stated that the Committee also considered the Opera's request to maintain their two oak display cases on the orchestra to mezzanine stair landings. Following discussion, the Committee voted unanimously to disapprove the Opera's request to retain these display cases on the stair landings as they block access to the windows and disrupt patrons' ability to appreciate the building architecture and window views.

President Bechtle reported that during the Building Committee's tour of the Opera House, the Committee reviewed and discussed the Opera/Ballet shop area in the south mezzanine lobby. She stated it was the general feeling of the Committee that this area has become cluttered to the point of being both unattractive and sometimes unsafe. Staff recapped to the Committee that prior to 1997, the Opera/Ballet shop as well as Opera/Ballet displays were located in the gated area at the west end of the south mezzanine lobby – what is now the Intermezzo Lounge. In 1997 the Opera and Ballet requested to relocate the shop to its current location at the east end of the lobby so as to create a donor lounge in the former shop space. This was to be a temporary arrangement, as the Opera and Ballet stated their long-term plan was to develop a donor's lounge in the Opera House loggia area and return the shop to the gated area. President Bechtle stated that as the east end of the south mezzanine lobby has now become the permanent home of the Opera/Ballet shop, it is time to reconsider more carefully the floor plan and furnishings for this area with an eye towards patron egress, ADA compliance, use by outside presenters and overall presentation. The Building Committee directed the Opera, Ballet and War Memorial staff to convene a working group to prepare a re-design proposal for the Opera/Ballet shop for consideration by the Building Committee. President Bechtle stated that in the short term, the Committee requested that the Opera and Ballet relocate shop furnishings to make the area more aesthetically pleasing and accessible to patrons.

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

RESOLUTION NO. 10-29

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby adopts the report and recommendations of its Building Committee, and 1) approves the Opera request to install an educational display on the marble table in the Opera House main lobby from September 10 through October 6, 2010; 2) disapproves the placement of display cases on the orchestra to mezzanine stair landings; and 3) directs the Opera, Symphony and War Memorial staff to implement short-term modifications to the Opera/Ballet shop on the south mezzanine level and to convene a working group to prepare a re-design proposal for the Opera/Ballet shop for consideration by the Building Committee.

Patina Catering proposal to implement improvements to Opera House Dress Circle and Balcony Circle intermission bars: President Bechtle reported that pursuant to the 2009 concession agreement between the War Memorial and Patina, Patina shall invest a total of \$500,000 during the 5-year original term of the agreement for improvements as agreed upon by the parties. Patina has already implemented a number of improvements previously approved by the Board at a total investment cost of \$192,000. Patina is now proposing to implement additional improvements to Opera House Dress Circle and Balcony Circle intermission bars.

President Bechtle stated that the Building Committee heard from Patina General Manager, Garo Eldemir, who presented Patina's proposal for improvements to Opera House Dress Circle and Balcony Circle intermission bars. The proposed improvements, estimated to cost \$80,000, include replacing countertops, cabinets and

display cases to echo design of existing built-in bars; providing lowered accessible service counters to comply with ADA; replacing soffits and overhead light fixtures; installation of linoleum floor coverings on Balcony Circle bars; adding a pull-down shade system to Balcony Circle bars to be lowered when the bar is not in operation; and adding menu signs and menu board lighting. These improvements are designed to improve aesthetics and provide more efficient work space. President Bechtle stated that following discussion, the Committee voted unanimously to recommend approval of Patina's proposed improvements to Opera House Dress Circle and Balcony Level intermission bars.

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

RESOLUTION NO. 10-30

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby adopts the report and recommendations of its Building Committee, and approves Patina Catering's proposal to implement improvements to Opera House Dress Circle and Balcony Circle intermission bars as part of its contractual investment for improvements.

REGULAR ITEMS

Request from San Francisco Veterans Memorial Working Committee to install an informational sign in the Memorial Court: President Bechtle stated that Trustees received a copy of the letter from General Myatt, Chair of the San Francisco Veterans Memorial Working Committee, requesting permission to install an informational sign at the east end of the Memorial Court to announce and identify the future site of the San Francisco Veterans Memorial. She noted that attached to the letter is a photo mock-up of the proposed sign in the proposed location in the Memorial Court. As noted in General Myatt's letter, the Working Committee asks to reserve the option of including a major sponsorship acknowledgement below the sign's proposed text. The sign would be in place until the new Veterans Memorial has been completed, currently targeted for November 2013; however, the sign would be installed so that it could be removed for special events or other purposes.

Trustee Bashford, who serves as a member of the San Francisco Veterans Memorial Working Committee, stated that the purpose of the sign is to call attention to the project and the location of the future Veterans Memorial, and hopefully help with fundraising for the project. He introduced Antonio White, member of the Veterans Memorial Working Committee, to provide additional details on the proposed sign. Mr. White stated that the sign would be created out of 1/4" etched stainless steel and silkscreened in a blue color matching the Memorial Court gates. The sign would measure 48" wide by 36" high, and would have a detachable base for removal.

In discussion, Trustee Horn expressed concern about installing signage in the Memorial Court, noting that while the Board has approved the concept of installing an appropriate veterans' memorial that would become a part of the Memorial Court, the Board has consistently refused all other requests for signage or other displays in the Court. Trustee Horn suggested that this matter be deferred for one month to allow Trustee Myatt to speak to the request at the next meeting.

Following discussion, President Bechtle continued this matter for one month and also encouraged the San Francisco Veterans Memorial Working Committee to consider some alternative locations for the proposed sign.

ADJOURNMENT

There being no further business, President Bechtle adjourned the meeting at 2:35 p.m.

Jennifer E. Norris
Executive Secretary