

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR MONTHLY MEETING

Thursday, January 13, 2011

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, January 13, 2011, in the Trustees' Board Room, War Memorial Opera House, President Shultz presiding.

ROLL CALL

Present: President Shultz, Vice President Myatt, Trustee Bashford, Trustee Bechtle, Trustee Davis, Trustee Horn, Trustee Jarman, Trustee Pelosi, Trustee Stafford, Trustee Wilsey;

Absent: Trustee Moscone.

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

APPROVAL OF MINUTES

President Shultz called for approval of the minutes of the December 9, 2010 regular meeting of the Board. On motion of Trustee Bechtle, seconded by Trustee Horn, the minutes were unanimously approved.

PRESIDENT'S REPORT

Mayor and Board of Supervisors: President Shultz reported that City Hall has been tremendously active during the last week, with the confirmation of a new interim mayor, Edwin Lee, and four new members of the Board of Supervisors. President Shultz asked that a letter be sent from the Board of Trustees to newly-appointed Mayor Edwin Lee, extending the Board's congratulations and full support.

Committee Assignments for 2011: President Shultz reported that a list of Committee assignments for 2011 has been distributed to Trustees. She noted that Committee assignments have been slightly revised to reflect the change in Board officers for 2011. President Shultz invited Trustees to contact her if they wish to serve on alternate or additional committees and noted that all Trustees are welcome and encouraged to attend all Committee meetings.

San Francisco Ballet Season: President Shultz reported that the San Francisco Ballet will open its 2011 Repertory Season on January 26, with a special performance at the Opera House and opening night festivities at City Hall. On behalf of the Board, President Shultz extended best wishes to the Ballet for a successful Repertory Season.

War Memorial Budget for Fiscal Year 2011-12: President Shultz stated that City department budget requests for the next fiscal year are due to be submitted to the Controller and Mayor on February 22, 2011. President Shultz stated to meet this deadline, the Board will have to consider and approve the War Memorial's FY 2011-12 proposed budget at the February Board meeting. President Shultz referred this matter to the Budget and Finance Committee, and asked the Committee to schedule a meeting during the next month to consider and adopt recommendations on the War Memorial's budget request for FY 2011-12.

MANAGING DIRECTOR'S REPORT

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

RESOLUTION NO. 11-01

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

Q Productions	February 14, 2011	\$2,500.00 vs. 10%
Papillon X		\$6,500.00 maximum

LOUISE M. DAVIES SYMPHONY HALL

Another Planet Entertainment	March 7, 2011	\$2,500.00 vs 10%
David Gray		\$6,500.00 maximum
Peak Performance Tours	March 24, 2011	\$2,500.00
Student Orchestra Clinic		

HERBST THEATRE

ICN TV	January 28, 2011	\$1,350.00 +
Gala Performance & Broadcast		\$3,000.00 broadcast
City Arts & Lectures	May 9, 2011	\$800.00
Kay Ryan		
International Interior Design Association	May 12, 2011	\$800.00
Pioneers in Design 2011		
John O'Connell High School	May 27, 2011	\$550.00
Graduation Ceremony		
Share International USA	August 9, 2011	\$800.00
Benjamin Creme		
Gay Asian Pacific Alliance	August 13, 2011	\$800.00
2011 Runway		
Richmond/Ermet AIDS Foundation	August 21, 2011	\$800.00
Help is on the Way XVII		

Davies Symphony Hall – Outside Bookings: Ms. Murray reported that during FY 2010-11, a total of 32 outside bookings are projected to take place in Davies Symphony Hall – the largest number of annual outside bookings since the Hall opened in 1980. She noted that 23 of the 32 outside bookings will take place in a three-month period from March 7 to June 12, 2011, generating approximately \$100,000 in earned revenue. Ms. Murray acknowledged the outstanding performance of War Memorial Booking Administrator Stephanie Smith, who has been instrumental in maximizing outside bookings of Davies Symphony Hall and Herbst Theatre.

Civic Center Community Benefit District: Ms. Murray noted that at the Board's last meeting the Trustees approved the War Memorial's casting of ballots in the affirmative for formation of the proposed Civic Center Community Benefit District on behalf of the City and County of San Francisco for the parcels of real property under the exclusive jurisdiction of the War Memorial Board of Trustees. Ms. Murray reported that on January 4, 2011, there was a public hearing on the proposed Civic Center CBD before the Board of Supervisors, after which the ballots for the Civic Center CBD were counted. The final weighted vote count on the Civic Center CBD was 90% in favor and 10% opposed. Following discussion, the Board of Supervisors voted to approve the Civic Center Community Benefit District for a ten-year period beginning July 1, 2011.

Ms. Murray stated that with this approval, effective July 1, 2011, and for the next ten years, the War Memorial will be assessed an annual amount for the Civic Center CBD. The first assessment for FY 2011-12 totals \$56,252, which assessment will be funded from an estimated 3% increase in all War Memorial rental rates effective July 1, 2011. Assessment amounts in years 2-10 of the CBD are subject to a 3% annual increase cap, and thus will not require a specific rental rate increase to cover subsequent year CBD assessments.

SECRETARY'S REPORT

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

RESOLUTION NO. 11-02

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM11151 through WM11175, are hereby approved.

REGULAR ITEMS

San Francisco Veterans Memorial Working Committee presentation on Veterans Memorial Finalists:

President Shultz reported that on November 10, 2010, the San Francisco Veterans Memorial Working Committee, co-chaired by Vice President Myatt and Trustee Bashford, held a press conference to announce the three finalist artist teams selected for the San Francisco Veterans Memorial Project. Vice President Myatt stated that the Veterans Memorial Working Committee engaged the San Francisco Arts Commission to conduct the nation-wide design competition for the San Francisco Veterans Memorial. He introduced Susan Pontious, who leads the Arts Commission Public Art staff, to make a presentation on the Project's three finalist artist teams.

Ms. Pontious stated that in May 2010, the Arts Commission issued a Request for Qualifications ("RFQ") for the San Francisco Veterans Memorial Project. By the July 30, 2010 deadline, the Arts Commission received over 120 applications. Arts Commission Public Art staff screened the applications to establish a pre-qualified candidate pool to be considered by a selection panel. The pre-qualified artist teams, numbering more than 40, were then presented to the selection panel, consisting of arts and design professionals and representatives from the Arts Commission, War Memorial Board of Trustees, and American Legion War Memorial Commission. Trustees Myatt and Bashford sat on the selection panel for the War Memorial Board of Trustees. The selection panel's consideration was conducted in an open meeting during which public comment was taken.

Ms. Pontious stated that each of the three finalist design teams includes an artist working with a licensed architect or landscape architect. She made a slide presentation showing prior works of each of the three finalist teams, including:

- Larry Kirkland and J. Douglass Macy: Kirkland and Macy have collaborated on a number of major projects over the last twenty years. Mr. Kirkland is currently working with the Disabled Veterans community to create a National Memorial in Washington D.C.; and one of Mr. Macy's landmark achievements is the Vietnam Veterans of Oregon Living Memorial.

- Lee Norman and Scott Slaney/Ricardo Supiciche of SWA Group: Mr. Norman has won several memorial competitions, including the National Pablo Neruda Memorial located near Santiago, Chile, and the Toledo Fire and Rescue Memorial in Ohio, and was named among eight finalists in the World Trade Center Site Memorial Competition. SWA Group, one of the world's leading landscape architect firms, is best known locally for the roof garden at the California Academy of Science.
- Artist and architect Susan Narduli and San Francisco-based landscape architect Andrea Cochran: Ms. Narduli has been awarded commissions for numerous places of remembrance in California including the Belmont Veterans Memorial Pier in Long Beach and the columbarium and Garden of the Senses at Chapman University in Orange, California. Ms. Cochran has won numerous architecture awards for her work and is considered a leader in the local design community.

Ms. Pontious stated that each of the three finalists have entered into an agreement with the Arts Commission to develop their final proposal for the Veterans Memorial. She said that in late May 2011, the three final proposals will be placed on display in the Veterans Building for public review and comment. A selection panel will then review the final proposals and public comment and make a recommendation to the War Memorial Board of Trustees for a selected winning proposal. Once the final selection is made, the Veterans Memorial will be constructed at a cost of approximately \$1.5 million from privately raised funds, and is targeted for completion and dedication in November 2012.

Vice President Myatt stated that the San Francisco Veterans Memorial Working Committee is actively raising private funds for the Veterans Memorial Project, and he thanked Trustee Wilsey for hosting a Veterans Memorial fundraising reception at her home earlier this month.

American Legion War Memorial Commission requests for use of Veterans Building space by veterans

service organizations: President Shultz stated that Trustees have received the letter dated January 6, from Roger Dong, Chair of the American Legion War Memorial Commission, requesting to use Veterans Building space for the USO and for a Veterans Resource Training Center. Trustees have also received a copy of Beth Murray's letter to Mr. Dong of December 13, 2010, concerning the Commission's proposed use of Veterans Building space by the USO; and a copy of the December 6, 2010 letter from James Guglielmoni, President of the Veterans Affairs Commission, stating that the Veterans Affairs Commission supports the American Legion War Memorial Commission's new concept of bringing veterans service organizations into the Veterans Building.

Beth Murray reported that she has met with Commission representatives regarding these requests, and outlined the requests for the Board:

1. **Request to allow the USO to use office space in Veterans Building room 101:** Ms. Murray stated that the Commission has requested to allow the USO, a private, non-profit organization, to use one desk in the Commission's office suite in Veterans Building room 101. The Commission states this desk would be used by one volunteer of the USO during regular business hours to conduct work on bringing and/or producing events in other Veterans Building facilities.

Ms. Murray stated that she has advised the Commission that any such use of Veterans Building space, regardless of whether or not rent is charged, must be subject to a lease agreement outlining the terms and conditions of the USO's occupancy, including insurance, indemnification, and other standard lease requirements.

2. **Request to use Veterans Building third floor space to create a Veterans Resource Training Center:** Ms. Murray stated that the Commission is requesting to use unused Veterans Building space to create a Veterans Resource Training Center which will include installation of approximately 20 PCs to provide basic PC training and PC-based job skills training for returning veterans. The Commission states they are raising money to fund the costs of purchasing computers, networking equipment, furniture, presentation equipment and other materials. The Commission has expressed interest in using currently-vacant third floor space for this training center as upgrading electrical power and wireless connection for PCs in second floor veterans' meeting rooms would be expensive.

Ms. Murray stated that during a meeting with Commission representatives earlier this week, there were a number of unanswered questions about the Training Center proposal. The Commission is further investigating these questions and issues after which they will again meet. Staff therefore recommends this request be referred to committee.

In discussion, Mr. John Pierre, USO volunteer, addressed the Trustees about the use of Veterans Building desk space for fundraising purposes. Following discussion, Vice President Myatt stated that he believes there are a number of unanswered questions about the Commission's requests, and that he would recommend the requests be referred to committee for further study. President Shultz referred the requests of the American Legion War Memorial Commission to the Veterans Committee for study, consideration and recommendations.

GOOD AND WELFARE

Trustee Bashford congratulated Trustee Davis on the publication of her book "Never in My Wildest Dreams," a memoir recounting her life with emphasis on her ground breaking journalism career. In 1966 Trustee Davis became the first black woman hired as a television news reporter in the western United States.

ADJOURNMENT

There being no further business, President Shultz adjourned the meeting at 3:00 p.m.

Jennifer E. Norris
Executive Secretary