

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

**Thursday, October 13, 2011**

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, October 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 Horn, Trustee Moscone, Trustee Pelosi, Trustee Stafford, Trustee Wilsey;

Absent: Trustee Davis, Trustee Jarman;

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 September 8, 2011 regular meeting of the Board. On motion of Vice President Myatt, 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 Bechtle, the following resolution was unanimously adopted:

**RESOLUTION NO. 11-35**

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**

San Francisco Ballet 2011 Nutcracker	December 5 – 28, 2011	\$57,550.00
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**LOUISE M. DAVIES SYMPHONY HALL**

San Francisco Symphony 2011-2012 Season (Partial)	February 1 – May 31, 2012	\$140,650.00 vs 10% \$160,000.00 maximum
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**HERBST THEATRE**

Habibi's Entertainment Assi El Hellani	October 21, 2011	\$1,400.00
Chinese American International School Winter Program Graduation Ceremony	December 7, 8, 2011 June 13, 2012	\$2,375.00

Chinese Herb Trade Association of America Variety Show	December 19, 2011	\$825.00
Youth Speaks Bringing the Noise for Dr. Martin Luther King, Jr.	January 16, 2012	\$1,265.00
Earplay Concerts	February 6, 2012 March 19, 2012 May 10, 2012	\$2,475.00
San Francisco Opera Guild How Andy Found His Voice	February 7, 2012	\$575.00
Asian Pacific American Heritage Foundation APA Heritage Month Celebration	May 7, 2012	\$825.00
Ballet with Miss Tilly Student Dance Recitals	May 11 & 14-18, 2012	
School of the Arts Graduation Ceremony	May 23, 2012	\$575.00
Filipina Women's Network The Vagina Monologues	May 25, 2012	\$825.00

**Additional Rental Requests:** Ms. Murray reported that additional rental requests are routine, and she requested their approval. On motion of Trustee Moscone, seconded by Trustee Horn, the following resolution was unanimously adopted:

**RESOLUTION NO. 11-36**

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

**HERBST THEATRE**

Media Evangelism Association Film Screening	November 11, 2011	\$1,265.00
Asian Art Performance Center Concert	November 25, 2011	\$1,265.00
Korean Am. Nursing Home of No. California San Francisco Korean Symphony & Chorus	November 26, 2011	\$825.00

**Board of Supervisors Performance Audit:** Ms. Murray reported that the Board of Supervisors has audits to be conducted by the Supervisors' Budget and Legislative Analyst during FY 2011-12, including an audit of the City's charitable trust departments, the Asian Art Museum, Fine Arts Museums, War Memorial and Academy of Sciences. The audit will review:

1. The role of the City in overseeing the charitable trust departments;
2. The governance structure of the charitable trust departments, oversight of the governing boards over museum operations and finances, and the accountability of the governing boards to the City; and
3. Efficient management of General Fund-supported operations, and opportunities to redefine the role of the City General Fund in supporting day-to-day operations.

Ms. Murray reported that staff has had an initial meeting with the Budget and Legislative Analyst team, at which time they advised that the Supervisors' request for this particular audit was an outgrowth of the recent financial issues at the Asian Art Museum. She said the analyst team advised that the issues upon which the audit will focus as well as their audit work plan are not yet fully determined. They have requested that the War Memorial provide copies of a number of guiding and planning documents, and they plan to conduct interviews of War Memorial management staff, the President of the Board and possibly other Trustees. Ms. Murray stated she will keep the Trustees posted on the audit as it progresses.

### **SECRETARY'S REPORT**

**Revenue, Appropriations and Housekeeping Expenditures Reports for September 2011:** Ms. Norris referred to the Revenue, Appropriations, and Housekeeping Expenditures Reports for September 2011, and requested approval of housekeeping expenditures as submitted. On motion of Trustee Moscone, seconded by Trustee Bashford, the following resolution was unanimously adopted:

#### **RESOLUTION NO. 11-37**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM1200076 through WM1200096 are hereby approved.

**Attendance Policy:** Ms. Norris stated that the Mayor's Office has requested all City commission secretaries to provide quarterly reports of commissioner meeting attendance, indicating whether commissioners were present or had either an excused or an unexcused absence from each regular meeting. She stated that committee meeting attendance is not being tracked by the Mayor's office at this time. She also clarified that an unexcused absence occurs when a Trustee fails to inform the Secretary that they will be absent at a regular meeting.

### **REGULAR ITEMS**

**Symphony request to modify plan for Davies Symphony Hall exterior display cases:** President Shultz stated that Trustee have received a letter from the San Francisco Symphony requesting to modify their plan for installation of free-standing display cases on the exterior of Davies Symphony Hall by relocating two display cases approved for installation on Van Ness Avenue to Grove Street. She noted that Trustees previously approved the recommendations of the Building Committee with regard to the Symphony's exterior signage proposals and therefore, referred this new request pertaining to the Symphony's exterior signage to the Building Committee for consideration and recommendations.

### **GOOD AND WELFARE**

Trustee Bashford, co-chair of the Veterans Memorial Project, updated the Trustees on the Veterans Memorial Project, stating that sponsorship donations associated with the Opera's Open Dress Rehearsal of the *Heart of Solider* amounted to \$100,000, bringing the current fundraising total for the Veterans Memorial Project to \$1.8 million. He stated that the Veterans Memorial Project Committee is looking to present another fundraising event in the spring of 2012.

### **PUBLIC COMMENT**

Andrew Dukowski, Director of Operations for the San Francisco Symphony, thanked the War Memorial staff for all their support and assistance during the Symphony's centennial season opening events.

Nelson Lum, Chair of the American Legion War Memorial Commission, informed the Trustees that the Commission is in the process of preparing their 2012 budget and they will submit budget information to War Memorial staff later this week.

Roger Dong, former Chair of the American Legion, reported that the Veterans Resources Center has been operational for 58 days. He stated that the Veterans Resource Center was able to take advantage of some third party job fairs in the Green Room with an aggregate attendance of 150 veterans thus far. He thanked the Trustees for working with Commission to establish the Veterans Resource Center.

**ADJOURNMENT**

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

Jennifer E. Norris  
Executive Secretary