

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR MONTHLY MEETING

Thursday, December 8, 2011

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, December 8, 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 Moscone, Trustee Pelosi, Trustee Stafford, Trustee Wilsey;

Absent: None

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 November 10, 2011 regular meeting of the Board. On motion of Trustee Wilsey, seconded by Trustee Horn, the minutes were unanimously approved.

PRESIDENT'S REPORT

Opera and Ballet Seasons: President Shultz stated that the San Francisco Opera concluded the fall portion of its 2011-12 season on December 4, 2011, and she extended congratulations to the Opera on a superb season. President Shultz stated that the San Francisco Ballet will open its 2011 *Nutcracker* Season in the Opera House on December 9, and will present 30 performances through December 27, 2011. On behalf of the Board, President Shultz extended best wishes to the Ballet for a successful *Nutcracker* Season.

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 Vice President Myatt, the following resolution was unanimously adopted:

RESOLUTION NO. 11-44

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

Fresno Grand Opera	March 26, 2012	\$2,500.00 vs 10%
Jackie Evancho		\$4,650.00 maximum

HERBST THEATRE

California Teachers Association An Evening with Diane Ravitch	January 18, 2012	\$825.00
SFJAZZ Spring Season 2012 Additions	June 10, 22, 2012	\$1,650.00
Cancer Prevention Institute of California Dance Performance	June 6, 2012	\$825.00

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

RESOLUTION NO. 11-45

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

HERBST THEATRE

City Arts & Lectures 2012 On Art & Politics	January 25, 2012 March 21, 2012 April 4, 18, 2012 May 1, 8, 22 2012 June 5, 2012	\$6,600.00
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San Francisco Ballet – Repertory Season Banners on Opera House Exterior: Ms. Murray reported that staff has approved a request from the San Francisco Ballet to install banners on the exterior of the Opera House loggia for the Ballet's 2012 Repertory season from mid-January to May 8, 2012. Ms. Murray provided a photo of the Ballet's exterior banners from their 75th Anniversary Season as an example of the planned 2012 banners.

SECRETARY'S REPORT

Revenue, Appropriations and Status of Building Projects Reports for November 2011: Ms. Norris referred to the Revenue, Appropriations, and Status of Building Projects Reports for November 2011, and requested a resolution to approve housekeeping expenditures as submitted. On motion of Trustee Horn, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 11-46

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM1200119 through WM1200133 are hereby approved.

Harassment Prevention Training 2011: 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, 2011. She noted that War Memorial staff is available to assist Trustees in using the online training program.

REGULAR ITEMS

Resolution commending John Bott, War Memorial Stage Electrician, on his retirement: President Shultz stated that John Bott, who has worked at the War Memorial as the Herbst Theatre Stage Electrician for the last 18 years, retired on November 26, 2011. She stated it is her great pleasure to ask for a motion to approve a resolution commending John Bott. On motion of Trustee Horn, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 11-47

- Whereas, John Bott retired with distinction on November 26, 2011, after twenty-eight years of service to the City and County of San Francisco, including eighteen years as the full-time Stage Electrician of the Herbst Theatre for the San Francisco War Memorial and Performing Arts Center; and
- Whereas, John began his work backstage as a student at Ferris State University in Michigan and continued his technical stage and production work touring America with Man of La Mancha and Sammy Cahn's one-man show Words & Music; and
- Whereas, After coming to San Francisco in 1980, John began working for the San Francisco Opera and in 1984 was hired by the War Memorial as an "as-needed" Stage Electrician, working in both the Opera House and the Herbst Theatre; and
- Whereas, John became a journeyman with the International Alliance of Theatrical Stage Employees Local 16 in 1985; and
- Whereas, Since becoming the War Memorial's full-time Herbst Theatre Stage Electrician in 1994, John has been the heart and soul of the Herbst Theatre in welcoming and assisting more than 100 licensees presenting approximately 300 performances each year; and
- Whereas, John's skillful efforts have contributed to the War Memorial's mission of providing safe, first-class facilities to promote cultural, education and entertainment opportunities in a cost effective manner for the maximum use and enjoyment of over one hundred and fifty thousand patrons who attend events in the Herbst Theatre each year; and
- Whereas, John has supported his co-workers and licensee representatives with invaluable assistance and perpetual good humor; now Therefore Be It
- RESOLVED, By the Board of Trustees of the War Memorial of San Francisco to hereby thank and commend **John Bott** for his outstanding and dedicated service to the San Francisco War Memorial and Performing Arts Center, its licensees and patrons, and extend to him heartfelt best wishes on the occasion of his retirement.

Patina Catering request to increase pricing: President Shultz stated that Trustees have received the letter from Garo Eldemir, General Manager of Patina Catering at the War Memorial, requesting price increases effective January 19, 2012. President Shultz referred this matter to the Board's Presentors Liaison Committee and asked the committee to meet during the next month and return to the full Board with recommendations.

San Francisco Opera request to offer naming opportunities for Veterans Building fundraising efforts: President Shultz stated that Trustees received a letter from David Gockley, San Francisco Opera General Director, requesting approval of the Opera's offering naming opportunities for post-retrofit Veterans Building areas as part of the Opera's fundraising efforts for Veterans Building improvements. President Shultz referred this request to the Board's Veterans Building Planning Committee for consideration and recommendations.

Election of Officers for 2012: President Shultz opened the floor to nominations for the offices of President and Vice President of the War Memorial Board of Trustees for 2012. Trustee Horn nominated Charlotte M. Shultz for a second term as President, and Michael J. Myatt for a second term as Vice President, of the War Memorial Board of Trustees for 2012. Trustee Horn in nominating Trustee Shultz referred to her continuing dedication to the War Memorial and Performing Arts Center buildings and her commitment to achieving implementation of the Veterans Building Seismic Upgrade and Improvements Project. Trustee Horn noted Trustee Myatt's dedication to realizing the dreams of the original plans for the War Memorial complex in his efforts to build a Veterans Memorial in the Memorial Court. The nominations were seconded by Trustee Bechtle, and the following resolution was unanimously adopted:

RESOLUTION NO. 11-48

- RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that nominations for the offices of President and Vice President of the Board of Trustees for 2012 are hereby closed; and further,
- RESOLVED, That this Board unanimously elects Charlotte M. Shultz as its President and Michael J. Myatt as its Vice President for calendar year 2012.

President Shultz and Vice President Myatt expressed their gratitude to the Trustees for the opportunity to continue serving as officers of the Board during 2012.

GOOD AND WELFARE

Trustee Bashford stated the War Memorial Veterans Memorial Project is hoping to conclude their fundraising activities in the first six months of 2012. He thanked Trustee Wilsey for her pledge of \$100,000 toward the Project.

PUBLIC COMMENT

Nelson Lum, Chair of the American Legion War Memorial Commission, informed the Trustees that the Commission met earlier this week and they will be submitting a request to the Trustees for a part-time staff person to handle the move-out prior to the 2013 closure of the Veterans Building for construction.

ADJOURNMENT

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

Jennifer E. Norris
Executive Secretary