

**MINUTES**  
**WAR MEMORIAL BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**Thursday, June 14, 2012**

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, June 14, 2012, in the Trustees' Board Room, War Memorial Opera House, President Shultz presiding.

**ROLL CALL**

Present: President Shultz, Trustee Bashford, Trustee Bechtle, Trustee Davis, Trustee Moscone, Trustee Pelosi, Trustee Stafford, Trustee Wilsey;

Absent: Vice President Myatt, Trustee Horn, 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 May 8, 2012 special meeting of the Board. On motion of Trustee Bechtle, seconded by Trustee Moscone, the minutes were unanimously approved.

**PRESIDENT'S REPORT**

**San Francisco Symphony - Black & White Ball:** President Shultz reported that the San Francisco Symphony held its bi-annual Black & White Ball on Saturday, June 2, in the Civic Center, and on behalf of the Board, she congratulated the Symphony on a tremendously successful event. President Shultz also acknowledged and thanked the War Memorial staff, particularly John Caldon and Jennifer Norris, for their hard work in coordinating and providing necessary services for the Black & White Ball.

**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 Pelosi, the following resolution was unanimously adopted:

**RESOLUTION NO. 12-17**

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 Opera 2012 Fall Season	August 4 – December 2, 2012	\$165,500.00
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**LOUISE M. DAVIES SYMPHONY HALL**

Nima Entertainment Googoosh	August 25, 2012	\$2,500.00 vs 10% \$6,750.00 maximum
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Steve Litman Presents Louis C.K.	November 14, 15, 2012	\$5,000.00 vs. 10% \$13,500.00 maximum
AEG Live Shaq All-Star Comedy Jam	December 28, 2012	\$2,500.00 vs. 10% \$6,750.00 maximum
San Francisco Gay Men's Chorus Spring Concert	March 19, 25, 26, 2013	\$7,100.00 vs. 10% \$11,600.00 maximum
Lick-Wilmerding High School Graduation Ceremony	June 6, 2013	\$3,350.00
UCSF School of Nursing Graduation Ceremony	June 14, 2013	\$3,350.00

**HERBST THEATRE**

SF Opera Center Schwabacher Orchestra Rehearsals	June 30, July 2, 2012	\$1,030.00
Ruth D'Franco Tania Libertad	September 8, 2012	\$1,400.00
Comite Mexicano Civico Patriotico Mexican Independence Day Celebration	September 15, 2012	\$825.00
Beaver Productions Melody Gardot	September 20, 2012	\$1,400.00
MYR Productions Lorenzo Ruiz: A Filipino Saint	September 23, 2012	\$1,400.00
Theatreworks USA 2012-13 Programs	November 7, 2012 February 19, 2013 March 19, 2013 April 22, 2013	\$2,300.00
California Institute of Integral Studies 2013 Spring Programs	February 8, 16, 2012 March 1, 21, 2013 April 20, 2013	\$4,125.00
Chamber Music San Francisco 2013 Spring Programs	February 10, 19, 2013 March 9, 2013 April 6, 18, 21, 27, 2013	\$5,775.00
US Bank Economic Seminar & Lobby Reception	March 13, 2013	\$1,050.00
SF Ballet Pointes of View Lecture	April 17, 2013	\$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 Wilsey, the following resolution was unanimously adopted:

**RESOLUTION NO. 12-18**

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

**LOUISE M. DAVIES SYMPHONY HALL**

SFJAZZ	September 30, 2012	\$5,000.00 vs. 10%
2012 Fall Series	November 9, 2012	\$9,500.00 maximum

**HERBST THEATRE**

Filipina Women's Network FWN Summit	August 31, 2012	\$825.00
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SFJAZZ	September 28, 29, 2012	\$11,625.00
2012 Fall Series	October 10, 11, 18, 19, 20, 26, 2012	
	November 16, 17, 2012	
	December 1, 2, 2012	

**Temporary Closure of Zellerbach Rehearsal Hall:** Ms. Murray made an informational report regarding the closure of Zellerbach Rehearsal Hall as of June 11, 2012, due to significant water damage in the basement rehearsal room C from water intrusion through the basement concrete slab. She stated that War Memorial Building and Grounds Superintendent Kevin Kelly secured emergency contractors for inspection, repairs and renovations to damaged floor and wall areas, which work began this past Monday and is expected to continue through the first week in October. Ms. Murray stated that staff expects to be able to re-open rehearsal rooms A and B sometime in August 2012. She said that staff has assisted the Opera and Symphony in relocating scheduled rehearsal activities during this unexpected closure period. Ms. Murray reported that the cost estimate for necessary repairs and renovations to the concrete slab, walls and floor is \$250,000.

**Historic Preservation Commission Hearing on Veterans Building Project:** Ms. Murray reported that as required by the San Francisco Planning Code, the War Memorial and DPW submitted an application for a Certificate of Appropriateness ("C of A") for exterior building modifications to be implemented as part of the Veterans Building Seismic Upgrade Project, including repairs and replacements to the roof, damaged terra cotta and windows. She stated that a Certificate of Appropriateness is required for the proposed exterior modifications as the Veterans Building is a designated landmark and in the Civic Center Historic District. The Planning Code also provides that while a C of A is not required for interior modifications, the Historic Preservation Commission may provide comments to the War Memorial Board of Trustees on proposed interior modifications.

Ms. Murray stated that the Veterans Building C of A application was originally heard at the Historic Preservation Commission's meeting on April 4, 2012. At that hearing, representatives of the San Francisco American Legion Posts raised objections that they had not received advance notice of the hearing and claimed the City did not have clear title to the Veterans Building. The Historic Preservation Commission continued the item to June 6. Ms. Murray stated that prior to the June 6 meeting, all occupants and owners of buildings within a 300' radius of the Veterans Building were notified of the hearing by mail, including every San Francisco American Legion Post, and the Historic Preservation Commission was provided with a summary regarding Veterans Building ownership and a recent title report.

At the June 6 hearing, representatives of the American Legion Posts stated objections to the Trustees' plans for interior building modifications stating it reduces space allocated to the Posts. There was a lengthy public comment, including comments of War Memorial staff and the City Attorney's office regarding the Trustees' process for allocating space in the Veterans Building. While there were no objections or disagreements concerning the proposed exterior modifications, a motion to approve the C of A for the exterior modifications did not pass. A subsequent motion to continue the item to July 18 was approved.

Ms. Murray stated that the Planning Department is recommending approval of the Certificate of Appropriateness, and the War Memorial, DPW and Planning Department are following up with members of the Historic Preservation Commission on any questions or concerns on issues under their jurisdiction. Ms. Murray noted that as the Certificate of Appropriateness application was submitted well in advance, this continuance does not impact the Veterans Building Project schedule. She stated that no action is required on this informational report and that staff will keep the Trustees advised of further developments on Veterans Building Project planning.

### **SECRETARY'S REPORT**

**Revenue, Appropriations and Housekeeping Expenditures Reports for May 2012:** Ms. Norris referred to the Revenue, Appropriations, and Housekeeping Expenditures Reports for May 2012, and requested approval of housekeeping expenditures as submitted. On motion of Trustee Wilsey, seconded by Trustee Moscone, the following resolution was unanimously adopted:

#### **RESOLUTION NO. 12-19**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM12000250 through WM12000290 are hereby approved.

### **REGULAR ITEMS**

**Board of Supervisors Budget Analyst:** Ms. Murray stated that at the October 2011 meeting of the Board she reported that the Board of Supervisors had directed its Budget and Legislative Analyst to conduct an audit of the City's charitable trust departments, the Asian Art Museum, Fine Arts Museum, War Memorial and Academy of Sciences, to review the governance, oversight and management of the charitable trust departments. Since that time, the Budget Analyst has conducted a number of meetings with departmental staff and members of the charitable trust departments' governing boards.

Ms. Murray reported that on June 5, 2012, the Budget and Legislative Analyst submitted its Performance Audit report to the Board of Supervisors, including an Executive Summary and Recommendation Priority Ranking chart, copies of which have been provided to Trustees. She stated that the report includes one recommendation applicable to the War Memorial department, that the War Memorial Board of Trustees should request the War Memorial staff to continue providing an annual efficiency plan or produce a Five-Year Strategic Plan and implement subsequent strategic planning.

Ms. Murray stated that as noted in the Audit Report, in prior years, War Memorial staff developed an annual efficiency plan including long-term strategic planning as part of the annual budget process. However, under changes in the Controller's instructions for the preparation of the FY 2012-13 budget, departments are no longer required to submit an annual plan. The Budget Analyst recommends that despite the Controller's instructions, departments should continue preparing an annual efficiency and strategic plan. Ms. Murray stated that War Memorial staff has advised the Budget Analyst that it will recommend the Board of Trustees adopt this recommendation.

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

RESOLUTION NO. 12-20

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby adopts the recommendation of the Board of Supervisors' Budget and Legislative Analyst and requests that War Memorial staff continue providing an annual efficiency and strategic plan.

**Patina Catering – Managerial Staffing Change:** President Shultz stated that Trustees have received the letter from Tim O'Shea, President of Patina Restaurant Services, regarding a managerial staffing change for Patina Catering at the War Memorial. President Shultz stated that it is with disappointment she reports that Patina Catering General Manager at the War Memorial, Garo Eldemir, will be leaving to pursue other opportunities. She said that Garo certainly has been an integral part of the War Memorial's food and beverage operations for the last five-years, and the War Memorial Board of staff will greatly miss his welcoming and professional presence at the War Memorial. President Shultz reported that Susan Serpanchy, Patina's Catering Sales Manager at the War Memorial, will serve as the interim General Manager.

Garo Eldemir addressed the Board stating it was his great pleasure to manage Patina Catering at the War Memorial for the last five years.

On behalf of the Board, President Shultz extended sincere thanks to Garo for his five years of service at the War Memorial and best wishes for success in his new endeavors.

GOOD AND WELFARE

Trustee Bechtle commented on her attendance at the Memorial Day Ceremony at the Presidio and she thanked Wallace Levin for organizing a wonderful event.

MISCELLANEOUS CORRESPONDENCE

**Letter from Veterans Affairs Commission:** President Shultz stated that Trustees have received a copy of the letter from John Caldera, President of the Veterans Affairs Commission, to Mayor Edwin Lee, transmitting a resolution of the Veterans Affairs Commission in support of construction of a fitness and wellness center in the War Memorial Veterans Building. President Shultz referred this letter to War Memorial staff for the Veterans Building file.

PUBLIC COMMENT

Nelson Lum, Chair of the American Legion War Memorial Commission, distributed and read a letter from him to the Trustees concerning the Veterans Building Project issues currently before the Historic Preservation Commission.

Paul Cox stated that the American Legion Posts do not oppose the exterior modifications planned for the Veterans Building but believe a Certificate of Appropriateness should be required for the Trustees' proposed interior modifications to the Veterans Building.

John Caldera, President of the Veterans Affairs Commission, stated he has appointed himself and Veterans Affairs Commissioner Alexandra Crichlow to a War Memorial and Political Liaison Committee whose duties shall be to maintain liaison with the War Memorial Trustees and the American Legion War Memorial Commission.

Jim White, a veteran, addressed the Trustees on the new protocol of wellness.

Wallace Levin thanked Trustee Bechtle for attending the Memorial Day Ceremony, and he thanked the Board of Trustees, through Vice President Myatt and Trustee Bashford, for its efforts to install a veterans memorial in the Memorial Court.

Stephen Noetzel, Secretary of the Veterans Affairs Commission, stated he is the author of the letter and resolution regarding a proposed fitness and wellness center in the Veterans Building and spoke of the concept and importance of wellness services.

Alexandra Crichlow spoke of wellness concerns of veterans and the need to establish programs to care for veterans and their families.

Eddie Ramirez, a veteran, stated he conducts a monthly town hall in the Veterans Building where services are provided to veterans and he asked for the Trustees help in addressing the needs of returning veterans.

### **ADJOURNMENT**

There being no further business, President Shultz adjourned the meeting at 2:40 p.m.

Jennifer E. Norris  
Executive Secretary