

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR MEETING

Thursday, October 11, 2012

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, October 11, 2012, 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 Wilsey;

Absent: Trustee Pelosi and Trustee Stafford;

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 13, 2012 regular meeting of the Board. On motion of Trustee Wilsey, 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 Bechtle, seconded by Trustee Horn, the following resolution was unanimously adopted:

RESOLUTION NO. 12-31

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 2012-2013 Season (Partial)	February 1 – May 31, 2013	\$170,250.00 vs. 10% \$195,000.00 maximum
UCSF School of Medicine Graduation Ceremony	May 16, 2013	\$3,350.00
SFJAZZ Tony Bennett	May 23, 2013	\$2,500.00 vs. 10% \$4,750.00 maximum

HERBST THEATRE

International Model UN Association Plenary Session and Closing Ceremony	December 1, 2012	\$825.00
--	------------------	----------

Presidio Performing Arts Foundation Student Dance Concert	December 9, 2012	\$825.00
The Kinsey Sicks Oy Veh in a Manger	December 22, 2012	\$1,400.00
San Francisco Opera Meet the Adlers	January 23, 2013	\$825.00
Merola Opera Program Merola Member Event	February 28, 2013	\$825.00

Updates on Veterans Building Seismic Upgrade & Improvements Project:

American Legion War Memorial Commission Appeals: Ms. Murray reported that at its meeting last evening, the City's Board of Appeals considered the appeal filed by the American Legion War Memorial Commission of the Historic Preservation Commission's granting a Certificate of Appropriateness for Veterans Building exterior alterations as part of the Veterans Building Seismic Upgrade and Improvements Project. She stated that the War Memorial Commission's appeal was based upon the lack of requirement in the Historic Preservation Commission's approval motion for Planning Department staff to review mock-ups of new skylights to assure their matching existing skylight profiles. Ms. Murray reported that during the appeal hearing, Tara Lamont, Department of Public Works Project Manager for the Veterans Building Project, advised the Board of Appeals that mock-ups of the new skylights were already planned to be made for Planning Department review during the construction phase. At the conclusion of the hearing, the Board of Appeals voted to uphold the appeal and to require a mock-up of the skylight design for review and approval by Planning Department staff and available for viewing by the American Legion War Memorial Commission.

Ms. Murray reported that on October 10, the American Legion War Memorial Commission filed a separate appeal to the Board of Supervisors of the Categorical Exemption Determination from Environmental Review for the Veterans Building. She stated that this new appeal was today referred to the City Attorney's Office for a determination of timely filing. Ms. Murray stated that if the City Attorney finds the appeal has been filed in a timely manner, the Board of Supervisors will hear the appeal within 30 days.

Selection of Construction Manager/General Contractor: Ms. Murray reported that subsequent to a public bid process, Charles Pankow Builders has been selected as the Construction Manager/General Contractor for the Veterans Building Seismic Upgrade and Improvements Project. She noted that Pankow is currently working with the City on the new Public Safety Building, a large project with a budget of \$234 million. Ms. Murray reported that Pankow will provide pre-construction services during the next several months and will prepare sub-contractor bid packages for the bidding phase in January 2013.

SECRETARY'S REPORT

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

RESOLUTION NO. 12-32

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM1300066 through WM 1300080 are hereby approved.

COMMITTEE REPORTS

Veterans Building Project Committee:

Issues relating to the relocation of Veterans Building Occupants during the Veterans Building Seismic Upgrade and Improvements Project: Trustee Horn, Chair of the Veterans Building Project Committee, stated that the Committee met earlier today to consider and adopt recommendations concerning the relocation of Veterans Building occupants during the Veterans Building Seismic Upgrade and Improvements Project.

Trustee Horn stated that Beth Murray reported to the Committee on the move-out schedules of Veterans Building occupants including the San Francisco Museum of Modern Art, Arts Commission Gallery, Department of the Environment, Law Library, Mayor's Office on Disability, Center for Wellness & Achievement, Museum of Performance & Design, San Francisco Opera and Swords to Plowshares. She also reported on plans for the relocation of War Memorial offices, which include moving administrative personnel to the City-owned building at 25 Van Ness Avenue, and moving buildings and grounds supervisors to an office trailer to be set up in front of the Veterans Building within the construction fencing perimeter. Beth Murray also provided the Committee with preliminary relocation costs, which currently exceed the approved relocation budget of \$1 million by \$118,000.

Trustee Horn stated that action items considered by the Committee related to the relocation of the San Francisco American Legion Posts. He reported that following extensive discussion and public comment, the Committee voted unanimously to adopt staff's recommendations as follows:

- That the War Memorial provide and pay for alternative space and pay for moving and storage costs for the San Francisco American Legion Posts, with the amount and location of space to be determined in consultation with the City's Real Estate Division based upon space availability and cost; and
- That the Trustees permit the American Legion Posts in their discretion to continue providing a portion of their temporary space to the American Legion Department of California as a guest of the Posts; and further that the American Legion Department of California be responsible for its own moving and storage costs.

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

RESOLUTION NO. 12-33

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby adopts the report and recommendations of its Veterans Building Project Committee as follows:

- That the War Memorial shall provide and pay for alternative space and pay for moving and storage costs for the San Francisco American Legion Posts, with the amount and location of space to be determined in consultation with the City's Real Estate Division based upon space availability and cost; and
- That the Trustees shall permit the American Legion Posts in their discretion to continue providing a portion of their temporary space to the American Legion Department of California as a guest of the Posts; and further that the American Legion Department of California be responsible for its own moving and storage costs.

REGULAR ITEMS

Symphony request to conduct study and analyses with respect to potential development of projects at Davies Symphony Hall and Zellerbach Rehearsal Hall: President Shultz stated that Trustees have received the letter from Brent Assink, Executive Director of the San Francisco Symphony, requesting the Trustees' approval for the Symphony to conduct a funding feasibility study and cost analyses with respect to development of the Davies Symphony Hall parking lot, renovation of Davies Symphony Hall and Zellerbach Rehearsal Hall,

and development of recommendations for near-term improvements. Mr. Assink's letter notes that since the Symphony last updated the Trustees about the Symphony's second century planning, they have conducted extensive research and studies, concerning the future of the Symphony and its facilities. The Symphony now desires to officially investigate development options. President Shultz called on John Kieser, General Manager of the Symphony, to provide a report to the Trustees.

John Kieser, updated the Board on where the Symphony's facilities project currently stands and requested permission to engage in the next step. He stated there are five phases to their project and the Symphony is currently in phase 2. The Symphony will use research from studies conducted over the past few months to understand what type of facility and programming will embrace the needs of the Symphony, the community and audiences in the future. Mr. Kieser reported that this next phase of feasibility study will include conducting a capital assessment of the ability to raise funds and developing a well-defined budget.

In addition, Mr. Kieser stated that the Symphony Board of Directors has asked Symphony staff and consultants to investigate what near-term improvements to the facilities may be desirable. In the long term the Symphony would hope to turn the entire block into a place for music, the community and education. He requested the War Memorial Board of Trustees approve the Symphony's undertaking a funding feasibility study and cost analyses, and develop recommendations for near-term capital improvements to Davies Symphony Hall.

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

RESOLUTION NO. 12-34

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby approves the request of the San Francisco Symphony to conduct a funding feasibility study and cost analyses with respect to the development of the Davies Symphony Hall parking lot, the renovation of Davies Symphony Hall and Zellerbach Rehearsal Hall, and the development of recommendations for near-term improvements to Davies Symphony Hall.

President Shultz also referred this matter to the Board's Building Committee to meet as necessary to discuss planning issues with the Symphony and report back to the full Board.

Symphony request to upgrade Symphony Store signage in Davies Symphony Hall: President Shultz stated that Trustees have received the letter and photo renderings from the Symphony requesting to upgrade Symphony Store signage in Davies Symphony Hall including:

- Replacing the current large vertical window banner near the Symphony Store with a smaller horizontal banner across the base of the four window panes nearest the Store. With this new banner, Store merchandise will no longer be displayed in the windows.
- Installing three "Check Out Here" banners to be hung above each of the Store cash registers to help patrons identify the check-out locations.

In discussion, Trustee Bashford asked to consider the signage requests separately as he feels the proposed "check out" signs are not conducive to the location in Davies Symphony Hall.

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

RESOLUTION NO. 12-35

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby approves the request of the San Francisco Symphony to replace the current Symphony Store vertical window banner with a smaller horizontal banner across four windows panes.

A motion was made by Trustee Bashford, seconded by Vice President Myatt, and unanimously adopted to ask the Symphony to propose an alternative plan for the Symphony Store check-out signs.

Ballet request to install exterior banners on the Opera House for the 2013 Ballet Season: President Shultz stated that Trustees have received the letter from the San Francisco Ballet requesting to install 7 large scale banners on the loggia of the Opera House for the Ballet's 2013 repertory season from mid-January 2013 through May 12, 2013. The banners will be the same size and in the same location as those installed for last year's repertory season.

On motion of Trustee Wilsey, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 12-37

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby approves the request of the San Francisco Ballet to install exterior banners on the Opera House for its 2013 repertory season.

PUBLIC COMMENT

Mr. Leo Madrid, independent historian, invited the Trustees to visit the P.E.A.C.E Museum in Suite 131 in the Veterans Building.

Nelson Lum, Chair of the American Legion War Memorial Commission, stated that at the last meeting of American Legion War Memorial Commission, he was re-elected to serve as Chair for a second term. The Trustees congratulated Mr. Lum on his election.

ADJOURNMENT

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

Jennifer E. Norris
Executive Secretary