

**MINUTES**  
**WAR MEMORIAL BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**Thursday, June 13, 2013**

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, June 13, 2013, in the Trustees' Board Room, War Memorial Opera House, President Myatt presiding.

**ROLL CALL**

Present: President Myatt, Vice President Bashford, Trustee Davis, Trustee Horn, Trustee Lui, Trustee Moscone, Trustee Pelosi, Trustee Shultz, Trustee Stafford and Trustee Wilsey;

Absent: Trustee Bechtle

Staff Present: Elizabeth Murray, Managing Director  
Jennifer Norris, Assistant Managing Director

**APPROVAL OF MINUTES**

President Myatt called for approval of the minutes of the May 9, 2013 regular meeting of the Board. On motion of Trustee Shultz, seconded by Trustee Horn, the minutes were unanimously approved.

**PRESIDENT'S REPORT**

**Veterans Building Closing:** President Myatt stated that after more than 20 years of planning, the Veterans Building will close on June 30, for a two-year seismic and life safety construction project. He commended the War Memorial Trustees and staff for their perseverance in moving this project forward despite many obstacles and set-backs. He thanked the War Memorial staff for their incredible job of not only coordinating the upcoming construction project, but for planning and implementing the move-out of occupants from the building. He thanked Nelson Lum and Jamie Lopez of the American Legion War Memorial Commission for their work in coordinating the move-out of veterans' organizations. He noted that this was not an easy task, and the support of the Commission in vacating the Veterans Building represented a partnership with the War Memorial that he hopes will continue when the building reopens. He stated that the Veterans Building Project Committee, chaired by Trustee Horn, will be monitoring the project as it progresses and looking forward to receiving monthly reports as the project moves forward.

**MANAGING DIRECTOR'S REPORT**

**Rental Requests:** Ms. Murray reported that rental requests mailed to Trustees include a request from the San Francisco Symphony to install a tent in the parking area adjacent to Davies Symphony Hall from approximately August 24 through September 7, 2013 for festivities in conjunction with the Symphony's Opening Night Gala on September 3, 2013. She noted that the Symphony also requests use of Davies Symphony Hall main lobby on September 3, 2013 for a pre-concert dinner and post-concert party. Ms. Murray stated that remaining rental requests are routine and requested their approval. On motion of Trustee Moscone, seconded by Trustee Wilsey, the following resolution was unanimously adopted:

**RESOLUTION NO. 13-21**

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 Falun Buddha Study Association Shen Yun Performing Arts	January 3-12, 2014	\$26,900.00 vs. 10% \$47,150.00 maximum
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**LOUISE M. DAVIES SYMPHONY HALL**

San Francisco Symphony San Francisco Symphony –Parking Lot Tent and Davies Main Lobby for <i>2013 Opening Gala</i>	September 3, 2012	\$9,000.00
Live Nation Worldwide, Inc. Harry Connick Jr.	August 7, 2013	\$2,500.00 vs. 10% \$6,750.00 maximum
San Francisco Falun Buddha Study Association Shen Yun Symphony Orchestra	October 22, 2013	\$2,500.00 vs. 10% \$4,750.00 maximum
Golden Gate University School of Law Graduation Ceremony	May 15, 2014	\$3,350.00
UCSF School of Medicine Graduation Ceremony	May 16, 2014	\$3,350.00
UCSF School of Dentistry Graduation Ceremony and Lobby Reception	June 5, 2014	\$4,025.00
Lick-Wilmerding High School Graduation Ceremony	June 5, 2014	\$3,350.00
Another Planet Entertainment Ben Harper	November 14, 2013	\$2,500.00 vs. 10% \$6,750.00 maximum

**Status of occupant move-out from the Veterans Building:** Ms. Murray updated the Trustees on the status of occupant move-out from the Veterans Building. She stated that with the exception of the War Memorial and the Law Library, all Veterans Building occupants have now vacated the building. The War Memorial administrative staff will move to 25 Van Ness, 8<sup>th</sup> floor on June 20-21. Due to the move, the administrative offices will be closed on Friday, June 21. She noted that staff telephone numbers and email addresses will remain the same. The War Memorial Director of Security and Building & Grounds Superintendent will move to an on-site trailer in front of the Veterans Building on June 29.

Ms. Murray reported that due to a delay in the completion of tenant improvements at the Law Library's new location on Market Street, the Law Library will remain operational in the Veterans Building through mid-August, moving out of the building during the last two weeks in August. She noted that Veterans Building construction will still begin on July 1, 2013, with the contractor performing salvage, protection and light demolition work. The contractor will provide a special entrance for Law Library patrons at the front of the building during the approximate six week period from July 1 through mid-August. Ms. Murray stated that there will be costs—yet to be determined—associated with the delay of the Law Library vacating the building, and that the Project team will be meeting with the Mayor's Office to discuss these costs.

**Status of FY 2013-14 Departmental Budget as approved by the Mayor:** Ms. Murray stated that Trustees have received a high level budget summary of the War Memorial's Fiscal Year 2013-14 budget, showing both the department's budget request and the Mayor's proposed budget submitted to the Board of Supervisors on June 1, 2013. She stated that the Mayor has made a major legislative change as part of his proposed budget, that

being an ordinance amending the Business and Tax Regulations Code to remove certain allocations of the Hotel Tax. This legislation removes all current Hotel Tax allocations to arts agencies, including the Convention & Visitors Bureau, War Memorial, Grants for the Arts, Arts Commission, Asian Art Museum and Fine Arts Museums. The Mayor has submitted a second companion ordinance amending the Administrative Code to establish special funds for the Arts Commission and Grants for the Arts, and confirming the War Memorial's special fund, all of which funds will henceforth receive General Fund support as appropriated by the Mayor and the Board of Supervisors. She noted that the Mayor's Office has made only technical adjustments to the War Memorial's proposed FY 2013-14 budget to reflect final fringe benefit and utility rates.

**Update on Symphony's implementation of modifications to Zellerbach Rehearsal Hall Room "A":** Ms. Murray stated that at the April meeting, Trustees approved the request of the San Francisco Symphony to implement modifications to Zellerbach Rehearsal Hall Room "A," including ADA upgrades and HVAC, electrical and life safety improvements, to allow for flexible public programming by the Symphony and other licensees. During consideration of this item, several Trustees expressed the desire for improvements such as the ADA ramp and restrooms to be permanent rather than temporary as proposed by the Symphony. Ms. Murray reported that during the permit review of this project, the temporary ADA modifications and restrooms were disapproved, and the Symphony's architect was able to revise the project plans to provide a permanent ADA ramp and permanent ADA restroom facilities. In that the Board had expressed this desire, and to keep the project on schedule, the War Memorial staff approved the change in plans, and project construction began earlier this week.

### **SECRETARY'S REPORT**

**Revenue, Appropriations and Housekeeping Expenditures Reports for May 2013:** Ms. Norris referred to the Revenue, Appropriations, and Housekeeping Expenditures Reports for May 2013, and requested approval of housekeeping expenditures as submitted. On motion of Trustee Lui, seconded by Trustee Moscone, the following resolution was unanimously adopted:

#### **RESOLUTION NO. 13-22**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM13221 through WM13230 and Interdepartmental Work Order No. WM13021, are hereby approved.

### **REGULAR ITEMS**

**San Francisco Symphony – Request to replace Assistive Listening System in Davies Symphony Hall and add new Listening System in Zellerbach Rehearsal Hall Room "A":** President Myatt stated that Trustees have received a copy of the letter from the San Francisco Symphony requesting to replace the assistive listening system in Davies Symphony Hall with a new state-of-the-art system. The Symphony is also requesting to install a new assistive listening system in Zellerbach Rehearsal Hall Room "A" in conjunction with its current Zellerbach Rehearsal Hall modifications. The Symphony notes that they have received funding from a donor for this project which is estimated to cost \$130,000. He reported that War Memorial staff has reviewed the proposed specifications of the new listening systems and is recommending approval of this request. Following discussion, and on motion of Trustee Shultz, seconded by Trustee Wilsey, the following resolution was unanimously adopted:

#### **RESOLUTION NO. 13-23**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it approves the request of the San Francisco Symphony to replace the Assistive Listening System in Davies Symphony with a new state-of-the-art system and add new Assistive Listening System in Zellerbach Rehearsal Hall Room "A"

**PUBLIC COMMENT**

Nelson Lum, Chair of the American Legion Commission introduced the new commander for American Legion District 8, Eddie Ramirez. Mr. Ramirez addressed the Trustees and stated he looks forward to working with the War Memorial Trustees and staff.

**ADJOURNMENT**

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

Jennifer E. Norris  
Executive Secretary