

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR MEETING

Thursday, September 11, 2014

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, September 11, 2014, in the Trustees' Board Room, War Memorial Opera House, President Myatt presiding.

ROLL CALL

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

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

APPROVAL OF MINUTES

President Myatt called for approval of the minutes of the August 14, 2014 Veterans Building Project Committee meeting. On motion of Trustee Shultz, seconded by Trustee Wilsey, the minutes were unanimously approved.

President Myatt called for approval of the minutes of the August 14, 2014 regular meeting of the Board. On motion of Trustee Bechtle, seconded by Trustee Moscone, the minutes were unanimously approved.

PRESIDENT'S REPORT

Openings of San Francisco Symphony and San Francisco Opera Seasons: President Myatt reported that the San Francisco Symphony opened its 2014-15 season on Wednesday, September 3, including pre- and post-concert festivities in Davies Symphony Hall and City Hall. He stated that the San Francisco Opera opened its 2014 Fall Season on Friday, September 5, with associated festivities at City Hall. On behalf of the Trustees, President Myatt extended best wishes to the Symphony and Opera on their upcoming seasons.

MANAGING DIRECTOR'S REPORT

Rental Requests: Ms. Murray stated that one rental request mailed to Trustees is routine and she requested its approval. On motion of Trustee Moscone, seconded by Trustee Bechtle, the following resolution was unanimously adopted:

RESOLUTION NO. 14-34

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the following rental request is hereby approved:

LOUISE M. DAVIES SYMPHONY HALL

Live Nation Comedy Touring	October 4, 2014	\$2,500.00 vs.10%
Bill Burr		\$7,250.00 maximum

Opera House Main Curtain: Ms. Murray stated that at the August meeting of the board she reported that the Opera House main curtain, which was damaged during the last performance of the Opera Summer Season, had been sent to Los Angeles for repair and was scheduled to be returned on August 28. Ms. Murray reported that the repaired curtain was received as scheduled and installed by the Opera stage crew. She noted that Trustees

may notice that the jingling sound which occurred each time the main curtain was raised or lowered is now gone, as the curtain repairer replaced the metal rings on the rope system with coated rings. Ms. Murray said staff was extremely pleased with the work of Tru-Roll, the Los Angeles company which created the curtain in 1997, in the timely and professional repair of the curtain.

Patina's Opera House Improvements: Ms. Murray reported that Patina completed implementation of approved improvements in the Opera House lower lounge and dress circle lobby in advance of the Opera's opening night. She stated that while the improvements thus far appear to be well received, War Memorial staff will be working with Patina on new signage to better communicate to patrons about Opera House dining options. Ms. Murray encouraged Trustees to view the new draperies and furnishings following the meeting.

SECRETARY'S REPORT

Revenue, Appropriations and Housekeeping Expenditures Reports for August 2014: Ms. Norris stated that Revenue, Appropriations and Housekeeping Expenditures reports for August 2014 have been distributed to Trustees, and she requested approval of August housekeeping expenditures as submitted. On motion of Trustee Shultz, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 14-35

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM150031 through WM150057 are hereby approved.

COMMITTEE REPORTS

Veterans Building Project Committee

Veterans Building Seismic Upgrade & Improvements Project:

Trustee Horn reported on the bi-weekly Veterans Building tours on August 26 and September 9. Trustee Horn stated there is on-going discussion concerning the project schedule. In the interim, the pace of work has picked up considerably and most of the time lost on steel installation has been made up with increased hours and work on weekends. The cost of the expanded work week will be funded by the project contingency.

Trustee Horn reported that windows and skylights are being replaced in the attic. The northwest corner of the building is being prepared for water testing of the new skylights and membrane. Assuming testing goes well and shows the skylights to be water resistant, the installation process will continue around the entirety of the roof. He stated that the center skylights over the old Museum of Modern Art main gallery will be done last as it is through this center opening that steel for Opera fourth floor renovations will pass. New steel catwalks are being installed in the attic replacing the previous wooden catwalks, providing for easier and safer access for maintenance and technical work.

Trustee Horn reported that WebCor, the contractor retained by the San Francisco Opera for their basement and fourth floor tenant improvements, began work after Labor Day. As there is still structural work to be done by Pankow on the fourth floor, WebCor will start along the periphery of the floor with installation of electrical conduit and plumbing necessary for the Opera's use of the fourth floor.

Trustee Horn reported that structural work in the building is nearing completion and work is now moving on to finish work on the interior. He said that framing of new spaces is underway and the locations and shapes of various offices and rooms are now discernable.

Trustee Horn stated that all elevators are being replaced as part of the project; the freight elevator, which previously did not stop on the second floor, will now stop on all floors and will be able to be used both as a freight elevator and a passenger elevator. He added that the express elevator from the first to the fourth floor which has been out of service since the 1989 earthquake is being replaced and will once again provide express access to the fourth floor.

Trustee Horn stated that the Department of Public Works, Pankow and War Memorial staff are still evaluating project schedule issues and proposals for schedule recovery in order to insure that Herbst Theatre will reopen on schedule with the rest of the building following shortly thereafter.

REGULAR ITEMS

Opera request to install hospitality furnishings in the Opera House main lobby during Opera seasons:

President Myatt stated that Trustees have received a copy of the letter from the San Francisco Opera requesting to install furnishing items in the Opera House main lobby during Opera seasons. Specifically, the Opera requests to install:

- a) A “concierge” desk that will serve as an Opera Welcome Center, to be staffed by Opera employees to answer patron questions. The proposed half-round desk—as depicted in the rendering attached to the Opera’s letter—would be positioned between the two southern-most doors in the main lobby that lead into the auditorium.
- b) Six high-top cocktail tables to allow patrons to linger and enjoy beverages in the main lobby. The Opera is proposing to use a “Gio Kiosk” table as pictured in the attachment to the Opera’s letter. The Opera staff has provided a sample Gio table in the main lobby for Trustees to view.

During discussion the Trustees decided not to consider the request for six high-top cocktail tables in the main lobby as there are plenty of seated bar and dining options elsewhere in the building and they feel it would diminish the grandeur of the main lobby. The Trustees acknowledged the importance of welcoming and informing Opera patrons but were concerned at the size and location of the proposed concierge desk.

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

RESOLUTION NO. 14-36

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby approves the Opera’s temporary placement of two smaller informational tables at the ends of the Opera House main lobby during the next month to be coordinated with War Memorial staff. Further, the Opera will return to the board with a proposal for a more permanent informational table.

PUBLIC COMMENT

Nelson Lum, Chair of the American Legion War Memorial Commission, introduced Laura Renner, the newly elected 3rd Vice Commander of the American Legion Cathay Post No. 384 and an Air Force Academy graduate who has completed her term of service.

Mr. Lum stated that he would be stepping down as Chair of the American Legion War Memorial Commission in October, and he expressed appreciation to War Memorial Board of Trustees and Beth Murray, Managing Director, for their considerate approach in working with him in a professional manner during his three year term as Chair.

ADJOURNMENT

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

Jennifer E. Norris
Executive Secretary