

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
SPECIAL MEETING

Thursday, February 18, 2016

The Board of Trustees of the War Memorial of San Francisco met in special session at 3:00 p.m. on Thursday, February 18, 2016, in the Trustees' Board Room, War Memorial Opera House, Vice President Horn presiding.

ROLL CALL

Present: Vice President Horn, Trustee Bechtle, Trustee Davis, Trustee Moscone, Trustee Myatt and Trustee Shultz

Absent: Trustee Lui, Trustee Pelosi, Trustee Stafford and Trustee Wilsey

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

IN MEMORY OF WAR MEMORIAL BOARD OF TRUSTEES' PRESIDENT WILKES BASHFORD

Vice President Horn stated that he would like to make remarks in memory of War Memorial Board of Trustees' President Wilkes Bashford. Those remarks follow:

This is the first full public board meeting we've had since the passing of our president and friend Wilkes Bashford. I think everyone around this table was at the celebration of life at Grace Cathedral, and I'm sure everyone agrees with the sentiments that were expressed at that service.

I was on my computer when the news came about Wilke's passing, and Carolyn Zinko had put a bog up and quoted Willie Brown who said how much Wilkes loved being on the War Memorial Board of Trustees and how much Wilkes loved being the Board's president.

Wilkes served on this board for 15 years. He was first appointed by Mayor Brown, then was reappointed twice by Mayor Newsom. During his tenure on the board he served on every board committee; he was Vice President for four terms; he was President of this Board for three terms and elected for a fourth term when he passed.

Wilkes cared deeply about the War Memorial, its buildings and its occupants. In 2002, when we were unsuccessful with our Proposition C for the Veterans Building renovation, he was in the middle of the behind-the-scenes action with the City's Capital Planning Committee, the Mayor's Office and the Board of Supervisors to come up with an alternative funding plan. In 2007, he volunteered to work with staff on designing and creating an exhibit to celebrate the 75th anniversary of the War Memorial. He was an active participant in the San Francisco Symphony's study of potential new facilities on the site of the Davies Symphony Hall parking lot. And, perhaps the jewel in the crown, between 2010 and 2014, when he teamed up with Trustee Myatt to raise the funds for and build the Veterans Memorial that had been languishing as a project for 80 years. And, of course, last year Wilkes oversaw the reopening of the Veterans Building after 26 months of construction.

The War Memorial Board of Trustees is going to greatly miss Wilkes Bashford and I know we all individually are going to miss him a lot. I think Willie Brown said it well at the service that "He was just a decent human." I will adjourn today's meeting in honor and in memory of our President and pal Wilkes Bashford.

APPROVAL OF MINUTES

Vice President Horn called for approval of the minutes of the January 14, 2016 regular meeting of the Board. On motion of Trustee Shultz, seconded by Trustee Moscone, the minutes were unanimously approved.

PRESIDENT'S REPORT

Wilsey Center for Opera – Ribbon Cutting: Vice President Horn reported that on February 12, 2016, the San Francisco Opera held a ribbon-cutting ceremony at their new facilities on the Veterans Building fourth floor. A number of Trustees were in attendance and were able to tour the new spaces in their close-to-complete condition. Vice President Horn stated this is an important milestone for the Opera, the War Memorial and the Veterans Building, restoring publicly accessible artistic programming on the fourth floor as was originally intended. He said the Opera will have its first public performance at the end of February, with performances continuing to June. On behalf of the Trustees, Vice President Horn congratulated the Opera on its successful renovation of the Veterans Building fourth floor and welcomed the Opera as a new occupant of the Veterans Building.

Michael Simpson, San Francisco Opera Director of Finance and Administration, thanked the War Memorial Trustees and staff for the opportunity to move into the Veterans Building 4th floor.

Agenda Change: Vice President Horn stated that although today's meeting agenda includes a closed session under Regular Items, the Trustees will not today meet in closed session.

MANAGING DIRECTOR'S REPORT

Rental Requests: Ms. Murray stated that rental requests include requests from the San Francisco Opera for uses of the newly completed Atrium Theater on the Veterans Building 4th floor. She said that rental requests are routine and requested their approval. On motion of Trustee Bechtel, seconded by Trustee Shultz, the following resolution was unanimously adopted:

RESOLUTION NO. 16-04

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

California Sunday Pop-Up Magazine	April 12, 2016	\$2,500.00 vs 10% \$7,250.00 maximum
SFJAZZ Keith Jarrett McCoy Tyner Tribute	May 2, 2016 June 19, 2016	\$5,000.00 vs 10% \$10,000.00 maximum

HERBST THEATRE

Live Nation Comedy Oh, Hello" with Nick Kroll and John Mulaney	February 29-March 3, 2016	\$10,000.00
Asian Community Cultural Association Concert	March 26, 2016	\$1,250.00
OnLok, Inc. /30 th Street Senior Center Boomers & Beyond	March 31, 2016	\$1,250.00

Y Combinator Female Founders Conference	April 4, 2016	\$2,500.00
SF Arts Commission Town Hall Meeting	April 5, 2016	\$1,250.00
Pipit & Finch Says You!	April 15, 2016	\$2,500.00
AIA San Francisco AIA Awards Ceremony	April 20, 2016	\$1,250.00
Philippine Consulate General Philippine Independence Day Celebration	June 24, 2016	\$1,250.00
San Francisco Opera Orchestra Auditions	June 25, 2016	\$1,000.00
The Kinsey Sicks Chicks with Shticks	July 9, 2016	\$2,500.00
Gay Asian Pacific Alliance Runway 2016	August 13, 2016	\$1,250.00
Asian American Foundation Miss Asian America Pageant	August 19 & 20, 2016	\$2,250.00

WILSEY CENTER FOR OPERA

San Francisco Opera	Rental Waiver (per Lease)
Schwabacher Debut Recitals	February 28, March 6, March 20, April 24, 2016
SF Opera Lab: ChamberWORKS	February 27, March 7, April 7, April 20, 2016
SF Opera Lab: Winterreise	March 11- 13, 2016
SF Opera Lab: Svadba-Wedding	April 2-10, 2016
SF Opera Lab: The Triplets of Belleville	April 15-23, 2016
SF Opera Lab: Voight Lessons	May 6-8, 2016

Directors Report:

Veterans Building Meeting Room Usage: Ms. Murray stated that Trustees received a summary report of actual uses of Veterans Building meeting rooms allocated to the San Francisco Posts of the American Legion covering the four-month period from October 1, 2015 to January 31, 2016. She noted that War Memorial staff prepares a monthly report of all meeting room uses and sends that report to the American Legion War Memorial Commission for review, and she said the Trustees will continue to receive this report on a monthly basis. Ms. Murray stated that the percentage of actual meeting room uses compared to potential uses ranges from 8.3% to 16.6%, and that during this four-month period, there were no uses of any of the five meeting rooms on 66, or 54%, of the days. She noted that this activity level may reflect the move-in process and holiday season.

During public comment, Paul Cox, Chair of the American Legion War Memorial Commission, stated that the low usage level of the veterans meeting rooms was in part due to move-in activities and the holidays and that he has just reviewed the January 2016 report and will be asking for some corrections. Mr. Cox also stated that the

War Memorial Commission has raised funds to install a secure WiFi system and audio-visual equipment in the meeting rooms, which he hopes will lead to greater room utilization in the future.

Opening of Veterans Building Café: Ms. Murray stated that Patina Restaurant Group opened the new Veterans Building Café, called “C+M”, on February 8, following a week of soft-opening activities. The Café will have a grand opening during the week of February 29, with daily perks such as a free small coffee or cookie. Thus far, feedback has been very positive. Ms. Murray said she hoped the Trustees will have the opportunity to visit the new Café.

SECRETARY’S REPORT

Revenue, Appropriations and Housekeeping Expenditures Reports for January 2016: Ms. Norris stated that Revenue, Appropriations and Housekeeping Expenditures reports for January 2016 have been distributed to Trustees, and she requested approval of the January 2016 housekeeping expenditures as submitted. On motion of Trustee Shultz, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 16-05

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM160152 through WM160181, and Interdepartmental Work Orders 16014 and 16002, are hereby approved.

Ms. Norris stated that Trustees were sent the notice from the Office of the City Attorney regarding the mandatory completion of Sunshine and Ethics Training for city officials. Ms. Norris stated that the training can be completed on the computer in approximately two hours.

COMMITTEE REPORTS

Budget and Finance Committee: Trustee Bechtle, acting Chair of the Budget and Finance Committee, reported that the Committee met earlier today to consider two items:

Proposed Rental Rates for Fiscal Year 2016-17: Trustee Bechtle reported that the Committee reviewed staff’s proposed rental rates for Fiscal Year 2016-17, including proposed rental rate increases averaging 4.5% for the Opera House, Davies Symphony Hall, Zellerbach Rehearsal Hall, Veterans Building office rents and parking fees. She stated that following discussion, the Committee voted unanimously to recommend approval of staff’s proposed rental rates for Fiscal Year 2016-17. On motion of Trustee Bechtle, seconded by Trustee Myatt, the following resolution was unanimously adopted:

RESOLUTION NO. 16-06

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby adopts the report and recommendation of its Budget and Finance Committee and approves staff’s proposed rental rate increases for Fiscal Year 2016-17.

War Memorial Departmental Budget for Fiscal Years 2016-17 and 2017-18: Trustee Bechtle reported that the Committee reviewed staff’s proposed two-year fixed budget for Fiscal Years 2016-17 and 2017-18, including revenues and expenditures for operating, debt service, facilities maintenance and capital budgets. She stated that following discussion, the Committee voted unanimously to recommend approval of staff’s proposed two-year budget for Fiscal Year 2016-17 and 2017-18. On motion of Trustee Myatt, seconded by Trustee Bechtle, the following resolution was unanimously adopted:

RESOLUTION NO. 16-07

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby adopts the report and recommendation of its Budget and Finance Committee and approves staff’s

proposed War Memorial Departmental Budget Requests for Fiscal Years 2016-17 and 2017-18.

GOOD AND WELFARE

Trustee Myatt stated that at 1:30 p.m. on February 19, 2016, the Gold Star Parents will be assembling at the Veterans Memorial in the Memorial Court to participate in the interment of Iraq and Afghanistan soils into the Veterans Memorial.

PUBLIC COMMENT

Paul Cox, Chair of the American Legion War Memorial Commission stated that the Vietnam Memorial plaque cannot be removed from its current location at the Embarcadero without destroying it. He said there are funds to have the bronze plaque recast and installed in the Veterans Building, hopefully for Veterans Day. Mr. Cox stated that Supervisor Farrell and his staff are trying to get the City to remove the plaque although it will have to be removed in pieces. He said that there are 163 names on the existing Vietnam Memorial plaque; however, there were 168 men from San Francisco killed in the war and the additional names will be added to the new plaque. Mr. Cox stated that the American Legion War Memorial Commission is starting the process of locating the family members of the men.

Retired Superior Court Judge Quentin Kopp stated that the item upon which he came to make public comment has been removed from the calendar, namely a closed session regarding pending litigation, and he is therefore making his comment at this time, doing so as retired Superior Court Judge, as a member of the American Legion Post 238 Pacifica, California, and president of the San Francisco Taxpayers Association. Judge Kopp stated his opinion that it would be a mistake for the Board of Trustees to appeal the decision of the San Francisco Superior Court. Judge Kopp also stated that the Korean War Memorial Foundation, of which he is President, would like to move into the Veterans Building on or about June 1st, as their lease in the Presidio expires May 31st.

Wallace Levin, Commander of Veterans of Foreign Wars Post 1205, stated that he is the coordinator of the Memorial Day ceremony at the Presidio. Mr. Levin said that the Korean War Memorial will be at the entrance to the cemetery and as a Korean War veteran he is excited about that. The dedication of the Memorial will be sometime after Memorial Day and Quentin Kopp will be the featured speaker. The theme is "Honoring the Korean War Memorial."

Wallace Levin said thanks to General Myatt for putting him on the Working Committee for the Veterans Memorial because it gave him the opportunity to learn that Wilkes Bashford was somebody special. Mr. Levin said Wilkes Bashford made him feel that his contribution was important.

MISCELLANEOUS CORRESPONDENCE

Condolence letter from American Legion War Memorial Commission on the passing of War Memorial Board of Trustees President Wilkes Bashford: Vice President Horn stated that Trustees received a copy of the letter from Paul Cox, Chair of the American Legion War Memorial Commission, expressing the Commission's sadness on the passing of War Memorial Board of Trustees' President Wilkes Bashford.

REGULAR ITEMS

Proposed revisions to Zellerbach Rehearsal Hall Booking Policies: Vice President Horn stated that at the request of staff, he is referring the matter of proposed revisions to Zellerbach Rehearsal Hall preferential booking policies and procedures to the Presentors Liaison Committee for consideration and recommendations.

Patina Restaurant Group Request for Food and Beverage price increases: Vice President Horn stated that Trustees have received the letter from Patina Restaurant Group requesting to increase pricing at food and beverage facilities in the Performing Arts Center. Vice President referred this request to the Presentors Liaison Committee for consideration and recommendations.

Opera request to place cocktail tables in the Opera House main lobby: Vice President Horn stated that Trustees have received the letter from the San Francisco Opera requesting to place cocktail tables in the Opera House main lobby during Opera season performances. Vice President referred this request to the Presentors Liaison Committee for consideration and recommendations.

Drafting a policy regarding terms of occupancy for potential new veterans organizations in the Veterans Building: Vice President Horn referred to the Veterans Committee for consideration and recommendations the matter of drafting a policy regarding terms of occupancy for potential new veterans organizations to occupy space in the Veterans Building.

Schedule for War Memorial Board of Trustees election of officers for calendar year 2016: Vice President Horn stated that Section 1.04 of the Board of Trustees' Rules and Regulations provides that in the event of the death, resignation or permanent disability of the President, the Vice President shall act for the President until the Board shall elect a President. Vice President Horn asked staff to include Election of Officers on the agenda for the March 10, 2016 regular meeting of the War Memorial Board of Trustees.

ADJOURNMENT

There being no further business to come before the Board, Vice President Horn adjourned the meeting at 3:40 p.m. in honor and memory of War Memorial Board of Trustees' President Wilkes Bashford.

Jennifer E. Norris
Executive Secretary