

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
Thursday, January 14, 2016

The Board of Trustees of the War Memorial of San Francisco met at 2:00 p.m. on Thursday, January 14, 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 Lui, Trustee Moscone, Trustee Myatt, Trustee Shultz, Trustee Stafford, and Trustee Wilsey

Absent: President Bashford, Trustee Pelosi

Staff Present: Elizabeth Murray, Managing Director

APPROVAL OF MINUTES

Vice President Horn called for approval of the minutes of the December 10, 2015 regular meeting of the Board. On motion of Trustee Shultz, seconded by Trustee Moscone, the minutes were unanimously approved. During public comment, Mr. John Patrick McCaffrey stated that his last name was misspelled in the December 10, 2015 minutes and requested that it be corrected. Vice President Horn stated that John Patrick McCaffrey's last name would be corrected to show his last name spelled as McCaffrey.

Vice President Horn called for approval of the minutes of the December 9, 2015 Presentors Liaison Committee meeting. On motion of Trustee Bechtle, seconded by Trustee Shultz, the minutes were unanimously approved.

Vice President Horn called for approval of the minutes of the December 9, 2015 Budget and Finance Committee meeting. On motion of Trustee Myatt, seconded by Trustee Shultz, the minutes were unanimously approved.

PRESIDENT'S REPORT

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.

Vice President Horn stated that the San Francisco Ballet will open its 2016 repertory season on January 21, with a gala performance. On behalf of the Board, he extended best wishes to the Ballet for a successful 2016 Repertory Season.

MANAGING DIRECTOR'S REPORT

Rental Requests: Ms. Murray stated that rental requests include requests from the Symphony to use their two catering exemptions for 2015-16. She said that remaining rental requests are routine and requested their approval. On motion of Trustee Davis, seconded by Trustee Shultz, the following resolution was unanimously adopted:

RESOLUTION NO. 16-01

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

DAVIES SYMPHONY HALL

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| Live Nation Comedy Touring David Cross | January 28, 2016 | \$2,500.00 vs 10% \$7,250.00 maximum |
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ZELLERBACH REHEARSAL HALL

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| San Francisco Symphony NFL Dinner | February 3, 2016 | catering % (catering exemption) |
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| San Francisco Symphony Chinese New Year Dinner | February 13, 2016 | catering % (catering exemption) |
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HERBST THEATRE

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| Philharmonia Baroque Orchestra Rehearsal Day | February 10, 2016 | \$1,000.00 |
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| Bay Area Flamenco Festival Esperanza Fernandez & Gonzalo Rubalcaba | March 9, 2016 | \$1,250.00 |
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| Northern California Chinese Culture Athletic Fed. National Beauty (Chinese Song & Dance) | April 1, 2016 | \$1,250.00 |
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| Bay School of San Francisco Rehearsal Day & Graduation Ceremony | June 9, 11, 2016 | \$1,850.00 |
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| Philippine Consulate General Philippine Independence Day Celebration | June 24, 2016 | \$1,250.00 |
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Report on Veterans Building Flood: Ms. Murray reported that a flood occurred in the southeast corner of the Veterans Building on January 7, 2016 at 8 a.m., as a result of a worker of one of Webcor's subcontractors falling in the attic and breaking a pressurized sprinkler pipe. This incident caused thousands of gallons of water to stream down from the attic to the basement in the southeast corner of the building. Rooms impacted by the flood include the southeast corner restrooms on all floors, one veterans meeting room and the Herbst Theatre dimmer room. Ms. Murray stated that the Fire Department responded when the fire alarm system was activated by water flow and they were extremely helpful in helping with water removal. She also noted the excellent response by War Memorial staff in quickly shutting off water in the building, coordinating clean-up, and hiring a water damage restoration company to start the drying process. Ms. Murray stated that the War Memorial is currently working with Webcor on an insurance claim for water damage assessment and remediation. She said that while several rooms have been temporarily closed in order to implement drying, no public performances or other activities were affected by this incident.

Opera House – House Manager: Ms. Murray reported that a committee of Opera, Ballet and War Memorial representatives has completed the selection process for the position of House Manager for the War Memorial Opera House. She stated that the committee selected Ms. Jamye Divila as the new Opera House Manager and she has accepted the position. Ms. Divila previously worked as the Front of House Manager at the American Conservatory Theater, and she will start work on January 21. Ms. Murray asked Trustees to stop in at the House Manager's office to meet Ms. Divila.

Veterans Building 4th Floor: Ms. Murray reported that the Opera's contractor for Veterans Building improvements is scheduled to complete the basement and 4th floor build-out of Opera areas in February 2016, and Opera staff will begin moving into the 4th floor offices on February 5. Ms. Murray stated there will be several unticketed soft opening activities in the Atrium Theater in late February, with ticketed performances beginning in March 2016.

SECRETARY'S REPORT

Revenue, Appropriations and Housekeeping Expenditures Reports for December 2015: Ms. Murray stated that Revenue, Appropriations and Housekeeping Expenditures reports for December 2015 have been distributed to Trustees, and she requested approval of the December 2015 housekeeping expenditures as submitted. On motion of Trustee Myatt, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 16-02

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM160129 through WM160151 and Revenue Transfers WM16001, WM16003 and WM16005 are hereby approved.

REGULAR ITEMS

War Memorial Departmental Budget for Fiscal Years 2016-17 and 2017-18: Vice President Horn stated that City department budget requests for the next two fiscal years must be submitted to the Controller and Mayor on February 22. To meet this deadline, the Board must consider and approve the War Memorial's proposed budgets for Fiscal Years 2016-17 and 2017-18 at the February meeting. Vice President Horn referred this matter to the Board's Budget and Finance Committee, and asked the Committee to meet during the next month and provide recommendations to the full Board at the February meeting.

Opera request to install temporary promotional banner in the Veterans Building lobby for the SF Opera first season in the Veterans Building: Vice President Horn stated that Trustees have received the letter from the San Francisco Opera requesting to install a temporary promotional/directional wall banner in the Veterans Building first floor outer lobby for the Opera's first Veterans Building season in the new 4th floor venues. The Opera included with its letter a photo rendering of the proposed banner which would be located on the second column from the right as you enter the lobby and which would be the same size as the Arts Commission lobby banner previously approved by the board for the most northerly column in the lobby. The banner would be installed in late February or early March and remain in place to the end of May 2016 when the first Opera season concludes.

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

RESOLUTION NO. 16-03

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby approves the request of the San Francisco Opera to install a temporary promotional banner in the Veterans Building first floor lobby for the Opera's first Veterans Building season from late February through the end of May 2016.

PUBLIC COMMENT

Wallace Levin, Commander of Veterans of Foreign Wars Post 1205, stated that he objects to the Opera banner in the lobby because there is no tribute to the veterans in the lobby which shows the purpose of the Veterans Building.

ADJOURNMENT

There being no further business to come before the Board, Vice President Horn adjourned the meeting at 2:25 p.m.

Jennifer E. Norris
Executive Secretary