

**MINUTES**  
**WAR MEMORIAL BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**Thursday, April 14, 2016**

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, April 14, 2016, in the Trustees' Board Room, War Memorial Opera House, President Horn presiding.

**ROLL CALL**

Present: President Horn, Trustee Davis, Trustee Lui, Trustee Moscone, Trustee Myatt and Trustee Shultz  
Absent: Vice President Bechtle, Trustee Pelosi, Trustee Walker and Trustee Wilsey  
Staff Present: Elizabeth Murray, Managing Director, and Jennifer Norris, Assistant Managing Director

**APPROVAL OF MINUTES**

President Horn called for approval of the minutes of the March 10, 2016 regular meeting of the Board. On motion of Trustee Shultz, seconded by Trustee Moscone, the minutes were unanimously approved.

**PRESIDENT'S REPORT**

**Introduction of Tom DeCaigny, Director of Cultural Affairs:**

President Horn introduced a new occupant of the Performing Arts Center, Tom DeCaigny, Director of Cultural Affairs. President Horn stated that Tom and his department, the San Francisco Arts Commission, have now moved all Arts Commission administrative, gallery and Civic Collection storage operations to the Veterans Building. President Horn welcomed Mr. DeCaigny to the Veterans Building and War Memorial Complex.

Mr. DeCaigny stated that the Arts Commission is honored and thrilled to be one of the newest tenants in the Veterans Building. He said the department moved into the Veterans Building in October 2016 and is now fully settled in. He added that this marks the first time that the Arts Commission and Grants for the Arts have been located in the same building, and he and Grants for the Arts Director Kary Schulman are pleased to have their teams so closely located to one another.

Mr. DeCaigny stated that the Arts Commission has a number of responsibilities in the City Charter. The Arts Commission receives the 2% of all public art infrastructure which most recently has been used at San Francisco General Hospital among other places. The Arts Commission oversees the civic design review process for the City and those meetings are now taking place in the Arts Commission Community Room in Veterans Building room 125.

Mr. DeCaigny reported that the Arts Commission Gallery's first show has received rave reviews with thousands of attendees. He said they are now working on a show called "Chained Reaction" which will feature 21 local artists' work. He also noted an upcoming exhibition of contemporary art that will open in November featuring artwork by and about veterans.

Vice President Horn thanked Mr. DeCaigny for his comments and stated the Trustees are very pleased to see the increased level of activity in the Veterans Building.

In public comment, Ms. Ann Treboux said Mr. DeCaigny had not mentioned the street artist program which is under the umbrella of the Arts Commission and now located on the ground floor of the Veterans Building. She stated it is a program that is neglected by the Arts Commission, and that over 118 street artists were kicked out of Justin Herman Plaza with little notice during the Super Bowl.

**MANAGING DIRECTOR'S REPORT**

**Rental Requests:** Ms. Murray stated that the rental request for the CPAA Productions in the Opera House on July 2016 has been withdrawn. Ms. Murray stated that remaining rental requests are routine and requested their approval. On motion of Trustee Moscone, seconded by Trustee Myatt, the following resolution was unanimously adopted:

**RESOLUTION NO. 16-12**

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 Opera 2016 Summer Season	May 9 - July 6, 2016	\$80,000.00
San Francisco Ballet 2016 Nutcracker & 2017 Repertory Season	December 8 - 30, 2016 January 9 - May 7, 2017	Dollar amount TBD pending final schedule
SF Falun Buddha Study Association Shen Yun	Dec. 30, 2016 – Jan. 8, 2017	\$26,850.00 vs 10% \$51,150.00 maximum

**LOUISE M. DAVIES SYMPHONY HALL**

SFJAZZ McCoy Tyner Tribute	June 19, 2016	\$2,500.00 vs 10% \$5,200.00 maximum
Another Planet Entertainment Frankie Valli	July 20, 2016	\$2,500.00 vs 10% \$7,500.00 maximum

**HERBST THEATRE**

Hai Yan Jackson Chinese Dance Dancing Colors of Spring	May 29, 2016	\$1,250.00
Richmond/Ermet AIDS Foundation Help is on the Way	August 21, 2016	\$1,250.00
San Francisco Opera Guild Insight Panel Discussion Series	August 29, 2016 September 1, 26, 2016 October 26, 2016	\$5,000.00
Litquake Literary Lecture	October 13, 2016	\$1,250.00
Earth Island Institute Brower Youth Awards	October 18, 2016	
Philharmonia Baroque Orchestra Season 2016-17 Season	October 21, 2016 November 4, 2016 December 1, 2016 January 27, 2017 March 3, 2017	\$6,250.00

San Francisco Performances 2016-17 Season	September 30, 2016 October 15, 19, 23, 30, 2016 November 15, 19, 2016 December 9, 10, 13, 2016 January 21, 2017 February 2, 4, 11, 2017 March 4, 12, 17, 18, 23, 2017 April 3, 7, 8, 11, 12, 25, 27, 2017 May 6, 13, 17, 2017	\$39,750.00
OMNI Foundation for the Performing Arts Tomatito International Guitar Night	October 22, 2016 February 18, 2017	\$2,500.00
Evolution Promotion Helen Jane Long and the London Players	November 16, 2016	\$2,500.00
Mission Cultural Center for Latino Arts Orquesta Victoria	November 17, 2016	\$1,250.00
San Francisco Glory Way Culture Center Choral Concert	November 20, 2016	\$1,250.00
San Francisco Opera Center Adler Concert	December 2, 2016	\$1,250.00
Presidio Performing Arts Foundation In the Land of Sweets	December 3, 4, 2016	\$2,250.00
Live Nation Comedy Touring Maria Bamford	December 10, 2016	\$2,500.00
Urban School of San Francisco Winter and Spring Programs	December 11, 2016 April 30, 2017	\$2,500.00
Chinese American International School Winter Program	December 14, 15, 2016	\$2,250.00
American Legion Cathay Post God Bless the USA	February 3, 2017	\$1,250.00
Ballet with Miss Tilly Student Dance Recitals	May 7 - 12, 2017	\$6,750.00
French American International School Graduation Ceremony	June 3, 2017	\$1,250.00
Bay School of San Francisco Graduation Ceremony	June 10, 2017	\$1,250.00

UCSF School of Dentistry Graduation Ceremony	June 14, 2017	\$1,250.00
Chinese American International School Graduation Ceremony	June 14, 2017	\$1,250.00

**Additional Rental Requests:** Ms. Murray stated that one additional rental request has been distributed to Trustees and requested its approval. On motion of Trustee Lui, seconded by Trustee Moscone, the following resolution was unanimously adopted:

**RESOLUTION NO. 16-13**

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

**WAR MEMORIAL OPERA HOUSE**

Innovation Arts & Entertainment Anthony Bourdain	November 16, 2016	\$2,500.00 vs 10% \$7,500.00 maximum
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**Directors Report:**

**Veterans Building Meeting Room Usage:** Ms. Murray stated that Trustees received a corrected summary report of actual uses of Veterans Building meeting rooms allocated to the San Francisco Posts of the American Legion covering the six-month period from October 1, 2015 to March 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. Ms. Murray stated that veterans' organizations had 51 meeting room usages during March 2016, bringing their year-to-date usage level to 21%; and that for the six-month period of the report there were 82 days, or 45% of the total days, on which none of the five veteran meeting rooms were used.

In public comment, Paul Cox, Chair of the American Legion War Memorial Commission, stated that he believes there were additional meeting room uses than are noted on the report. He added there are 17 more organizations that would like to move into the building and the number of meeting room uses will go up.

**Veterans Building Seismic Upgrade and Improvements Project:** Ms. Murray said that she was pleased to report that the Veterans Building Seismic Upgrade and Improvements Project has been selected to receive both California and national awards from the American Public Works Awards for historic restoration and preservation for projects with budgets of more than \$75 million. These awards will be presented to San Francisco's Department of Public Works as the managing agency for the Veterans Building Project. Ms. Murray stated that the Veterans Building Project is being considered for two additional awards: the 2016 San Francisco American Institute of Architects Design Awards, the winner of which will be announced at Herbst Theatre on April 20; and the 2016 California Preservation Award.

**SECRETARY'S REPORT**

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

**RESOLUTION NO. 16-14**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM16204 through WM16229, TE16014, and TT16001 are hereby approved.

## REGULAR ITEMS

### Opera request to install Summer Season banners on the Opera House:

President Horn stated that Trustees have received the request from the San Francisco Opera to install five large-scale banners on the loggia of the Opera House for the Opera's 2016 Summer Season. The proposed display dates are from May 11 through July 6, 2016, and the proposed banners are the same size and configuration as the prior year's banners.

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

#### RESOLUTION NO. 16-15

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 five large-scale banners on the loggia of the Opera House for the Opera's 2016 Summer Season from May 11 through July 6, 2016.

### Request from American Legion Post 505 – Use of Memorial Court Lawn:

President Horn stated that Trustees have received the request from the American Legion Cesar E. Chavez Post 505 to use the Memorial Court lawn area on Friday, May 27, 2016 from 11:30 a.m. to 1:30 p.m. for the launch of the Troops for Fitness San Francisco Program. The Post estimates attendance of 100 for this event and the Post plans to set up a podium, microphone and limited seating for the event. President Horn reported that Mr. Eddie Ramirez and of Post 505 and Paul Cox of the American Legion War Memorial Commission are present to comment on this event.

Eddie Ramirez stated that he is a retired master sergeant of the United States Air Force, 1<sup>st</sup> Commander of the American Legion Cesar E. Chavez Post 505 and founder and CEO of "One Vet One Voice." He stated that Post 505 recently received a grant from Coca Cola Company to start a program that is nationwide called "Troops for Fitness" and would like to have a kick-off of the program in San Francisco.

Ms. Murray stated that staff recommends approval of this request provided the horseshoe driveway is not closed or blocked, that the organizers coordinate their needs and implement their own set-up and break-down for the event, and abide by rules governing the Memorial Court.

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

#### RESOLUTION NO. 16-16

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby approves the request of the American Legion Cesar E. Chavez Post 505 to use the Memorial Court lawn area on May 27, 2016 from 11:30 a.m. to 1:30 p.m. for the launch of the Troops for Fitness San Francisco Program.

### Request from Consulate of Poland – Display announcement of Trophy Room Exhibit:

President Horn stated that Trustees have received the request from the Consulate of Poland through the American Legion War Memorial Commission to install a temporary announcement of the Jan Karski Exhibit that will take place in the Veterans Building Trophy Room from May 2 –13, 2016. The request notes that the display will consist of a sandwich board or pop-up poster close to the Trophy Room entrance, and the American Legion War Memorial Commission confirms that the proposed signage will be similar to, but smaller than, the vertical sign previously approved for the San Francisco Arts Commission Gallery.

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

RESOLUTION NO. 16-17

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby approves the request of the Consulate of Poland to install a temporary announcement of the Jan Karski Exhibit that will take place in the Veterans Building Trophy Room from May 2 –13, 2016 at the entrance to the Trophy Room.

MISCELLANEOUS CORRESPONDENCE

Letter from San Francisco Falun Buddha Study Association. President Horn stated that Trustees received the letter from the San Francisco Falun Buddha Study Association regarding presentation of SHEN YUN Performing Arts in the Opera House. President stated that the letter concerns booking matters and will be referred to the War Memorial staff. Ms. Murray stated that the representative of San Francisco Falun Buddha Study Association has asked that an additional letter be distributed to the Trustees at this time.

In public comment, Ms. Ying Yang from the San Francisco Falun Buddha Study Association addressed the Board to request two consecutive weeks in the Opera House in 2017 for SHEN YUN Performing Arts.

Debra Bernard, General Manager of the San Francisco Ballet, stated that the Ballet respects Shen Yun and their request to present more performances at the War Memorial Opera House; however, the Ballet is already compressed with their Opera House performance schedule.

Samantha Song spoke about her work with Shen Yun doing arts education work in San Francisco and said she would like to see Shen Yun do more performances in San Francisco.

Ann Treboux voiced her support of the remarks made by the San Francisco Ballet, as her nephew participates in their program.

Letter from Veterans Affairs Commission supporting the effort for a World War I tribute in the Veterans Building main lobby. President Horn stated that Trustees received the letter from the Veterans Affairs Commission supporting the effort to place a tribute to the 363rd Infantry Regiment and the San Franciscans that served during World War I, in the main lobby of the Veterans Building. He stated this is an informational item only.

In public comment, Nelson Lum, Vice Chair of the American Legion War Memorial Commission, encouraged the Veterans Affairs Commission to bring their idea before the American Legion War Memorial Commission so it can be discussed before writing to the War Memorial Board of Trustees.

Letter from American Legion War Memorial Commission regarding installing patriotic organizations in the Veterans Building. President Horn stated that Trustees received the letter from the American Legion War Memorial Commission regarding installing patriotic organizations in the Veterans Building. President Horn stated this letter will be referred to the Veterans Committee as part of its discussion and consideration of a proposed policy governing allocation of space in the Veterans Building to patriotic organizations.

Trustee Myatt stated that the Veterans Committee is scheduled to meet on Wednesday April 20 at 2:00 p.m. to consider a proposed policy governing allocation of Veterans Building space to patriotic organizations.

In public comment, Paul Cox, Chair of the American Legion War Memorial Commission, stated that the War Memorial Commission received a draft document of the proposed space assignment policy and the Commission is not happy with the way it is structured and trusts that the document can be re-worked. He would like there to be a working session with several trustees on Monday to re-work how it is structured

PUBLIC COMMENT

Ann Treboux made comments on a situation involving her as a street artist and the San Francisco Arts Commission.

Chris Kitsey made comments on his attendance at the Shen Yun performances in the Opera House.

**ADJOURNMENT**

There being no further business to come before the Board, President Horn adjourned the meeting at 2:45 p.m.

Jennifer E. Norris  
Executive Secretary