

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR BOARD MEETING
Thursday, April 13, 2017

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, April 13, 2017, in the Trustees' Board Room, War Memorial Opera House, President Horn presiding.

ROLL CALL

Present: President Horn, Vice President Bechtle, Trustee Davis, Trustee Levin, Trustee Lui, Trustee Moscone, Trustee Myatt, Trustee Pelosi, Trustee Shultz and Trustee Wilsey

Absent: Trustee Walker

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 9, 2017 regular meeting of the Board. On motion of Trustee Shultz, seconded by Trustee Wilsey, the minutes were unanimously approved.

MANAGING DIRECTOR'S REPORT

Rental Requests: Ms. Murray stated that rental requests include requests from each of the Opera and Symphony for 2017 opening night festivities including requests to install tents for pre- and post-performance activities. She said that rental requests also include a request from the Opera for a pre-performance "Neighborhood Night at the Opera" event on June 17, 2017, to include use of the parking area behind the Memorial Court for food trucks and tables and chairs, and an outdoor performance piece on the sidewalk between the Memorial Court gates. Ms. Murray said that remaining rental requests are routine and requested their approval. On motion of Vice President Bechtle, seconded by Trustee Wilsey, the following resolution was unanimously adopted:

RESOLUTION NO. 17-12

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 Neighborhood Night at the Opera	June 17, 2017	\$650.00 (Single day grounds use)
San Francisco Opera 2017 Fall Season	August 7 – December 10, 2017	\$179,425.00
San Francisco Opera Opening Night Opera Ball and parking lot tent	September 8, 2017	(in season contract)

LOUISE M. DAVIES SYMPHONY HALL

San Francisco Symphony 2017-18 Season (Partial)	September 2, 2017 – Jan. 31, 2018	\$213,250.00 vs 10% \$242,950.00 maximum
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San Francisco Symphony Opening Night Gala and parking lot tent	September 14, 2017	(in season contract)
San Francisco Performances Philip Glass @ 80	February 20, 2018	\$2,500.00 vs 10% \$5,200 maximum
UCSF School of Pharmacy Graduation	May 4, 2018	\$3,500.00
UCSF School of Medicine Graduation	May 16, 2018	\$3,500.00
UCSF School of Nursing Graduation	June 1, 2018	\$3,500.00
SF University High School Graduation	June 4, 2017	\$3,500.00
<u>HERBST THEATRE</u>		
Reality SF Good Friday Service	April 14, 2017	\$1,250.00
Ng Hing Kee Inc. Chen Jia in Concert	May 28, 2017	\$2,500.00
Stanlee R. Gatti Designs Onstage Dinner	July 8, 2017	\$2,500.00
Dress for Success Annual Gala	July 19, 2017	\$1,250.00
Youth Speaks Queeriosity	July 20, 2017	\$1,250.00
CIIS Public Programs Nadezhda Tolokonnikova	September 15, 2017	\$1,250.00
SFJAZZ Concerts	September 21, 22, 2017 October 28, 2017	\$3,750.00
San Francisco Performances 2017-18 Season	October 1, 7, 13, 20, 26, 2017 November 7, 17, 18, 28, 29, 30, 2017 January 18, 20, 2018 February 2, 3, 8, 17, 19, 21, 25, 2018 March 2, 3, 9, 10, 27, 31, 2018 April 7, 12, 18, 19, 21, 2018 May 3, 19, 2018	\$41,000.00
She Can Inc. Revolution 2.0	November 18, 2017	\$1,250.00

OMNI Foundation for the Performing Arts Alvaro Pierri	December 1, 2017	\$1,250.00
SM Radio Productions Stephanie Miller's Sexy Liberal Tour	December 9, 2017	\$2,500.00
KPMG Company Meeting	December 13, 2017	\$2,500.00
Synergy School Spring Concert	March 28, 29, 2018	\$2,250.00

WILSEY CENTER FOR OPERA

Merola Opera Program Rehearsals, Classes & Workshops	June 6 – 23, 2017	\$3,825.00
San Francisco Dance Film Festival Festival Launch Event	October 5, 2017	\$1,025.00
Lamplighters Music Theatre Iolanthe Singalong	March 25, 2018	\$1,025.00

Additional Rental Requests: Ms. Murray stated that additional rental requests have been distributed today and are routine and requested their approval. On motion of Trustee Shultz, seconded by Trustee Wilsey, the following resolution was unanimously adopted:

RESOLUTION NO. 17-13

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

Patina, for Climate Action Reserve Private non-profit reception in OH Lobby	April 19, 2017	\$5,200.00 maximum
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HERBST THEATRE

Chan Lu Lan Ruo Buddhist Temple 2017 Miss America Fashion Travel Pageant	June 24, 2017	\$1,250.00
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SECRETARY'S REPORT

Revenue, Appropriations and Housekeeping Expenditures Reports for March 2017: Ms. Norris stated that Revenue, Appropriations and Housekeeping Expenditures reports for March 2017 have been distributed to Trustees, and she requested approval of March 2017 housekeeping expenditures as submitted.

On motion of Trustee Wilsey, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 17-14

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM17237 through WM17254 and Revenue Transfer 17008 are hereby approved.

COMMITTEE REPORTS

Mid-term report on Pilot Program allowing beverages in the Opera House and Davies Symphony Hall auditorium: Chair Bechtle stated that at the regular Board meeting on October 13, 2016, the Board of Trustees approved the request of the San Francisco Opera, Symphony and Ballet to conduct a six-month pilot program allowing covered beverages in the Opera House and Davies Symphony Hall auditoriums effective January 2017. The Board's approval provided that midway through the six-month pilot program, representatives of the War Memorial, resident licensees and Patina will provide a status report to the Presentors Liaison Committee including patron survey data, beverage sales information, and custodial, ushering and maintenance issues.

Chair Bechtle stated that the committee heard from San Francisco Symphony's Chief Marketing Director Russell Kelban, and San Francisco Ballet's Director of Marketing, Mary Beth Smith, as well as Patina's General Manager Brian Crowell on survey and sales data during the first 11 weeks of the six-month pilot program allowing beverages in the auditorium. Chair Bechtle summarized their reports by saying the program is going well in both venues. Chair Bechtle said the Committee looks forward to the second report on this matter at the end of the six-month pilot program.

In discussion, Ms. Murray responded to a question about the cups being used in the auditorium, noting that the cups, lids and straws are all compostable.

Patina request for food and beverage pricing increases: Chair Bechtle stated the Committee heard from Patina General Manager Brian Crowell concerning the request to increase the price of selected food and beverage items effective May 31, 2017 to offset the impact of minimum wage increase and health care ordinances. She stated that despite cut-backs in management costs and all controllable costs, mandated minimum wage increases and City health care ordinances have resulted in Patina projecting budget deficits for the current and coming years. The proposed price increases will offset that loss and allow Patina to remain profitable at the War Memorial.

Chair Bechtle reported that following discussion, the Presentors Liaison Committee voted unanimously to recommend approval of Patina's request for price increases for food and beverage offerings effective May 31, 2017. On motion of Trustee Shultz, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 17-15

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby adopts the report and recommendation of its Presentors Liaison Committee and approves the request of Patina Restaurant Group to increase pricing on selected food and beverage items effective May 31, 2017.

GOOD AND WELFARE

Trustee Levin said that he is working on planning for the Korean War Soil Dedication Ceremony at the San Francisco Veterans Memorial in the Memorial Court which will take place on May 20, 2017 at 11:00 a.m. He noted that invitations will be forthcoming.

ADJOURNMENT

There being no further business to come before the Board, President Horn adjourned the meeting at 2:15 p.m.

Jennifer E. Norris
Executive Secretary