

**MINUTES**  
**WAR MEMORIAL BOARD OF TRUSTEES**  
**REGULAR BOARD MEETING**

**Thursday, April 12, 2018**

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, April 12, 2018, in the Trustees' Board Room, War Memorial Opera House, President Bechtle presiding.

**ROLL CALL**

Present: President Bechtle, Trustee Horn, Trustee Levin, Trustee Lui, Trustee Moscone, Trustee Myatt, Trustee Shultz, Trustee Wilsey

Absent: Vice President Walker, Trustee Davis, Trustee Pelosi

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

**APPROVAL OF MINUTES**

President Bechtle called for approval of the minutes of the March 8, 2018 regular meeting of the Board. Trustee Horn referred to page 4 of the March 8, 2018 draft minutes under the Public Comment agenda item. He moved to amend the draft minutes by deleting paragraphs 2 and 3 under Public Comment and replacing them with the names of the two public speakers and notation that they spoke on subject matters outside the jurisdiction of the War Memorial Board of Trustees. The motion was seconded by Trustee Myatt, and following opportunity for public comment, the minutes as amended were unanimously approved.

**MANAGING DIRECTOR'S REPORT**

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

**RESOLUTION NO. 18-16**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the April 12, 2018 rental requests are hereby approved:

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

**RESOLUTION NO. 18-17**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the April 12, 2018 additional rental requests are hereby approved:

**DIRECTOR'S REPORT**

**Grant for World War 1 Centennial:** Ms. Murray reported that the War Memorial Complex has been selected as an awardee of the 100 Cities/100 Memorials program for designation as a "World War 1 Centennial Memorial" and for a matching grant of up to \$2,000. This grant is part of a program sponsored by the US World War 1 Centennial Commission and the Pritzker Military Museum & Library. Ms. Murray said that the matching grant will be used to help fund the 2018 Armistice Centennial Exhibits being coordinated by the 2018 Armistice Centennial Citizens Committee of which Trustees Myatt and Levin are members.

Food & Beverage Concessions Request for Proposal: Ms. Murray reported that on March 28, the deadline for submission of proposals in response to the War Memorial and Performing Arts Center's Request for Proposal for Food & Beverage Concession Services, four proposals were received. Two of the proposals met all of the minimum requirements and will proceed to the oral interview with a panel consisting of War Memorial board and staff representatives and one representative of each of the Opera, Symphony and Ballet. Ms. Murray stated that following the oral interviews, the panel's findings and recommendations will be reported to the Board's Presentors Liaison Committee for consideration and adoption of recommendations. Ms. Murray said that the targeted date for the Presentors Liaison Committee meeting is Thursday, May 10, 2018 at 1:00 pm

### **SECRETARY'S REPORT**

**Revenue, Appropriations and Housekeeping Expenditures Reports for March 2018**: Ms. Norris stated that Revenue, Appropriations and Housekeeping Expenditures reports for March 2018 have been distributed to Trustees, and she requested approval of March 2018 housekeeping expenditures as submitted.

On motion of Trustee Lui, seconded by Trustee Myatt, the following resolution was unanimously adopted:

#### **RESOLUTION NO. 18-18**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. PO156505 through PO168896 are hereby approved.

### **REGULAR ITEMS**

Planning Department Update on Civic Center Public Realm Plan: President Bechtle stated that in July 2017, representatives of the Planning Department and Department of Public Works made a presentation to the Trustees on the "Civic Center Public Realm Plan" intended to create unified and long-term improvements to Civic Center's plazas, streets and other public spaces. As noted in the previous presentation, one of the Plan areas being studied is the intersection of Franklin and Fulton Streets as to opportunities to make the western entrance to the War Memorial Court a more welcoming gateway to Civic Center. President Bechtle welcomed Patrick Race, Assistant Plan Manager for the Civic Center Realm Plan.

Patrick Race introduced his colleagues John Dennis from Department of Public Works and Amy Cohen from the Office of Economic and Workforce Development who will assist with the presentation. Mr. Race provided an overview of the plan, plan components and plan progress. Mr. Race referred to the Franklin and Fulton Streets intersection, one of the design focus areas. He noted that the War Memorial Court between the Opera House and Veterans Building is enjoyed and appreciated for its calm open space, the contemplative Veterans Memorial, and the spectacular view of City Hall. However, the existing condition of the paved parking area and on-street parking at the west end of the Court creates an uninviting and ambiguous gateway for pedestrians.

John Dennis from Department of Public Works reviewed slides showing the existing condition of the west end of the Memorial Court as well as two conceptual designs for converting this space to a "Flexible Use Plaza." The conceptual designs maintain vehicle access to the horseshoe driveway and delivery access to the Opera House loading door, add some permanent planting as well as movable planters, and maintain a reduced number of parking spaces. The designs include a bulb-out of the Franklin Street sidewalk between the entries to the horseshoe driveway and a green buffer between the sidewalk and Franklin Street to provide for safer pedestrian conditions. Mr. Dennis stated that movable planters can be moved when using the Opera House loading doors and to accommodate special events in the plaza area. He showed examples of finer and more aesthetic paving materials that could be used for the plaza, and noted that the plan could incorporate replacing the horseshoe driveway some of which is in poor condition.

In discussion, the Trustees expressed concerns about the overall loss of both on-street and off-street parking spaces, impeded access to the Opera House loading doors, and the introduction of movable planters which

require both additional labor to move back and forth and storage space when planters are moved for various activities. While Trustees were in favor of making this space more beautiful any plan must maintain full functionality of the space for its current uses.

Following brief discussion, Mr. Race and Mr. Dennis said they would continue working with War Memorial staff as well as consulting representatives of the San Francisco Opera and Ballet to refine a plan that maintains the functional needs of the War Memorial and resident licensees.

San Francisco Ballet request to install hanging mobile graphics in the Opera House main lobby: President Bechtle stated that Trustees have received a letter from the San Francisco Ballet requesting to install four hanging dancer mobiles in the Opera House main lobby during the Ballet's "Unbound Festival" from April 20 to May 6, 2018. She noted the life-sized mobiles will be fabricated of lightweight materials and will be suspended from wires between lobby pillars.

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

RESOLUTION NO. 18-19

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby approves the request of the San Francisco Ballet to install hanging mobile graphics in the Opera House main lobby during the Ballet's "Unbound Festival" from April 20 to May 6, 2018.

Symphony request to install an exhibit in the First Tier lobby of Davies Symphony Hall: President Bechtle stated that Trustees have received a letter from the San Francisco Symphony requesting to install an exhibit in the First Tier lobby of Davies Symphony Hall from May 19 to July 3, 2018, in conjunction with the Symphony's semi-staged production of "Boris Godunov."

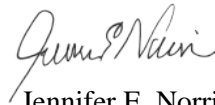
Following discussion, and on motion of Trustee Horn, seconded by Trustee Wilsey, the following resolution was unanimously adopted,

RESOLUTION NO. 18-20

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby approves the request of the San Francisco Symphony to install an exhibit in the First Tier lobby of Davies Symphony Hall from May 19 to July 3, 2018.

ADJOURNMENT

There being no further business to come before the Board, President Bechtle adjourned the meeting at 3:00 p.m.



Jennifer E. Norris  
Executive Secretary