

**MINUTES**  
**WAR MEMORIAL BOARD OF TRUSTEES**  
**REGULAR BOARD MEETING**  
**Thursday, September 13, 2018**

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, September 13, 2018, in the Trustees' Board Room, War Memorial Opera House, President Bechtle presiding.

**ROLL CALL**

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

Absent: Trustee Pelosi, Trustee Shultz

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 July 12, 2018 meeting of the Presentors Liaison Committee. On motion of Trustee Lui and seconded by Trustee Davis, the minutes were unanimously approved.

President Bechtle called for approval of the minutes of the July 12, 2018 regular meeting of the Board. On motion of Trustee Moscone and seconded by Trustee Wilsey, the minutes were unanimously approved.

**PRESIDENT'S REPORT**

**Symphony and Opera Openings:** President Bechtle stated that the San Francisco Symphony and San Francisco Opera opened their 2018-19 seasons last week with superb performances and gala festivities. On behalf of the Board, President Bechtle extended congratulations to the Symphony and Opera on their opening nights and extended best wishes for successful seasons.

**Resolution honoring Bill Graham:** President Bechtle read and proposed a resolution honoring War Memorial Security Director Bill Graham who retired on July 28, 2018 after 36 years of service. She stated that unfortunately Bill is not well enough to join us today.

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

**RESOLUTION NO. 18-32**

*Whereas,* War Memorial Director of Security **BILL GRAHAM** retired on July 28, 2018, following 36 years of distinguished service at the San Francisco War Memorial and Performing Arts Center; and

*Whereas,* Bill Graham began his career at the Performing Arts Center in 1982 as a Security Guard, was promoted to the classification of Building and Grounds Patrol Officer in 1986, and served as the interim Security Director in 1987-1988. In 2011, Bill Graham was promoted to Supervising Building and Grounds Patrol Officer, and in 2013, Bill Graham was promoted to War Memorial Director of Security; and

*Whereas,* During his 36-year tenure, Bill Graham exemplified the qualities and standards of the War Memorial security division. He diligently and effectively served in every single security post, and as Security Director, he was instrumental in developing revised policies and procedures for security operations and in the recruiting, training, guiding and overseeing a security staff of 28 full-time security officers and 10 part-time security officers; and

*Whereas,* Bill Graham's skillful and dedicated efforts earned him the highest respect of War Memorial management and co-workers, veterans, staffs of the San Francisco Opera, Ballet and Symphony, and guests of and visitors to the Performing Arts Center and his efforts have contributed greatly to the War Memorial's mission of providing safe, first-class facilities to promote cultural, educational and entertainment opportunities to residents of and visitors to San Francisco; and

*Whereas,* For 36 years, licensees, patrons, guests and staff of the War Memorial and Performing Arts Center have been the grateful beneficiaries of Bill Graham's extraordinary high standards, stable and progressive leadership, unrivaled enthusiasm, perpetual good humor, and warm and caring manner, and we will dearly miss his daily presence and support; now Therefore Be It

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco to hereby thank and commend **BILL GRAHAM** for his 36 years of outstanding service to the San Francisco War Memorial and Performing Arts Center, and to honor him for his dedicated service to the cultural community of San Francisco.

Trustees commented on the professional and dedicated service of Bill Graham to the War Memorial and to occupants of and visitors to the War Memorial buildings. Mr. Nelson Lum, Vice Chair of the American Legion War Memorial Commission, also stated the great appreciation by veterans of Bill Graham for his leadership and service.

### MANAGING DIRECTOR'S REPORT

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

#### RESOLUTION NO. 18-33

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the September 13, 2018 rental requests are hereby approved:

**Transition of Food and Beverage Services:** Ms. Murray stated that since her last report to the Trustees in July:

- The War Memorial and Global Gourmet completed and executed the Concessions and Catering Agreement effective August 1, 2018.
- The transfer of liquor licenses from Patina to Global Gourmet was completed effective August 1, 2018.
- Global Gourmet commenced concessions services in Davies Symphony Hall on August 1 for 13 performances during the month of August. Global Gourmet opened the Opera House lower lounge buffet for a "soft opening" with invited guests on August 18, and commenced Opera House concessions services effective with the Opera opening on September 7.
- Global Gourmet executed catering services for the Symphony opening night pre-dinner cocktail party and "Aria" after-party; and Global Gourmet is today handling a large-scale catering order for a Climate Summit activity in the Veterans Building.

- The transition and coordination between War Memorial and Global Gourmet has been efficient and service issues have been addressed quickly.
- The Global Gourmet management team at the War Memorial is Garo Eldemir, Acting General Manager; Melissa Gartner, Assistant General Manager; and Ellen Seltzer, Catering Sales Manager.
- War Memorial and Global Gourmet management teams will have their first quarterly business meeting in October.

### **SECRETARY'S REPORT**

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

On motion of Vice President Walker, seconded by Trustee Lui, the following resolution was unanimously adopted:

#### **RESOLUTION NO. 18-34**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. PO201483 through PO210069 for July 2018 and Purchase Order Nos. PO210527 through PO221803 for August 2018 are hereby approved.

### **REGULAR ITEMS**

**2018 Armistice Centennial Exhibits:** President Bechtle stated that Trustees have received the letter from the World War I Armistice Commemoration Committee, requesting to extend the display of WWI banners in the Veterans Building lobby through April 30, 2019. She noted that the Trustees previously approved the banner installation through Armistice Day, November 11, 2018.

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

#### **RESOLUTION NO. 18-35**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby approves the request of the World War I Armistice Commemoration Committee to extend the display of WWI banners in the Veterans Building lobby through April 30, 2019.

**Symphony request for Davies Symphony Hall lobby displays:** President Bechtle stated that Trustees have received the letter from the San Francisco Symphony requesting to install three exhibitions during their 2018-19 season in the First Tier lobby of Davies Symphony Hall.

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

#### **RESOLUTION NO. 18-36**

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 three exhibitions during their 2018-19 season in the First Tier lobby of Davies Symphony Hall.

### **GOOD AND WELFARE**

Trustee Myatt reported that the World War I Armistice Commemoration Committee continues to develop exhibit and event activities related to the Armistice centennial. He said that on Saturday, August 25, 2018, there was an event to landscape and clean the Gold Star Mother's WWI memorial stone in Golden Gate Park. He said the event included dedication of two new memorial sitting boulders in honor of the Gold Star Parents of Northern California. He stated that the event was tremendously successful and thanked all who participated. Trustee Myatt said that on Armistice Day on November 11, there will be a reception and presentation in the Veterans Building Green Room at 4:00 p.m., and the Committee is hoping to have a bell ringing ceremony throughout San Francisco on the eleventh hour of the eleventh day of the eleventh month.

Trustee Myatt said that Fleet Week will occur from October 2 through October 8, 2018. He noted that on October 2, there will be a number of Fleet Week related activities held in the Veterans Building including a veteran's resource seminar, a luncheon for service personnel, and a special sale of the newly released WWI commemorative stamp and unique themed cachet envelopes.

Trustee Levin stated that the traditional Veterans Day parade will take place on Sunday, November 11, 2018 from 11:00 a.m. to 1:00 p.m.

During Public Comment, Nelson Lum, Vice Chair of the American Legion War Memorial Commission, said that on October 2, 2018, the Cathay Post is hosting a luncheon for approximately 200 Sailors and Marines at 11:30 a.m. in the Veterans Building.

### **PUBLIC COMMENT**

Victor Oliveri, a member of the Veterans Affairs Commission, reported that the Commission is working with other Bay Area non-profits and hosted the first 9-11 Day of Remembrance volunteer day.

Andrew Dubowski, Operations Director of the San Francisco Symphony, expressed the Symphony's thanks to the War Memorial and its staff for the maintenance tasks performed at Davies Symphony Hall prior to the season opening including exterior washing of the building, window washing and restoration of the orchestra level marble floor. He said the building looks beautiful and the War Memorial deserves recognition for it.

### **ADJOURNMENT**

There being no further business to come before the Board, President Bechtle adjourned the meeting at 2:40 p.m.



Jennifer E. Norris  
Executive Secretary