

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR MEETING

Thursday, January 9, 2014

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, January 9, 2014, in the Trustees' Board Room, War Memorial Opera House, President Myatt presiding.

ROLL CALL

Present: President Myatt, Vice President Bashford, Trustee Bechtle, Trustee Horn, Trustee Lui, Trustee Moscone, Trustee Pelosi, Trustee Stafford and Trustee Wilsey;

Absent: Trustee Davis and Trustee Shultz

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

APPROVAL OF MINUTES

President Myatt called for approval of the minutes of the December 12, 2013 regular meeting of the Board. On motion of Trustee Moscone, seconded by Vice President Bashford, the minutes were unanimously approved.

PRESIDENT'S REPORT

San Francisco Veterans Memorial – Groundbreaking Date: President Myatt reported that there is a revised date for the groundbreaking ceremony for the San Francisco Veterans Memorial. The event is now firmly scheduled for Thursday, March 20, 2014 at 12:00 noon.

Committee Assignments for 2014: President Myatt stated that Trustees have received a list of committee assignments for 2014, which continues the committee assignments from 2013. He reiterated that if any Trustee desires to serve on alternate or additional committees please let him know.

MANAGING DIRECTOR'S REPORT

Rental Requests: Ms. Murray stated that rental requests mailed to Trustees include two special event requests from the San Francisco Symphony, one which took place on January 6, and the second scheduled for May 2014. The Symphony requests to use its two catering annual exemptions for these two events. Ms. Murray stated that remaining rental requests are routine and she requested their approval. On motion of Trustee Lui, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 14-01

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 2014 Summer Season	May 13-July 12, 2014	\$81,425.00
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LOUISE M. DAVIES SYMPHONY HALL

Commonwealth Club of California Arianna Huffington & Sheryl Sandberg	March 27, 2014	\$2,500.00 vs. 10% \$4,750.00 maximum
SF Symphony Maestro Circle Event 2 nd catering exemption for 2013-14	May 12, 2014	\$675.00

ZELLERBACH REHEARSAL HALL

SF Symphony Gordon Getty Birthday Salute 1 st catering exemption for 2013-14	January 6, 2014	\$470.00
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Opera House Stage Electrician: Ms. Murray informed Trustees of a War Memorial staffing change in the position of Opera House Stage Electrician following the January 3 retirement of Tim Purcell who served as the Opera House Stage Electrician for the last 15 years.

Ms. Murray announced that John Boatwright, who has worked with the San Francisco Opera and Ballet for the past 25 years, as well as serving as an “as-needed” Stage Electrician for the War Memorial, has accepted the temporary full-time Stage Electrician position during the period that the City’s Department of Human Resources conducts the required examination process. She noted that John Boatwright is also a veteran, who served as a sergeant in U.S. Military Intelligence, and served in Korea and Egypt. John Boatwright stood and was recognized by the Trustees.

SECRETARY'S REPORT

Ms. Norris stated that Revenue, Appropriations and Housekeeping Expenditures reports for December 2013 have been distributed to Trustees, and she requested approval of December housekeeping expenditures as submitted. On motion of Trustee Wilsey, seconded by Trustee Lui, the following resolution was unanimously adopted:

RESOLUTION NO. 14-02

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM14106 through WM14119 are hereby approved.

COMMITTEE REPORTS**Veterans Building Project Committee****Veterans Building Seismic Upgrade & Improvements Project:**

Project Construction: Trustee Horn, Chair of the Veterans Building Project Committee, reported on Veterans Building construction site tours. He stated that the Herbst Theatre main curtain and valance have been removed and stored; the stage fire curtain, which is constructed from asbestos, has also been removed and will be replaced. Third floor hazardous materials removal is almost complete making way for demolition, and the fourth floor will be ready for demolition in a month. He reported that the boiler room will be sealed off while the water tanks are being removed.

Project Budget: Ms. Murray reported that the resolution authorizing the sale of War Memorial Transferable Development Rights (TDR) to generate additional revenue for the Veterans Building Project was calendared before the Board of Supervisors Budget and Finance Committee on January 8, 2014; and the committee continued the item for one week.

Presentors Liaison Committee Report:

Trustee Bechtle, Chair of the Presentors Liaison Committee, reported that the committee met prior to today's regular meeting to consider the proposal from Patina Catering to expend \$35,000 for design services as part of Patina's contractually-obligated investment for improvements to War Memorial food and beverage facilities. She reported that the Committee reviewed Patina's summary of proposed investment improvements budgeted at \$245,000, focused on improving the dining experience and options for patrons in the Opera House Café, Opera House Dress Circle Lobbies and Davies Symphony Hall Orchestra Lobby. Trustee Bechtle stated that following the design process, Patina will return to the Presentors Liaison Committee to request approval of specific design details for these areas and to request authorization to purchase new equipment and furnishings as dictated by the new designs. Chair Bechtle stated that after a presentation and discussion with Patina Director of Operations, Reza Samadi, the Committee voted unanimously to recommend approval of Patina's request to expend design funds.

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

RESOLUTION NO. 14-03

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it adopts the report and recommendation of its Presentors Liaison Committee and approves the proposal of Patina Catering to expend up to \$35,000 in capital investment funds for design services for proposed capital upgrades to Opera House and Davies Symphony Hall food and beverage facilities.

REGULAR ITEMS

War Memorial Departmental Budget for Fiscal Years 2014-15 and 2015-16: President Myatt stated that City department budget requests for the next two fiscal years are due to be submitted to the Controller and Mayor on February 20. To meet this deadline, the Board must consider and approve the War Memorial's proposed budgets for Fiscal Years 2014-15 and 2015-16 at the February meeting. President Myatt referred this matter to the Board's Budget and Finance Committee, and he requested the Committee meet during the next month and provide recommendations to the full Board at the February meeting.

Selection of Trustee-Director to the San Francisco Performing Arts Center Foundation Board of Directors: President Myatt gave a background report on this item stating that the San Francisco Performing Arts Center Foundation is a private, non-profit corporation, originally created in 1973 as the "Friends of the War Memorial," and provides support services to the War Memorial and Performing Arts Center. He reported that currently, as authorized by the War Memorial Board of Trustees, the Foundation provides services to the War Memorial including collecting and processing licensees' performance bond deposits in accordance with facility license agreements, processing payrolls for non-City event personnel, and providing funds from volunteer activities for various facility improvements.

President Myatt stated that the Performing Arts Center Foundation's by-laws provide for five directors, of which a minimum of three shall be members of the War Memorial Board of Trustees, with two at-large directors as determined by a majority of the Foundation directors. At present, Trustee Thomas E. Horn, Trustee Charlotte M. Shultz and former-Trustee Claude Jarman are named as Trustee-directors of the Foundation; Beth Murray serves as an at-large director and there is one at-large director vacancy. He reported that with the departure of Claude Jarman from the War Memorial Board of Trustees, it is up to the Trustees to select a Trustee-director to succeed Claude Jarman. President Myatt opened the floor for nominations to fill the Trustee-director vacancy on the Board of Directors of the San Francisco Performing Arts Center Foundation.

Trustee Horn nominated Trustee Moscone to serve as a Trustee-director of the San Francisco Performing Arts Center Foundation. The nomination was seconded by Trustee Bechtle, and the following resolution was unanimously adopted:

RESOLUTION NO. 14-04

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that nominations for Trustee-director of the San Francisco Performing Arts Center are hereby closed; and further;

RESOLVED, That the Board of Trustees unanimously elects Trustee Gina Moscone to serve as a Trustee-director of the San Francisco Performing Arts Center Foundation.

ADJOURNMENT

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

Jennifer E. Norris
Executive Secretary