

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
SPECIAL BOARD MEETING

Thursday, July 11, 2019

The Board of Trustees of the War Memorial of San Francisco met in a special session at 4:00 p.m. on Thursday, July 11, 2019, in the Trustees' Board Room, War Memorial Opera House, President Bechtle presiding.

ROLL CALL

Present: President Bechtle, Vice President Horn, Trustee Levin, Trustee Myatt, Trustee Pelosi and Trustee Shultz

Absent: Trustee Davis, Trustee Gatti, Trustee Lui, Trustee Moscone and Trustee Wilsey

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 June 13, 2019 regular meeting of the Board. On motion of Trustee Levin and seconded by Trustee Pelosi, the minutes were unanimously approved.

PRESIDENT'S REPORT

Resolution honoring Managing Director Elizabeth Murray: President Bechtle stated that Trustees have received a proposed resolution honoring San Francisco War Memorial Managing Director Elizabeth Murray on the occasion of her retirement on July 26, 2019. On motion of Trustee Shultz and seconded by Vice President Horn, the following resolution was unanimously adopted:

RESOLUTION NO. 19-24

- Whereas,* **ELIZABETH MURRAY** will retire in July 2019, concluding 38 years of service to the City and County of San Francisco, and the San Francisco War Memorial & Performing Arts Center; and
- Whereas,* Elizabeth Murray, began her venue management career as a secretary for the Louise M. Davies Symphony Hall construction project in 1979; and
- Whereas,* In 1982, Elizabeth Murray was appointed to the position of Executive Secretary to the War Memorial Board of Trustees and Assistant Managing Director of the War Memorial; and
- Whereas,* In 1995, Elizabeth Murray was appointed Acting Managing Director of the War Memorial; and in 1998 she was selected to lead the War Memorial as Managing Director; and
- Whereas,* Elizabeth Murray, having served seven mayors and 36 Trustees, has guided the War Memorial administratively, operationally, and financially, through unprecedented growth; and
- Whereas,* Elizabeth Murray's skillful and dedicated efforts have preserved these historically and architecturally significant landmarks, providing safe, world-class cultural, educational, and entertainment facilities for residents of, and visitors to San Francisco; and
- Whereas,* Elizabeth Murray's vision and leadership made possible countless improvements to the War Memorial Opera House, Louise M. Davies Symphony Hall, Veterans Building, and Harold L. Zellerbach Rehearsal Hall, benefiting more than 200 licensees and 1 million visitors annually; and

- Whereas*, During her tenure with the City and County of San Francisco, Elizabeth Murray managed two of the City's most prestigious capital projects undertaken in the last quarter century: the War Memorial Opera House Seismic Upgrade and Improvements Project from 1996-97, and the War Memorial Veterans Building Seismic Upgrade and Improvements Project from 2013-15; and
- Whereas*, Throughout the years, Elizabeth Murray recruited, trained, and managed several hundred employees, inspiring loyalty and pride-of-place from those employees through her willingness to work side-by-side with them, and to invest in their personal growth; and
- Whereas*, Residents of, and visitors to, San Francisco are – and will continue to be – the grateful beneficiaries of Elizabeth Murray's tenure at the War Memorial; now Therefore Be It
- Resolved***, By the War Memorial Board of Trustees to hereby thank **ELIZABETH MURRAY** for her exemplary vision, skill and leadership in enhancing and strengthening the San Francisco War Memorial & Performing Arts Center, and to commend her for her dedicated service to the cultural community of San Francisco, and extend to her their heartfelt best wishes on the occasion of her retirement.

Ms. Murray thanked the Trustees for their very generous resolution. She said she will always treasure her 38-year career at the War Memorial. Ms. Murray stated she is grateful for having had the opportunity to work with the trustees, a wonderful staff and talented arts organizations, and to be involved in the preservation of the beautiful and historic Performing Arts Center buildings.

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 Myatt and seconded by Vice President Horn the following resolution was unanimously adopted:

RESOLUTION NO. 19-25

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the July 11, 2019 rental requests are hereby approved.

Director's Report:

Fiscal Year 2019-20 Budget Update: Ms. Murray stated that the War Memorial's Fiscal Year 2019-20 budget has now been approved by the Mayor and Board of Supervisors. She said the approved operating budget included only minor changes from the operating budget request. The approved capital budget, moved funding for the Opera House roof replacement from FY 2019-20 to FY 2020-21 to correspond with a realistic construction schedule in the summer of 2022.

Opera House Café Lighting Upgrade: Ms. Murray stated that this summer we are moving forward with a first phase of lighting improvements in the Opera House lower lounge café. This first phase will be funded by the San Francisco Performing Arts Center Foundation and will include installation of new electrical wiring for new downlights at sidewalls and new accent lighting. The project also includes new wiring for potential future addition of chandeliers. She stated that this first phase of improvements will be completed prior to opening of the 2019 Opera Season.

SECRETARY'S REPORT

Revenue, Appropriations and Housekeeping Expenditures Reports for June 2019: Ms. Norris stated that Revenue, Appropriations and Housekeeping Expenditures reports for June 2019 have been distributed to Trustees, and she requested approval of June 2019 housekeeping expenditures as submitted. On motion of Vice President Horn, seconded by Trustee Myatt, the following resolution was unanimously adopted:

RESOLUTION NO. 19-26

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. PO317593 through PO321522 are hereby approved.

GOOD AND WELFARE

Vice President Horn stated there is no one who has ever done more good or created more welfare for the San Francisco War Memorial and Performing Arts Center than Elizabeth Murray. In grateful appreciation, Vice President Horn stated that the Board of Trustees proposes to name Elizabeth Murray as Managing Director Emerita of the San Francisco War Memorial and Performing Arts Center with all the rights and responsibilities that come with that title. Responsibilities such as to continue loving these buildings and to give advice and counsel if asked. The rights include that the Managing Director Emerita be listed in the program announcements along with the City and County of San Francisco Mayor, War Memorial Trustees and senior staff that are required to be placed in all programming.

Trustees made remarks concerning Elizabeth Murray's accomplishments and her value to the War Memorial department. Following discussion, a motion was made by Vice President Horn and seconded by Trustee Shultz to name Elizabeth Murray as Managing Director Emerita of the San Francisco War Memorial and Performing Arts Center. The motion passed unanimously.

Ms. Murray stated she was deeply honored and accepted the Trustees' naming. Ms. Murray said she hopes to have a very long association with the War Memorial and Performing Arts Center.

MISCELLANEOUS CORRESPONDENCE

Letter from Glenn McCoy: President Bechtle stated that Trustees have received a copy of the letter from Glenn McCoy dated June 20, 2019, thanking the Trustees for the resolution adopted at last month's meeting honoring him on the occasion of his retirement from the San Francisco Ballet.

GENERAL PUBLIC COMMENT

Matthew Goudeau, Director of Grants for the Arts, said he wanted to take the opportunity to thank Beth Murray for the wonderful working relationship he has had with her for the last 20 years working on a number of special events for the Mayor's Office of Protocol and in his new role as Director of Grants for the Arts.

ADJOURNMENT

There being no further business to come before the Board, President Bechtle adjourned the meeting at 4:20 p.m.



Jennifer Norris
Executive Secretary/Assistant Managing Director