

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR MONTHLY MEETING

Thursday, November 13, 2003

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, November 13, 2003, in the Trustees' Board Room, War Memorial Opera House, President Jarman presiding.

ROLL CALL

Present: President Jarman, Vice President Bashford, Trustee Farrow, Trustee Haas, Trustee Horn, Trustee Leones, Trustee Moscone, Trustee Reynolds;

Absent: Trustee Balianz, Trustee Bechtle, Trustee Shultz.

APPROVAL OF MINUTES

President Jarman called for approval of the minutes of the October 9, 2003 regular meeting of the Board. On motion of Trustee Haas, seconded by Trustee Farrow, the minutes were unanimously approved.

PRESIDENT'S REPORT

Conclusion of Opera Fall Season: President Jarman reported that the San Francisco Opera will conclude the fall portion of its 2003-04 season on Sunday, November 23, and will return to the Opera House in January to present 11 additional performances. On behalf of the Board, President Jarman extended congratulations to the Opera for a tremendously successful and enjoyable fall season.

Opening of Ballet Nutcracker Season: President Jarman reported that the San Francisco Ballet will open its 2003 *Nutcracker* Season on November 28, the Friday after Thanksgiving, and will present 37 performances through December 28. On behalf of the Board, Present Jarman extended best wishes to the Ballet for a successful *Nutcracker* season.

MANAGING DIRECTOR'S REPORT

Rental Requests: Ms. Murray reported that rental requests as mailed to Trustees are routine and requested their approval. On motion of Trustee Horn, seconded by Trustee Farrow, the following resolution was unanimously adopted:

RESOLUTION NO. 03-38

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

LOUISE M. DAVIES SYMPHONY HALL

Bill Graham Presents Chris Rock	January 3, 2004	\$1,650.00 vs. 10% \$5,000.00 maximum
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HERBST THEATRE

CenterArts David Grisman Quintet	December 12, 2003	\$575.00
Chinese American International School Ode to Spring Choral Concert	April 4, 2004	\$575.00
California Institute of Integral Studies An Evening of Rumi & Friends: featuring Coleman Barks	December 9, 2003	\$575.00
The Wharton School, Univ. of Pennsylvania Graduation Ceremony	May 2, 2004	\$575.00
The Wharton School, Univ. of Pennsylvania Graduation Ceremony	May 1, 2005	\$575.00
Tzu Chi Foundation A musical drama	December 4, 2004	\$575.00
Music in Schools Today HeART of San Francisco	January 17, 2004	\$575.00
Youth Speaks 8 th Annual Poetry Slam	April 3, 2004	\$575.00
International Studies Academy 2004 Graduation Ceremony	June 2, 2004	\$575.00
Sound Tribe Sector 9 & Tama-Do Academy Tama-Do Seasonal Healing & Harmonizing Concert	December 21, 2003	\$1,000.00

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

RESOLUTION NO. 03-39

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

HERBST THEATRE

Lamplighter's Sing It Yourself Pirates of Penzance	February 28, 2004	\$575.00
SF Women's Center Women's Building's 25 th Anniversary Gala	October 7, 2004	\$575.00
City Arts & Lectures Cultural Affairs 2004	February 2, 2004 March 15, 2004 April 21, 27, 2004 May 12, 17, 27, 2004	\$4,025.00
Music City Academy 2 nd Annual Bay Area Youth Piano & Violin Competition	January 18, 2004	\$575.00
Samuel Merritt College California School of Podiatric Medicine Graduation Ceremony	May 28, 2004	\$450.00

Recent Fire Alarms at Opera House: Ms. Murray reported on two recent false fire alarms during Opera performances, causing the evacuation of patrons and staff. The first alarm occurred on Wednesday, October 29, approximately 10 minutes after the 7PM start of *Don Carlos*; the second alarm occurred on Tuesday, November 4, at approximately 11:25PM, five minutes before the end of the *Don Carlos* performance. She noted that both evacuations were implemented very quickly and smoothly. Ms. Murray stated that while the false alarms appear to have been due to activation of a manual pull station, War Memorial engineering staff has implemented thorough inspections of the fire alarm system to identify any possibility for system malfunction.

Davies Symphony Hall – Handrail Installation: In follow-up to discussion at the last meeting of the Board, Ms. Murray reported on the status of the installation of handrails in various auditorium seating areas of Davies Symphony Hall. She stated that the War Memorial and Department of Public Works-Bureau of Architecture have begun developing design specifications, and a mock-up/sample handrail has been made. Ms. Murray stated that representatives of the War Memorial, Symphony and Bureau of Architecture are meeting for a "project walk-through" on November 19, at 8:30 a.m., and will view the sample handrail in all of the 136 proposed handrail locations to confirm installation specifications and assess sightline impacts.

Ms. Murray stated that while considerable progress has been made, she cannot say at this time if there is any possibility of moving project construction forward by 4-5 months from July 2004 to March 2004, as requested by Mrs. Relfe at the October meeting of the Board. She assured the Trustees that all key people are now on board and will work towards implementing this project as expeditiously as possible.

SECRETARY'S REPORT

Revenue, Appropriations and Status of Building Projects Reports for October 2003: Ms. Murray referred to the Revenue, Appropriations, and Status of Building Projects Reports for October 2003, and requested a resolution to approve October 2003 housekeeping expenditures as submitted. On motion of Trustee Farrow, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 03-40

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM040158 through WM040196 and Revenue Transfer JEET04000265 are hereby approved.

REGULAR ITEMS

Proposed Resolution – Performing Arts Garage: Ms. Murray stated that Trustees received a draft of a resolution supporting the concept of expanding and completing the Performing Arts Garage. She stated that this concept provides for increasing the capacity of the Garage by approximately 365 parking spaces, to partially offset the loss of off-street parking under the City's "Market and Octavia Neighborhood Plan," and respond to the increased parking demands of Civic Center cultural institutions.

Ms. Murray noted that at the March meeting of the Board, she reported on the City Planning Department's issuance of its "Market and Octavia Neighborhood Plan," which outlines a policy framework for implementing priority infrastructure projects, providing housing and convenient neighborhood services, and addressing transportation issues in the Market & Octavia area which includes most of Civic Center. She stated that Civic Center arts groups, while supporting the vision of the plan, were concerned about the plan's proposals to reduce existing parking and discourage new parking facilities in the Civic Center area. The Opera, Symphony and Ballet engaged a consultant to prepare an analysis of parking and transportation issues facing Civic Center arts organizations, and as an outgrowth of this, a proposal has been developed to increase the capacity of the Performing Arts Garage from the current 618 spaces to 983 spaces by adding two stories to the existing structure. Ms. Murray noted that this proposal represents "completion" of the Garage, which was originally planned to have 1,175 parking spaces as recommended in the 1977 feasibility study. Ms. Murray stated that the Opera, Symphony, Ballet and other Civic Center cultural organizations will present this conceptual proposal to the Metropolitan Transit Agency on December 2, 2003, and it is their hope to receive authorization to proceed with developing a demand study and Environmental Impact Report.

Ms. Murray stated that the proposed resolution recaps the Trustees' previous and continuing support of improvements and programs to provide sufficient public transit service and public parking facilities to meet current and increasing demands of patrons of the War Memorial and Performing Arts Center as well as general public access to Civic Center. Following discussion, and on motion of Trustee Horn, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 03-41

WHEREAS, The War Memorial Board of Trustees, by resolutions adopted on November 13, 1980 and November 12, 1981, supported the construction of the Performing Arts Garage to accommodate patrons of the San Francisco War Memorial and Performing Arts Center as well as general public access to Civic Center; and

- WHEREAS,** The Performing Arts Garage was constructed and opened in 1983 with 616 parking spaces, half the 1,175 parking spaces called for in the 1977 feasibility study; and
- WHEREAS,** On December 10, 1998, the War Memorial Board of Trustees adopted Resolution No. 98-70, supporting the concept of a study of parking in the Civic Center area, including possible expansion of the Performing Arts Garage, and recommending to the City's Parking Authority that such a study be undertaken; and
- WHEREAS,** Under the City Planning Department's "Market and Octavia Neighborhood Plan," issued in late 2002, 19 parking lots are scheduled to be eliminated in the Civic Center neighborhood, resulting in the loss of approximately 1,350 off-street parking spaces; and
- WHEREAS,** A recent survey of parking and transportation issues facing Civic Center cultural institutions found that existing parking is fully occupied during peak performance periods, and that transit and carpool usage has been maximized; and
- WHEREAS,** Increased parking demands will be created by the Asian Art Museum, which opened in its new Civic Center location earlier this year; and by the San Francisco Conservatory of Music which will include three recital halls, scheduled to open in its new Civic Center location in the fall of 2005; and
- WHEREAS,** The substantial increase in parking demand in the Civic Center area, together with the loss of existing off-street parking spaces, will be devastating to the Civic Center cultural institutions which serve the entire Bay Area and draw thousands of visitors to San Francisco each week; now therefore be it
- RESOLVED,** By the Board of Trustees of the War Memorial of San Francisco that it is critical that sufficient public transit service and sufficient public parking be available in the Civic Center area to meet the current and increased demands of the millions of San Francisco residents and visitors who annually visit our prized Civic Center cultural institutions; and further
- RESOLVED,** That the War Memorial Board of Trustees supports the concept of completing the Performing Arts Garage, increasing its current capacity by approximately 365 spaces, to partially offset the loss of off-street parking under the City's "Market and Octavia Neighborhood Plan," and respond to the increased parking demands of Civic Center cultural institutions.

Symphony Request – Revised Lighting/Signage Proposal for Symphony Store: Ms. Murray stated that Trustees have received a copy of the letter from the San Francisco Symphony requesting approval of revised plans for overhead lighting and signage as part of the Symphony's renovation of the Symphony Store in Davies Symphony Hall. She noted that the Board previously approved the Symphony's plans to install a rectangular, theatrical-style lighting truss over the Store area and suspend two "Symphony Store" banners from the truss. Ms. Murray said the Symphony is now proposing to eliminate the overhead truss fixture, and install nine recessed light fixtures in the ceiling above the Store area, matching the existing ceiling light fixtures. The Symphony proposes to suspend the "Symphony Store" banners, the size and design of which were approved by the Board at the September meeting, from the ceiling using monofilament line and eye bolts. Ms. Murray stated that staff has reviewed the Symphony's revised lighting/signage plans for the Symphony Store and recommends their approval. On motion of Trustee Farrow, seconded by Trustee Haas, the following resolution was unanimously adopted:

RESOLUTION NO. 03-42

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby approves the San Francisco Symphony's revised plans for overhead lighting and signage as part of the Symphony's renovation of the Symphony Store in Davies Symphony Hall.

MISCELLANEOUS CORRESPONDENCE

Letters from San Francisco Naval Shipyard Post #737: Ms. Murray stated that Trustees have received copies of three letters from LeRue Grim, Commander of the San Francisco Naval Shipyard Post #737 of the American Legion, regarding the rights of resident San Francisco veterans and non-resident veterans in the Veterans Building. President Jarman referred this matter to the Budget & Finance and Veterans Committees for review in conjunction with veteran's matters currently pending in Committee. He also directed staff to forward copies of the letters to the Office of the City Attorney.

PUBLIC COMMENT

Mr. Andrew Dubowski of the San Francisco Symphony thanked the Board of Trustees for their assistance in the Symphony's design process for the Symphony Store renovation, and noted that the Symphony is now planning to complete its renovation by April 1, 2004.

Mr. Bok Pon, Commander of the Cathay Post No. 384 of the American Legion, addressed the Board about the allocation of space for his Post in the Veterans Building.

ADJOURNMENT

There being no further business, President Jarman adjourned the meeting at 2:40 p.m.

Gregory P. Ridenour
Executive Secretary