

## MINUTES

### WAR MEMORIAL BOARD OF TRUSTEES

#### REGULAR MONTHLY MEETING

Friday, November 12, 2004

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Friday, November 12, 2004, in the Trustees' Board Room, War Memorial Opera House, President Jarman presiding.

#### ROLL CALL

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

Absent: Trustee Balianz, Trustee Haas, Trustee Shultz.

Staff Present: Elizabeth Murray, Managing Director  
Gregory P. Ridenour, Assistant Managing Director/Executive Secretary

#### APPROVAL OF MINUTES

President Jarman called for approval of the minutes of the September 9, 2004 regular meeting of the Board. On motion of Trustee Bechtle, seconded by Trustee Moscone, the minutes were unanimously approved.

#### PRESIDENT'S REPORT

**December Board Meeting:** President Jarman stated that the December 9, 2004 regular meeting of the Board of Trustees is being rescheduled to Thursday, December 16 at 2:00pm, and he asked Trustees to note this change on their calendars.

**New Appointment to Board:** President Jarman announced that Mayor Newsom has appointed Eleni Tsakopoulos-Kounalakis to the vacant seat on the War Memorial Board of Trustees. He stated that Ms. Tsakopoulos-Kounalakis will be sworn in by Mayor Newsom on Tuesday, November 16, 2004, at 5:00 p.m., in the Mayor's Office, and he encouraged Trustees to attend.

#### MANAGING DIRECTOR'S REPORT

**Rental Requests:** Ms. Murray stated that rental requests mailed to Trustees include a request from the San Francisco Ballet to install a tent in the parking area behind the Memorial Court and Veterans Building from approximately December 10 to 19, 2004, for the *Nutcracker* opening night pre-performance dinner and post-performance party on December 17, 2004, and that the Ballet requests use of its one 2004-05 catering exemption for opening night catering services in the tented pavilion. Ms. Murray noted that the San Francisco Ballet also requests use of the Opera House main lobby for the *Nutcracker* opening night pre-dinner cocktail reception and pre-performance dessert and champagne promenade.

Ms. Murray stated that the San Francisco Symphony is requesting to install a tent in the Davies Symphony Hall parking lot from approximately January 9 to 15, 2005, for pre-and post-concert festivities in conjunction with its special Michael Tilson Thomas Birthday Celebration concert in Davies Symphony Hall on January 13, 2005. Ms. Murray stated that remaining rental requests are routine and requested their approval. On motion of Trustee Moscone, seconded by Trustee Horn, the following resolution was unanimously adopted:

RESOLUTION NO. 04-35

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 Ballet <i>Nutcracker</i> Opening Night Gala Parking Lot Tent for Pre-Performance Dinner and Post-Performance Party	December 17, 2004	\$6,100.00
Patina Catering Mortgage Bankers' Association Private Reception in Lobby	October 25, 2004	\$1,100.00 plus catering %

**LOUISE M. DAVIES SYMPHONY HALL**

San Francisco Symphony MTT Birthday Celebration Parking Lot Tent for Pre-Concert Cocktails and Dinner, and Post-Concert Party	January 13, 2005	\$5,000.00
Radio San Francisco, Inc. KFOG's Concert for Kids	December 2, 2004	\$2,000.00 vs. 10% \$5,500 maximum
San Francisco Gay Men's Chorus Diva's Revenge: Opera Our Way	April 11, 2005	\$2,000.00 vs. 10% \$4,000 maximum
Geographic Expeditions Private Lecture by author Dr. Robert Thurman	November 18, 2004	\$2,000.00

**HERBST THEATRE**

Michael Thomas DePaoli "Why You Should NOT Go To Law School"	December 3, 2004	\$1,050.00
BMP Events, Inc. George Winston	January 7, 2005	\$1,050.00
American Legion Post 875 High School Student Awards Celebration	June 3, 2005	\$475.00
Ark of Refuge One Voice: AIDS Gospel Concert	March 21, 2005	\$600.00

Lively Foundation Holiday Show	December 1, 2004	\$475.00
City Arts and Lectures On Art & Politics	February 9, 2005 March 28, 2005 April 12, 13, 19 & 25, 2005 June 7, 2005	\$4,200.00
Chamber Music San Francisco	February 23, 2005 April 10, 2005	\$1,200.00
City Arts and Lectures The Threepenny Review 2005	January 10 & 20, 2005 April 20, 2005 May 9, 2005 June 13, 2005	\$3,000.00
Symphony Parnassus Concert with Hope Briggs, soloist	December 12, 2004	\$600.00
42nd Street Moon Gala Performance	May 23, 2005	\$600.00
Camphill Communities Celebration at the Rim	October 18, 2005	\$600.00
California Academy of Sciences Conversations 2005	January 24 & 26, 2005 February 8 & 16, 2005 April 27, 2005 May 25, 2005 October 10, 2005	\$4,200.00
Filipina Women's Network The Vagina Monologues	February 14 & 15, 2005	\$1,200.00
Unity San Francisco Easter Service	March 27, 2005	\$475.00
Action Against Hunger Film Screening	January 28, 2005	\$600.00
Lamplighter's Rehearsal	March 22, 2005	\$475.00

**Resignation of Opera House-House Manager Jeff Coyne:** Ms. Murray reported that Jeff Coyne resigned from his position of House Manager for the War Memorial Opera House on October 3, 2004, to pursue other business interests. She stated that the Board of Trustees previously recognized Jeff for his fourteen years of outstanding service to the War Memorial. Ms. Murray stated that the War Memorial is working in conjunction with the Opera and Ballet on the interview and selection process for a new House Manager, and that Mr. Martin Dias, who has served as Assistant House Manager for the past several years, will serve as Acting House Manager until the selection process is concluded.

### SECRETARY'S REPORT

**Revenue, Appropriations and Status of Building Projects Reports for September 2004:** Mr. Ridenour referred to the Revenue, Appropriations, and Status of Building Projects Reports for September 2004, and requested a resolution to approve September 2004 housekeeping expenditures as submitted. On motion of Trustee Farrow, seconded by Trustee Horn, the following resolution was unanimously adopted:

#### RESOLUTION NO. 04-36

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM050116 through WM050161 are hereby approved.

**Revenue, Appropriations and Status of Building Projects Reports for October 2004:** Mr. Ridenour referred to the Revenue, Appropriations, and Status of Building Projects Reports for October 2004, and requested a resolution to approve October 2004 housekeeping expenditures as submitted. On motion of Trustee Farrow, seconded by Trustee Moscone, the following resolution was unanimously adopted:

#### RESOLUTION NO. 04-37

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM050162 through WM050193 are hereby approved.

### REGULAR ITEMS

**Resolution authorizing Managing Director to execute maintenance and repair service agreements:**

Ms. Murray stated that in advance of today's meeting, Trustees received a proposed resolution authorizing the War Memorial Managing Director to negotiate, finalize and execute agreements on behalf of the department for buildings and grounds maintenance and repair services.

Ms. Murray explained that earlier this year, staff inquired of the City Attorney as to whether the War Memorial was subject to sections of the San Francisco Administrative Code, which require all City departments, except for six specified departments, to use the Department of Public Works to procure building maintenance and repair services. In response, the City Attorney advised that under Charter Section 5.101, the City's charitable trust departments—including the War Memorial—have the exclusive authority to make and enter into contracts relating to the maintenance, operation and management of their facilities, subject only, insofar as City funds are to be used, to the budgetary and fiscal provisions of the Charter. The City Attorney advised that this authority includes making and entering into public works contracts both to build and maintain property under the War Memorial's jurisdiction, and therefore, although the War Memorial may elect to use DPW, it is not required to do so to procure building and grounds maintenance and repair services.

Ms. Murray noted that in accordance with contracting procedures outlined in the Administrative Code, heads of departments empowered to contract for public works or improvements are authorized to negotiate and execute such contracts subject to obtaining approval of the applicable board or commission. She stated that the proposed resolution will provide the required authorization for the Managing Director to negotiate, finalize and execute agreements for necessary annual and periodic services, repairs and maintenance of the War Memorial buildings and grounds.

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

RESOLUTION NO. 04-38

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby authorizes its Managing Director to negotiate, finalize and execute agreements on behalf of the War Memorial department of the City and County of San Francisco for the inspection, service, repair and maintenance of War Memorial building systems (including elevators and fire alarms), and for general maintenance of and repairs to the War Memorial buildings and grounds as required, subject only, insofar as City funds are to be used, to the budgetary and fiscal provisions of the Charter.

ADJOURNMENT

There being no further business, President Jarman adjourned the meeting at 2:20 p.m.

Gregory P. Ridenour  
Executive Secretary