

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR MONTHLY MEETING

Thursday, July 9, 2009

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, July 9, 2009, in the Trustees' Board Room, War Memorial Opera House, President Bechtle presiding.

ROLL CALL

Present: President Bechtle, Vice President Shultz, Trustee Bashford, Trustee Davis, Trustee Farrow, Trustee Horn, Trustee Moscone, Trustee Myatt, Trustee Pelosi, and Trustee Tsakopoulos-Kounalakis;

Absent: Trustee Jarman.

Staff Present: Elizabeth Murray, Managing Director
Jennifer Norris, Assistant Managing Director/Executive Secretary

APPROVAL OF MINUTES

President Bechtle called for approval of the minutes of the June 11, 2009 regular meeting of the Board. On motion of Trustee Bashford, seconded by Trustee Moscone, the minutes were unanimously approved.

PRESIDENT'S REPORT

San Francisco Opera/Symphony Summer Seasons: President Bechtle reported that the San Francisco Opera concluded its 2009 Summer Season on July 5, 2009, and on behalf of the Board, she extended congratulations to the Opera on a tremendously successful summer season. President Bechtle also reported that the San Francisco Symphony's "Summer & the Symphony" season opened on June 25, and will continue through July 24. She extended best wishes to the Symphony for a successful summer season.

Update on Transfer of War Memorial Maintenance Functions to City's Real Estate Division: President Bechtle reported that at last month's Board meeting, Trustees heard from War Memorial and Real Estate Division staff regarding the Mayor's proposed transfer and consolidation of War Memorial engineering and custodial maintenance functions and personnel to the Real Estate Division of the City Administrator's Office. No action was taken by the Trustees, pending a meeting with Mayor Newsom scheduled for June 18, for Trustee representatives to carry the message of cooperation as well as deep concern over the proposed consolidation.

President Bechtle reported that on June 18, she, Vice President Shultz, Trustee Myatt, and Managing Director Murray met with Mayor Newsom, together with City Administrator Ed Lee and Real Estate Division Director Amy Brown and others. The Trustee group advised Mayor Newsom of the Board's continuing commitment to work with his office on addressing budget challenges. The Trustees also reported and discussed concerns of the Trustees, resident companies and licensees regarding the proposed transfer of War Memorial core functions to the Real Estate Division. The Mayor's Office stated that if the Trustees were dissatisfied with services provided under the Real Estate consolidation, they would take the necessary steps to transfer personnel back to the War Memorial. The Trustee group asked the Mayor to consider revenue-neutral alternatives that would keep engineering and custodial functions under the War Memorial department, and the Mayor advised he would take our concerns under consideration.

President Bechtle stated that on June 25, War Memorial staff received notice from the Mayor's Office that the Mayor agreed to revise the consolidation plan for Fiscal Year 2009-10. Specifically, the War Memorial would

retain engineering and trades personnel and services for 2009-10; however, custodial personnel and services would be, and have been, transferred to the Real Estate Division effective July 1, 2009. The Mayor's Office advised staff they would still plan to transfer engineering and trades personnel and services to Real Estate in the next fiscal year budget.

President Bechtle stated that Beth Murray sent an update memorandum with this information to Trustees on June 30, noting that the War Memorial would need to make additional cuts – totaling approximately \$240,000 – to the department's FY 2009-10 budget to offset Real Estate's anticipated savings from the engineering consolidation. She also noted that War Memorial and Real Estate will develop a Memorandum of Understanding outlining the scope and levels of custodial services to be provided by Real Estate at the War Memorial complex, which MOU will be submitted to the Trustees for review and approval.

President Bechtle stated that the Board is very appreciative of the Mayor's consideration and action on this matter, noting the revised consolidation plan addresses and relieves some of the concerns noted by Trustees and licensees. She added that staff is working with Real Estate on implementing the transfer of custodial functions and coordinating custodial service delivery by the Real Estate Division. On behalf of the Board, President Bechtle expressed thanks to the Trustees, licensees and staff for their efforts in reaching this revised solution.

MANAGING DIRECTOR'S REPORT

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

RESOLUTION NO. 09-29

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

KAMSA	August 29, 2009	\$1,200.00
Café Rental for post-Herbst Theatre Concert Reception		

LOUISE M. DAVIES SYMPHONY HALL

Williams-Sonoma, Inc	August 20, 21, 2009	\$5,800.00
Employee Meeting and Breakfast Reception		
San Francisco Gay Men's Chorus	April 22, 2010	\$2,200.00 vs. 10%
Concert		\$4,400.00 maximum

HERBST THEATRE

SGI USA	July 19, 2009	\$525.00
Golden Stage Group Meeting		
Spiritual Assembly of the Baha'i	August 12, 2009	\$750.00
An Evening in Honor of the Baha'is of Iran		
Youth for Asian Theatre	August 13, 14, 2009	\$1,025.00
Love (student theatre performance)		
UC Hastings	August 19, 2009	\$525.00
Student Orientation		

San Francisco Opera Orchestra Rehearsals	August 24-28 & Sept 1, 5, 8, 2009	\$4,000.00
KAMSA KAMSA Youth Orchestra 20 th Anniversary Concert	August 29, 2009	\$750.00
City Arts & Lectures Cultural Studies Series	September 16, 24, 2009 October 7, 13, 15, 2009 November 3, 4, 12, 18, 2009	\$6,750.00
City Arts & Lectures 826 Valencia Series	September 29, 2009 October 6, 8, 19, 26, 28, 2009 November 9, 17, 2009 December 2, 2009	\$6,750.00
Power to the Peaceful Social Justice Symposium & Michael Franti in Concert	September 13, 2009	\$1,275.00
The Breast Cancer Fund LUNAFEST	October 1, 2009	\$750.00
Hispanic Flamenco Ballet Latin American & Spanish Heritage Performance	October 9, 2009	\$525.00
Symphony Parnassus Concert	November 8, 2009	\$750.00
California Institute of Integral Studies The Mystical Arts of Tibet: Sacred Music Sacred Dance	November 14, 2009	\$750.00
Presidio Hill School Winter Concert	December 16, 17, 2009	\$1,425.00
Kinsey Sicks Oy Veh in a Manger	December 18, 2009	\$1,250.00
Linking Rings & Cathay Post #384 God Bless the USA	January 15, 2010	\$750.00
Wharton School, University of Pennsylvania 2010 Graduation Ceremony	May 2, 2010	\$750.00
Drew School 2010 Graduation Ceremony	May 27, 2010	\$750.00
Claire Lilienthal School 2010 Graduation Ceremony	June 3, 2010	\$750.00
French American International School 2010 Graduation Ceremony	June 5, 2010	\$750.00
Fashion Institute of Design and Merchandising 2010 Graduations Ceremonies	June 16, 2010	\$1,275.00

Additional Rental Requests: Ms. Murray requested approval of one additional rental request as submitted. On motion of Trustee Bashford, seconded by Vice President Shultz, the following resolution was unanimously adopted:

RESOLUTION NO. 09-30

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

LOUISE M. DAVIES SYMPHONY HALL

San Francisco Sinfonietta	December 8, 2009	\$2,200.00 vs. 10%
Sing It Yourself Messiah		\$4,400.00 maximum

SECRETARY'S REPORT

Revenue, Appropriations and Housekeeping Expenditures Reports for June 2009: Ms. Norris referred to the Revenue, Appropriations, and Housekeeping Expenditures Reports for June 2009, and requested a resolution to approve housekeeping expenditures as submitted. On motion of Vice President Shultz, seconded by Trustee Farrow, the following resolution was unanimously adopted:

RESOLUTION NO. 09-31

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM090383 through WM090415 are hereby approved.

MISCELLANEOUS CORRESPONDENCE

Letter from American Legion Post 315: President Bechtle stated that Trustees have received a copy of the letter dated June 24, 2009, from American Legion Bob Basker Post 315, commenting on the February 25, 2009 memorandum from Deputy City Attorney Adine Varah concerning the authority of the American Legion War Memorial Commission to provide space in the Veterans Building to Swords to Plowshares. At the request of Trustee Myatt, and there being no objection, President Bechtle referred this letter to the Veterans Committee.

Letter from American Legion War Memorial Commission: President Bechtle stated that Trustees have received a copy of the letter dated March 31, 2009 from Michael Gerold, Chair of the American Legion War Memorial Commission, concerning the needs of the San Francisco Posts of the American Legion for space in the Veterans Building. President Bechtle noted that at last month's Board meeting, Mr. Gerold stated this letter had been delivered to the War Memorial; after the June meeting, Trustee Myatt found this letter – together with eight other documents – which had been delivered to his office at the Marines' Memorial Club on Saturday, June 6. President Bechtle referred this letter to the Board's Veteran Building Project Committee for review and consideration in developing plans for future Veterans Building space programming and utilization.

PUBLIC COMMENT

Mr. Bill Hough addressed the Board on behalf of the Phillip & Sala Burton Center for Human Rights.

ADJOURNMENT

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

Jennifer E. Norris
Executive Secretary