

**MINUTES**  
**WAR MEMORIAL BOARD OF TRUSTEES**  
**SPECIAL MEETING**

**Thursday, February 15, 2018**

The Board of Trustees of the War Memorial of San Francisco met in a special session at 2:00 p.m. on Thursday, February 15, 2018, in the Trustees' Board Room, War Memorial Opera House, President Bechtle presiding.

**ROLL CALL**

Present: President Bechtle, Vice President Walker, Trustee Davis, Trustee Horn, Trustee Levin, Trustee Lui, Trustee Myatt, Trustee Pelosi, Trustee Shultz and Trustee Wilsey

Absent: Trustee Moscone

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 January 11, 2018 regular meeting of the Board. On motion of Trustee Shultz, seconded by Trustee Wilsey, the minutes were unanimously approved.

**MANAGING DIRECTOR'S REPORT**

**Rental Requests:** Ms. Murray stated that rental requests are routine and requested their approval. On motion of Trustee Shultz, seconded by Trustee Horn, the following resolution was unanimously adopted:

**RESOLUTION NO. 18-05**

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

**HERBST THEATRE**

San Francisco Chamber of Commerce Mayoral Candidate Forum	March 1, 2018	\$1,250.00
Center for Asian American Media CAAM Fest: Aunt Lily's Flowerbook & Reception	May 24, 2018	\$1,475.00
San Francisco Opera Annual Meeting & Reception	April 11, 2018	\$1,475.00
Independence High School Graduation Ceremony	June 4, 2018	\$700.00
Swords to Plowshares Concert	June 18, 19, 2018	\$2,250.00
San Francisco Opera Guild Summer Conservatory Performance	July 27, 2018	\$1,250.00*

San Francisco Civic Music Association Concert	July 28, 2018	\$1,250.00*
Asian American Foundation Miss Asian America Pageant	August 3, 4, 2018	\$2,250.00*
UCSF School of Medicine White Coat Ceremony	August 10, 2018	\$700.00*
Richmond/Ermet AIDS Foundation Help is on the Way 2018	August 18, 19, 2018	\$2,250.00*

**WILSEY CENTER FOR OPERA**

Chanticleer Rehearsals	February 16, 2018	\$225.00
San Francisco Opera	February 15, 2018 March 10, 14, 21, 2018	\$2,500.00

\*Based on current rental rates as rates for FY 2018-19 are not yet approved.

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

**RESOLUTION NO. 18-06**

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

**HERBST THEATRE**

Chinese for Affirmative Action Rolland C. Lowe Celebration of Life	April 8, 2018	\$1,250.00
Homebridge Mayoral Candidate Forum	April 26, 2018	\$700.00

**WILSEY CENTER FOR OPERA**

Bay Area Rainbow Symphony Reception	March 3, 2018	\$675.00
San Francisco Opera Subscription Season Preview 2018 Exclusive Use Period #1	March 12, 2018 March 26-July 1, 2018	\$44,535.00
San Francisco Opera Center Adler Class Presentation	March 16, 2018	\$800.00
Bingham High School Choral Rehearsal	March 24, 2018	\$225.00

LEVYdance Annual Celebration	April 14, 2018	\$1,000.00
San Francisco Magazine Leading 100	August 15, 16, 2018	\$2,500.00*

### **SECRETARY'S REPORT**

**Revenue, Appropriations and Housekeeping Expenditures Reports for January 2018:** Ms. Norris stated that Revenue, Appropriations and Housekeeping Expenditures reports for January 2018 have been distributed to Trustees, and she requested approval of January 2018 housekeeping expenditures as submitted.

On motion of Trustee Lui, seconded by Trustee Shultz, the following resolution was unanimously adopted:

#### **RESOLUTION NO. 18-07**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. PO1369922 through PO147354 are hereby approved.

Ms. Norris stated that it is time for War Memorial Trustees to file their annual FPPC Statement of Economic Interest Form 700 as well as to complete the Ethics & Sunshine Ordinance training and file a related declaration. She stated that all filings must be completed no later than April 2, 2018.

### **COMMITTEE REPORTS**

#### **Budget and Finance Committee:**

Trustee Lui, Chair of the Budget and Finance Committee, reported that the Committee met on Tuesday, February 13, 2018, to consider staff's proposed rental rates for Fiscal Year 2018-19 proposed departmental budgets for Fiscal Years 2018-19 and 2019-20. Trustee Lui reported that following review and consideration, the Committee voted unanimously to recommend approval of staff's proposed rental rates and departmental budgets for Fiscal Years 2018-19 and 2019-20.

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

#### **RESOLUTION NO. 18-08**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby adopts the report and recommendations of its Budget and Finance Committee and approves staff's proposed Rental Rates for Fiscal Year 2018-19, and approves staff's proposed Departmental Budgets for Fiscal Years 2018-19 and 2019-20.

### **REGULAR ITEMS**

**Symphony request for Lobby Exhibit:** President Bechtle stated that Trustees have received a letter from the San Francisco Symphony requesting to install an exhibit entitled "Ravel in America" in the First Tier lobby of Davies Symphony Hall from April 4 – May 13, 2018. Following discussion and on motion of Trustee Shultz, seconded by Trustee Wilsey, the following resolution was unanimously adopted:

#### **RESOLUTION NO. 18-09**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby approves the request of the San Francisco Symphony to install an exhibit entitled "Ravel in America" in the First Tier lobby of Davies Symphony Hall from April 4 – May 13, 2018.

Opera request to install “Ring” memorabilia display: President Bechtle stated that Trustees have received a letter from the San Francisco Opera requesting to install a display of “Ring” memorabilia in the Opera House main lobby from May 29 – July 2, 2018 in conjunction with the Opera’s “Ring” cycle presentations in June 2018. Following discussion and on motion of Trustee Shultz, seconded by Trustee Horn, the following resolution was unanimously adopted:

RESOLUTION NO. 18-10

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby approves the request of the San Francisco Opera to install a display of “Ring” memorabilia in the Opera House main lobby from May 29 – July 2, 2018 in conjunction with the Opera’s “Ring” cycle presentations in June 2018.

2018 Armistice Centennial Exhibits: President Bechtle stated that Trustees have received a letter from Ken Maley, on behalf of a 2018 Armistice Centennial Citizens Committee, requesting to install banners and video monitors in the Veterans Building main lobby from early March 2018 through Armistice Day on November 11, 2018, as the first phase of exhibits related to the 2018 Armistice Centennial. This exhibit would consist of 11 banners and 2 video monitors in the main lobby. The banners are to be designed with illustrations related to World War I topics; the video monitors would play a series of World War I images repeating approximately every 20 minutes.

Trustee Myatt, a member of the 2018 Armistice Centennial Citizens Committee, introduced Mr. Dana Lombardy, Senior Editor and Publisher of the *World War I Magazine*, who made a presentation to the Trustees on the significance and impact of WWI.

Following the presentation and discussion, and on motion of Trustee Shultz, seconded by Trustee Levin, the following resolution was unanimously adopted:

RESOLUTION NO. 18-11

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby approves the request of the 2018 Armistice Centennial Citizens Committee to install banners and video monitors in the Veterans Building main lobby from early March 2018 through Armistice Day on November 11, 2018, as the first phase of exhibits related to the 2018 Armistice Centennial.

GOOD AND WELFARE

Trustee Lui said that Friday, February 16 is the beginning of the Chinese New Year of the Dog, and on February 24, the San Francisco Symphony will present their Chinese New Year concert in memory of San Francisco Mayor Edwin Lee.

ADJOURNMENT

There being no further business to come before the Board, President Bechtle adjourned the meeting at 3:00 p.m.

  
Jennifer E. Norris  
Executive Secretary