

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR BOARD MEETING

Thursday, June 14, 2018

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, June 14, 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 Moscone, Trustee Myatt, Trustee Pelosi, and Trustee Wilsey

Absent: Trustee Lui, Trustee Shultz

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 May 10, 2018 meeting of the Presentors Liaison Committee. On motion of Trustee Moscone and seconded by Vice President Walker, the minutes were unanimously approved.

President Bechtle called for approval of the minutes of the May 10, 2018 regular meeting of the Board. On motion of Vice President Walker and seconded by Trustee Moscone, the minutes were unanimously approved.

PRESIDENT'S REPORT

Opening of the Opera's RING Festival: President Bechtle stated that the San Francisco Opera opened the summer season, featuring THE RING, earlier this week on June 12. On behalf of the Board, President Bechtle extended best wishes to the Opera for a very successful summer season.

MANAGING DIRECTOR'S REPORT

Rental Requests: Ms. Murray stated that rental requests mailed to Trustees include a request from the San Francisco Opera for their annual opening night gala tent on September 7, 2018, as well as a three-night booking of Ellen DeGeneres in Davies Symphony Hall in August. She stated that remaining rental requests are routine and requested their approval. On motion of Trustee Myatt, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 18-24

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the June 14, 2018 rental requests are hereby approved:

Transition of Food and Beverage Services: Ms. Murray stated that during the last month, staff has been actively working with Global Gourmet Catering on their transition to serving as the War Memorial's food and beverage concession services provider effective August 1, 2018. She said that staff has completed contractual documents, which are now pending with Global Gourmet, and the parties are working together on the transfer of liquor licenses, union meetings, inventory evaluation and scheduling. Ms. Murray stated that Patina will continue to operate through the month of July and coordinate with Global Gourmet in support of a smooth transition on August 1. She noted that the transition at Davies Symphony Hall will be

particularly time sensitive as there are only two dark days between Patina's final performance on July 29 and Global Gourmet's first performance on August 1.

SECRETARY'S REPORT

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

On motion of Trustee Horn, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 18-25

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. PO178795 through PO188731 are hereby approved.

Trustee Horn noted that the Revenue Report shows that facility rentals and food and beverage concession revenues are substantially up from the prior year, and he asked Ms. Murray to comment. Ms. Murray reported that year-to-date earned revenue is \$430,000 greater than the prior year, representing an 11% year-over-year increase and a 10% increase over FY 2017-18 budgeted revenue. She noted that Wilsey Center rentals are up 53% over the prior year, as staff and local organizations have learned what types of presentations and uses work best in these new spaces. Herbst Theatre and Green Room rental revenues have increased by 26% and 10% respectively over the prior year, as the Veterans Building renovation helped make these venues more attractive. She added that year-to-date food and beverage concession revenue is 30% over FY 2017-18 budgeted revenue. Ms. Murray stated that the War Memorial booking staff and Patina are to be commended for their hard work in increasing War Memorial earned revenue.

REGULAR ITEMS

Request from Global Gourmet Catering for consideration and approval of food and beverage concession menu and pricing: President Bechtle stated that the request from Global Gourmet Catering for consideration and approval of proposed food and beverage concession menu and pricing, to be effective August 1, 2018, will be referred to the Presentors Liaison Committee.

Request from Global Gourmet Catering for proposed investment for improvements: President Bechtle stated that the request from Global Gourmet Catering for consideration and approval of proposed investment for improvements will be referred to the Presentors Liaison Committee.

Request for use of Memorial Court: President Bechtle stated that Trustees have received the letter from Ms. Krista DeNio representing 'Echo Theater Suitcase/Moving Ground' requesting to use the Memorial Court in conjunction with "Centennial Reckoning" rehearsals and performances in November 2018. She stated that because this request is related to activities commemorating the end of World War I, Ms. DeNio previously presented her request to the private WWI Armistice Commemoration Committee on which War Memorial Trustees Myatt and Levin serve, and the committee voted to recommend to the War Memorial Board of Trustees that this request be approved.

Ms. DeNio addressed the Committee and provided more information about her request and answered questions from the Trustees.

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

RESOLUTION NO. 18-26

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the request from Krista DeNio and Echo Theater Suitcase/Moving Ground to use the Memorial Court in

conjunction with “Centennial Reckoning” rehearsals and up to eight performances in November 2018 is hereby approved, provided the Veterans Memorial and Memorial Court are treated respectfully throughout their activities and that audience sizes are limited to approximately 30 people per performance.

GOOD AND WELFARE

Trustee Levin asked that today’s meeting be adjourned in honor of the election of a new San Francisco Mayor, London Breed.

Trustee Myatt stated that the World War I banner display has been installed in the Veterans Building main lobby and hopes all Trustees will visit the display.

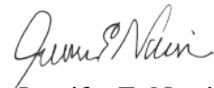
PUBLIC COMMENT

Victor Oliveri, Secretary for the Veterans Affairs Commission in the City and County of San Francisco, stated that the Veterans Affairs Commission held a Mayoral Forum for veterans in the Veterans Building on May 26, 2018. The four top Mayoral candidates were present and there were volunteers on hand to register voters and teach them about ranked choice voting.

Paul Cox, Chair of the American Legion War Memorial Commission, stated that the Commission is developing an exhibit which will be a commentary on WWI. It will open by the end of July in the Veterans Trophy Room, also known as the Veterans Gallery.

ADJOURNMENT

There being no further business to come before the Board, President Bechtle adjourned the meeting at 2:45 p.m. in honor of Mayor-elect London Breed.



Jennifer E. Norris
Executive Secretary