

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
SPECIAL MEETING

Thursday, February 19, 2015

The Board of Trustees of the War Memorial of San Francisco met in special session at 2:00 p.m. on Thursday, February 19, 2015, in the Trustees' Board Room, War Memorial Opera House, President Bashford presiding.

ROLL CALL

Present: President Bashford, Vice President Horn, Trustee Davis, Trustee Lui, Trustee Moscone, Trustee Myatt, Trustee Shultz, Trustee Wilsey

Absent: Trustee Bechtle, Trustee Pelosi, Trustee Stafford

Staff Present: Elizabeth Murray, Managing Director; Jennifer Norris, Assistant Managing Director

APPROVAL OF MINUTES

President Bashford called for approval of the minutes of the January 8, 2015 regular meeting of the Board. On motion of Trustee Myatt, seconded by Trustee Wilsey, the minutes were unanimously approved.

MANAGING DIRECTOR'S REPORT

Rental Requests: Ms. Murray stated that rental requests mailed to Trustees include a request from RDF Productions to use portions of the Opera House and Davies Symphony Hall during the period from February 11 to March 31, 2015, for filming of a motion picture about Steve Jobs. Based on the film production schedule, this activity will generate close to \$78,000 in revenue for the War Memorial. Ms. Murray stated that film production is complex and invasive, and we are only able to accommodate this activity due to the excellent coordination by War Memorial staff member John Caldon and the full cooperation of the San Francisco Ballet and San Francisco Symphony. Ms. Murray said that the remaining rental requests are routine and requested their approval. On motion of Trustee Lui, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 15-07

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

Home Box Office, Inc. (HBO) Special Premiere Screening w/ VIP Red Carpet	March 22, 23, 2015	\$9,175.00
Minnesota Public Radio A Prairie Home Companion	January 15, 16, 2016	\$7,200.00

LOUISE M. DAVIES SYMPHONY HALL

Sephora Company Meeting	April 2, 2015	\$3,500.00
----------------------------	---------------	------------

Live Nation Comedy Touring Marc Maron	May 10, 2015	\$2,500.00 vs 10% \$7,250.00 maximum
San Francisco Symphony 2014-15 Season, partial	June 1-August 22, 2015	\$73,925.00
SFJAZZ Concerts	August 14, 15, 16, 2015	\$7,500.00 vs 10% \$15,000.00 maximum

WAR MEMORIAL OPERA HOUSE & DAVIES SYMPHONY HALL

RDF Productions “Untitled Steve Jobs Project” Film Production	February 11–March 31, 2015	\$77,895.00
--	----------------------------	-------------

HERBST THEATRE

Philharmonia Baroque Orchestra Concerts	October 9, 2015 November 12, 2015 December 4, 2015 February 5, 2016 March 4, 2016 April 28, 2016	\$7,500.00
San Francisco Friends of Chamber Music SF Music Day	October 25, 2015	\$1,250.00
Elton Luga First Annual TOFA-CA Awards	October 29, 2015	\$2,500.00
Theatreworks USA Stageplays	November 13, 2015 March 3, 17, 2016 April 28, 2016	\$2,800.00
Melody Chorus Society Choral Concerts	November 29, 2015 January 17, 2016	\$2,500.00
Presidio Performing Arts Foundation Holiday Dance Concerts	December 5, 6, 2015	\$2,500.00
Chinese American International School Winter Program	December 15, 16, 2015	\$2,250.00
San Francisco Opera Center Adler Concert	December 12, 2015	\$1,250.00
Urban School of San Francisco Winter/Spring Program	December 13, 2015 May 22, 2016	\$2,500.00
Maestro Artist Management Denis Matsuev	January 24, 2016	\$2,500.00

American Legion Cathay Post No. 384 God Bless America (Variety Show)	January 29, 2016	\$1,250.00
Ballet with Miss Tilly Student Dance Recitals	May 15-20, 2016	\$6,750.00

SECRETARY'S REPORT

Revenue, Appropriations and Housekeeping Expenditures Reports for January 2015: Ms. Norris stated that Revenue, Appropriations and Housekeeping Expenditures reports for January 2015 have been distributed to Trustees, and she requested approval of the January 2015 housekeeping expenditures as submitted. On motion of Trustee Shultz, seconded by Vice President Horn, the following resolution was unanimously adopted:

RESOLUTION NO. 15-08

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM150125 through WM150140 are hereby approved.

Ms. Norris reminded the Trustees that the filing deadline for annual Statements of Economic Interests Form 700 is April 2, 2015. She stated that this is the second year of mandatory electronic filing, and said that staff is available to assist Trustees in this process upon request.

COMMITTEE REPORTS

Veterans Building Project Committee

Veterans Building Seismic Upgrade & Improvements Project: Vice President Horn reported on three recent bi-weekly tours of the Veterans Building. He stated that the final roof is now being laid and skylights are close to completion. Pankow is close to finishing structural work on the fourth floor rotunda at which time the rotunda will be turned over to Webcor for Opera tenant improvement build-out. He said that concurrent with Pankow's work, Webcor has completed extensive electrical and other wiring in the 4th floor ceiling and walls.

Vice President Horn said that general build-out continues throughout the building on schedule. Floor and wall tile is being installed in lower level restrooms and first floor dressing room restrooms. Elevator work, which included several weeks of overtime work, is now back on schedule, with two elevators targeted for completion and final inspection at the end of February. Vice President Horn reported that in the Herbst Theatre, the protective coverings over the Brangwyn murals have been removed now that structural work on these walls has been completed. Painting touch-up of the decorative elements surrounding the murals is in progress. Salvaged wood paneling from former first floor veterans' offices has been refinished and is now being installed in the second floor veterans' office spaces. Vice President Horn stated that a Trustee tour of the Veterans Building will be scheduled following completion of two new elevators.

Budget & Finance Committee:

Trustee Lui, Chair of the Budget & Finance Committee, reported that the Committee met prior to this meeting to consider and adopt recommendations on two items:

Proposed Rental Rates for Fiscal Year 2015-16: Trustee Lui reported that the Committee reviewed and considered staff's proposed rental rates for Fiscal Year 2015-16. She noted that staff's proposal included rental rate increases for Herbst Theatre, Green Room, Veterans Building office rent and parking fees; as rental rates for the Opera House, Davies Symphony Hall and Zellerbach Rehearsal Hall were increased last year, staff did not propose rate increases for those facilities.

Trustee Lui reported that following discussion, the Committee voted unanimously to recommend approval of staff's proposed rental rates for Fiscal Year 2015-16.

War Memorial Departmental Budget for Fiscal Years 2015-16 and 2016-17: Trustee Lui reported that the Budget & Finance Committee reviewed staff's proposed departmental budget for Fiscal Year 2015-16 and the proposed estimated budget for Fiscal Year 2016-17, including operating, capital and technology budgets. She stated that following discussion, the Committee voted unanimously to recommend approval of staff's proposed budgets for Fiscal Years 2015-16 and 2016-17.

Following discussion and public comment, and on a motion of Vice President Horn, seconded by Trustee Wilsey, the following resolution was unanimously adopted:

RESOLUTION NO. 15-09

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby adopts the report and recommendations of its Budget & Finance Committee and approves staff's proposed rental rates for Fiscal Year 2015-16 and the Fiscal Year 2015-16 and Fiscal Year 2016-17 Departmental Budgets as presented by staff.

REGULAR ITEMS

American Legion War Memorial Commission request to relocate the San Francisco Vietnam Veterans Memorial to the War Memorial Veterans Building:

President Bashford stated that Trustees have received a letter from the American Legion War Memorial Commission requesting to relocate the San Francisco Vietnam Veterans Memorial plaque to the Veterans Building. President Bashford referred this request to the Board's Building Committee for consideration and recommendation. He stated that as the Veterans Building is currently under construction, making it impossible for the Commission to propose or for the Committee to consider potential plaque locations, the Building Committee's consideration of this request will have to be deferred until July or August of 2015.

Opera request for approval of specific design and placement of naming plaques in approved naming areas of the Veterans Building:

President Bashford stated that in January 2013, the Board approved the Opera's request to establish naming opportunities for specific Veterans Building areas as part of the Opera's fundraising efforts for Veterans Building improvements. The Board's approval was subject to the Opera returning to the Veterans Building Project Committee with its proposals for specific design and locations of naming plaques and signage. President Bashford said that Trustees have received a letter from San Francisco Opera General Director David Gockley, stating that the Opera would like to present its specific proposals for design and placement of Veterans Building naming plaques to the Board for review and approval. President Bashford referred this request to the Board's Veterans Building Project Committee for consideration and recommendations.

Use Permit Agreement with Treasure Island Development Authority:

Ms. Murray stated that as she reported to the Board at the November 2014 meeting, the War Memorial must relocate all Veterans Building storage from 1 Newhall by April 1, 2015. She stated that while the War Memorial had anticipated having access to the Newhall storage facility through August 2015, a schedule change for construction of the new Medical Examiner facility at 1 Newhall has necessitated vacating the premises early.

Ms. Murray stated that alternative storage space has been secured at Treasure Island and that Trustees have received a summary of the basic use permit between the Treasure Island Development Authority and War Memorial for War Memorial's use of Treasure Island storage space for the period February 15 through October 31, 2015. She noted that the associated permit fees of \$9,000 per month will be paid to Treasure Island from the Veterans Building Project relocation budget.

Ms. Murray stated that War Memorial staff recommends approval of this use permit and requested the Trustees approval of the War Memorial's entering into this a Use Permit with Treasure Island Development Authority for temporary storage space.

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

RESOLUTION NO. 15-10

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby approves the War Memorial's entering into the Use Permit Agreement with Treasure Island Development Authority from February 15 through October 31, 2015 for a fee of \$9,000 per month.

Public Utilities Commission request to integrate green infrastructure on the Van Ness frontage of the War Memorial Complex:

President Bashford stated that the Trustees have received a letter dated February 12, 2015 from the Public Utilities Commission proposing to integrate green infrastructure on the Van Ness frontage of the War Memorial Complex. President Bashford referred this request to the Board's Building Committee for consideration and recommendation.

Symphony request to install season subscription signage in Davies Symphony Hall:

President Bashford stated that the Trustees have received a letter dated February 12, 2015 from the San Francisco Symphony requesting to install 2015-16 season subscription signage in Davies Symphony Hall from March 2 through May 30, 2015. The Symphony has included with their letter renderings of the proposed signage and of the signage placement. President Bashford asked War Memorial staff to comment on this request.

Ms. Murray stated that staff recommends any approval of this request include the following stipulations:

- Signage installation should occur on March 3 rather than March 2 as there is an outside presentation scheduled in Davies Symphony Hall on March 2;
- Signage at the Grove Street terrace overhead and Grove Street terrace and street doors must be removed for the March 29 film shoot by RDF Productions which has been previously approved and scheduled.

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

RESOLUTION NO. 15-11

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby approves the San Francisco Symphony's request to install season subscription signage in Davies Symphony Hall from March 3 through May 30, 2015, with the proviso that the Grove Street terrace and street level signage will be removed to accommodate the approved March 29 film production.

ADJOURNMENT

There being no further business to come before the Board, President Bashford adjourned the meeting at 2:40 p.m.

Jennifer E. Norris
Executive Secretary