

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR BOARD MEETING

Thursday, January 9, 2020

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, January 9, 2020, in the Trustees' Board Room, War Memorial Opera House, President Horn presiding.

ROLL CALL

Present: President Horn, Vice President Shultz, Trustee Bechtle, Trustee Gatti, Trustee Levin, Trustee Moscone, Trustee Myatt, Trustee Pelosi and Trustee Wilsey

Absent: Trustee Davis and Trustee Lui

Staff Present: John Caldon, Managing Director and Jennifer Norris, Assistant Managing Director

APPROVAL OF MINUTES

President Horn called for approval of the minutes of the December 11, 2019 meeting of the Presentors Liaison Committee of the War Memorial Board of Trustees. On motion of Trustee Moscone and seconded by Trustee Wilsey, the minutes were unanimously approved.

President Horn called for approval of the minutes of the December 12, 2019 regular meeting of the Board. On motion of Trustee Bechtle and seconded by Trustee Moscone, the minutes were unanimously approved.

PRESIDENT'S REPORT

Committee Assignments for 2020: President Horn reported that Trustees have received a list of committee assignments for 2020. All trustees are welcome to attend committee meetings, however only committee members may vote on items before the committee.

San Francisco Symphony – New President: President Horn reported that the San Francisco Symphony announced the election of a new president starting a year from now. Priscilla Geeslin will succeed Sakurako Fisher as the next president of the San Francisco Symphony Board of Governors. President Horn said that on behalf of the Board of Trustees he would like to congratulate Ms. Geeslin and thank Ms. Fisher for her years of leading the Symphony Board.

San Francisco Ballet – Nutcracker: President Horn stated that the San Francisco Ballet has completed its 75th Anniversary of the *Nutcracker* and on behalf of the War Memorial Board, President Horn congratulated the San Francisco Ballet on a wonderful program.

Schedule of the War Memorial Board Meetings for 2020: President Horn noted that a schedule of the War Memorial Board Meetings for 2020 was in the packet mailed to the Trustees and encouraged all Trustees to put the meetings on their calendars.

MANAGING DIRECTOR'S REPORT

Rental Requests: Mr. Caldon stated that rental requests mailed to Trustees are routine and requested their approval. On motion of Vice President Shultz and seconded by Trustee Bechtle, the following resolution was unanimously adopted:

RESOLUTION NO. 20-01

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the January 9, 2020 rental requests are hereby approved.

Additional Rental Requests: Mr. Caldon stated there was one additional rental request from the San Francisco Symphony to use the first of their two catering exemptions for 2019-20 for catering related to the February 1, 2020 Chinese New Year event in Zellerbach Rehearsal Hall A. He requested approval of this additional request as submitted. On motion of Trustee Pelosi and seconded by Trustee Wilsey, the following resolution was unanimously adopted:

RESOLUTION NO. 20-02

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the January 9, 2020 additional rental requests are hereby approved.

DIRECTOR'S REPORT

POW/MIA Flag: Mr. Caldon stated that in recent meetings of the War Memorial Board, Trustee Levin and Trustee Myatt have voiced their desire to see the POW/MIA flag flown on top of the Veterans Building. According to previous minutes of the War Memorial Board of Trustees, in May 2009 Trustees passed Resolution 09-22, which approved flying the POW/MIA flag on top of the Veterans Building on Armed Forces Day, Memorial Day, Flag Day, Independence Day, POW/MIA Recognition Day, and Veterans Day. Mr. Caldon said that regrettably that resolution has not been followed in recent years. Mr. Caldon stated that he has instructed War Memorial Security to begin flying the POW/MIA flag on these six days going forward.

SECRETARY'S REPORT

Revenue, Appropriations and Housekeeping Expenditures Reports for December 2019: Ms. Norris stated that Revenue, Appropriations and Housekeeping Expenditures reports for December 2019 have been distributed to Trustees, and she requested approval of December 2019 housekeeping expenditures as submitted. On motion of Trustee Wilsey and seconded by Trustee Gatti, the following resolution was unanimously adopted:

RESOLUTION NO. 20-03

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. PO379550 through PO386554 are hereby approved.

Implicit Bias Training: Ms. Norris congratulated the Trustees for completing the Implicit Bias Training before the deadline of December 31, 2019. Ms. Norris also noted that 2019 is a compliance year for Harassment Prevention Training, which is required by the State of California to be completed every two years. She reported that the City's Department of Human Resources was still putting the training in place, but that Trustees should be ready to complete it as soon as it becomes available, as the turn around time is anticipated to be faster than usual.

REGULAR ITEMS

San Francisco Ballet Request for Retroactive Approval for exterior tree lights in the Memorial Court: President Horn stated that in advance of today's meeting, Trustees received a letter from Julie Begley, Chief Marketing Officer for the San Francisco Ballet. Ms. Begley's letter requests retroactive approval for the

installation of white holiday lights in select trees in the Memorial Court, which were part of an initiative to celebrate the 75th anniversary of San Francisco Ballet's *Nutcracker*. President Horn stated that while this Board discourages the idea of resident companies and other licensees seeking retroactive approval for installations or displays that should be approved in advance, he was happy to read San Francisco Ballet's letter, which acknowledges the special nature of the Memorial Court and the importance of respecting it. President Horn called for a motion to retroactively approve the installation of the lights. On motion of Trustee Moscone and seconded by Trustee Wilsey, the following resolution was unanimously adopted:

RESOLUTION NO. 20-04

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the San Francisco Ballet's request for retroactive approval of the tree lights installed in the Memorial Court is hereby approved.

Global Gourmet Catering request for approval of updated pricing schedule: President Horn stated that at the November regular meeting of the Board, Trustees received a letter from Global Gourmet Catering requesting consideration and approval to update the pricing of certain concession items. This item was further discussed at a meeting of the Presentors Liaison Committee on December 11, 2019, though no action was taken due to the lack of a quorum. President Horn said that in advance of the meeting, Trustees received Global Gourmet's original letter and two pricing charts. The first of the two charts highlighted beverage items for which Global Gourmet would like the Board to approve updated pricing. The second chart showed a comparison of Global Gourmet's proposed prices against the prices of similar beverage items at other San Francisco performing arts venues.

Melissa Gartner, General Manager for Global Gourmet stated that there were essentially three items for which Global Gourmet was seeking a one dollar increase in price: the House Chardonnay, the House Cabernet, and simple well cocktails. Following discussion, on motion of Trustee Gatti and seconded by Trustee Pelosi, the following resolution was unanimously adopted:

RESOLUTION NO. 20-05

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Global Gourmet's updated pricing schedule is hereby approved.

Replacement of Pittosporum Trees at the War Memorial Opera House and Veterans Building: President Horn stated that prior to this meeting, Trustees received a report from Tree Management Experts, an arborist consulting firm, evaluating the health, structural defects, and useful life expectancy of the War Memorial's Pittosporum Trees, which are also known as Victorian Box trees. A grove of these trees is located at the corners of the War Memorial Opera House and Veterans Building along Van Ness Avenue. President Horn said that the arborists found that the grove is declining, with thinning canopies and yellowing foliage, which indicates that their health is failing, and they have reached the end of their useful lives. He noted that the trees are losing their aesthetic value and may present hazards from falling branches. In order to develop a strategy for removal and replacement of these trees, President Horn referred the matter to the Building Committee to study and to report back to the full Board.

Veterans Commemoration Committee request to install exhibit banners in the Veterans Building Lobby and to host a reception celebrating the 75th Anniversary of the UN Charter: President Horn stated that prior to today's meeting, Trustees received a letter from the Veterans Commemoration Committee requesting permission to install an exhibition of panels in the Veterans Building lobby, similar to those exhibited for 2018's centennial commemoration exhibits of the signing of The Great War Armistice in 1918. Titled "Fortress San Francisco," President Horn noted that if approved the proposed exhibit would include six panels dedicated to the role San Francisco played in the WW II Pacific Campaign following the 1941 attack on Pearl Harbor and

subsequent declaration of war. Two additional panels would be dedicated to the UN Charter conferences held in the Opera House, and the official signing of the UN Charter in the Herbst Theatre. The Committee is also requesting permission to host a reception in the Herbst Theatre lobby and lower lounge in conjunction with the larger City and National observances of the UN Charter Conference and Signing. If approved, additional exhibits could be included in the bar area. The letter states that all exhibits would be easily removable and would not affect the condition of the walls. President Horn referred the matter to committee to study and to report back to the full Board. Trustee Gatti asked that schematic designs of the proposed banners be submitted to the Trustees prior to any decision being made.

GOOD AND WELFARE

Trustee Levin stated that the Veterans Gallery has had more quality exhibits in the last several years because of the leadership of Roger Dong, Nelson Lum and Paul Cox. He offered that a good example of this is the exhibit they are hosting from January 17 through March 12 called "Violins of Hope," which features musical instruments that survived the Holocaust.

PUBLIC COMMENT

President Horn called for public comment on items within the subject matter jurisdiction of the Board, but which did not appear on the agenda. There being none, public comment was closed.

ADJOURNMENT

There being no further business to come before the Board, President Horn adjourned the meeting at 2:30 p.m.



Jennifer E. Norris
Executive Secretary