

**MINUTES**  
**WAR MEMORIAL BOARD OF TRUSTEES**  
**REGULAR BOARD MEETING**  
**Thursday, February 13, 2020**

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:10 p.m. on Thursday, February 13, 2020, immediately following the meeting of the Budget and Finance Committee, in the Trustees' Board Room, War Memorial Opera House, President Horn presiding.

**ROLL CALL**

Present: President Horn, Trustee Bechtle, Trustee Levin, Trustee Lui, Trustee Moscone and Trustee Myatt

Absent: Vice President Shultz, Trustee Davis, Trustee Gatti, Trustee Pelosi and Trustee Wilsey

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 January 9, 2020 regular meeting of the Board. On motion of Trustee Moscone, seconded by Trustee Lui, the minutes were unanimously approved.

**PRESIDENT'S REPORT**

**San Francisco Ballet Opening:** President Horn stated that the San Francisco Ballet opened its 2020 Repertory Season on January 16 with its annual Gala, which was terrific. He said that on behalf of the Trustees, he would like to congratulate the Ballet. President Horn noted it was a magical evening, and that we were joined by Speaker Pelosi and her husband, many other local and national dignitaries, as well as performing art lovers from around the world.

**MANAGING DIRECTOR'S REPORT**

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

**RESOLUTION NO. 20-06**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the February 13, 2020 rental requests are hereby approved.

**Director's Report:**

**PG&E Power Outage:** Mr. Caldon stated that on the evening of Wednesday, February 12, 2020, a PG&E power outage disrupted electrical service to the Opera House stage area at approximately 7:52 p.m. This was during a performance of San Francisco Ballet's repertory Program #2, which was subsequently canceled as a result of the outage. PG&E crews determined the outage was caused by underground equipment failure, with more than 9,000 homes and businesses impacted when electrical equipment in a PG&E vault caught fire. The outage affected PG&E customers in Hayes Valley and Haight-Ashbury, and blacked out the areas of the Opera House powered by PG&E. The areas of the Opera House on "the grid," which is powered by Hetch Hetchy, were not impacted.

This means that as patrons exited the dark auditorium, lit with only emergency service, they found lobby lighting was fully on. War Memorial engineers reported that power was restored to the Opera House at approximately 8:55 p.m., and PG&E reports power was fully restored to the affected area at 9:43 p.m. Mr. Caldon commended the stage crew and front-of-house staff for handling the situation calmly and efficiently. He said that he arrived at the Opera House at approximately 8:10 p.m., and the scene was quite orderly as patrons left the building.

### SECRETARY'S REPORT

**Revenue, Appropriations and Housekeeping Expenditures Reports for January 2020:** Ms. Norris stated that Revenue, Appropriations and Housekeeping Expenditures reports for January 2020 have been distributed to Trustees, and she requested approval of January 2020 Housekeeping Expenditures as submitted. On motion of Trustee Lui, seconded by Trustee Myatt, the following resolution was unanimously adopted:

#### RESOLUTION NO. 20-07

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. PO387858 through PO396286 are hereby approved.

**Form 700 Statement of Economic Interest, Sunshine & Ethics Training, and Harassment Prevention Training Reminder:** Ms. Norris reminded Trustees that War Memorial Trustees and designated staff must complete their annual filing of Form 700 Statement of Economic Interest by April 1, 2020. She stated that Trustees must also view both the Sunshine and Ethics training videos and submit the training declaration form by April 1, 2020. Harassment Prevention Training must be completed by April 10, 2020. All forms and trainings must be completed online. Ms. Norris said she is available to provide any assistance to Trustees in completing the required disclosure and trainings.

### COMMITTEE'S REPORTS

#### **Building Committee Report:**

Trustee Bechtle, in the absence of Chair Pelosi, stated that the Building Committee met on February 11, 2020 to consider and adopt recommendations on a number of items. Due to lack of quorum the Committee members present heard information items but took no action.

**Proposed removal and replacement of Pittosporum Trees:** Trustee Bechtle stated that the Committee members present heard a report from Roy Leggitt of Tree Management Experts, an arborist consulting firm. Mr. Leggitt reviewed his evaluation of the War Memorial's trees located in front of the Veterans Building and Opera House, as well as at the corner of Franklin and Grove Streets. He noted that in addition to the declining health of the trees outlined in his report, there are now five dead trees on the grounds. Mr Leggitt noted that the Sycamore trees in the Memorial Court are in good health.

Trustee Bechtle reported that the Building Committee was unable to vote on this item due to lack of quorum. However, the newly presented information of five trees are dead prompted War Memorial staff to declare an emergency. This is now a safety issue as trees could potentially fall or drop branches in heavy winds or inclement weather. She stated that War Memorial staff will schedule the removal of the trees and return to the Building Committee with a proposal for replacement.

**San Francisco Opera request for design approval of a bas relief of former Opera General Director Pamela Rosenberg to be installed in the Opera House main lobby:** Trustee Bechtle reported that those present at the February 11, 2020 meeting received a brief overview from the Opera's General Director Matthew Shilvock of the proposed artwork for the previously approved bas relief of former Opera General Director Pamela Rosenberg.

Mr. Shilvock presented a partial drawing of the bas relief design and shared information about the bas relief's measurements and the materials to be used in its fabrication. The Trustees present appreciated the proposed design; however, they were unable to vote to recommend approval due to lack of quorum.

President Horn asked to calendar this item for the March 12 meeting. At that time the San Francisco Opera will be invited back to request final approval from the Trustees.

Update on Opera House ADA barrier removal and seat replacement project: Trustee Bechtle stated that at the February 11 meeting, of the Building Committee, War Memorial Managing Director John Caldon provided the Committee members present with an informational update regarding the Opera House ADA Barrier Removal and Seating Replacement project. She asked Mr. Caldon to share a shortened version of the presentation.

Mr. Caldon reviewed his presentation stating that during the spring and summer of 2021, all seats in the Orchestra, Grand Tier and Dress Circle sections of the War Memorial Opera House will be replaced, improving comfort and sightlines in the auditorium. The creation of new accessible seating areas is also included in this final phase furthering our commitment to maximizing accessibility for all patrons.

The goals of the project are to improve the patron experience through a better designed seat with firm foam, a higher seat bottom, improved sightlines along the center aisle, and better integration of wheelchair locations in the Orchestra section.

Mr. Caldon reported that the partners on this project are the Opera, Ballet and War Memorial, working with the support of vendors: The Shalleck Collaborative, Threshold Acoustics, and Department of Public Works Bureau of Architecture.

He stated that the work is being funded by proceeds accumulated from a facility fee added to tickets sold by the San Francisco Ballet and the San Francisco Opera. The War Memorial is funding additional architecture and design services related to the accessible seating portion of the project.

Mr. Caldon stated DuCharme Seating was selected as the seat manufacturer through a rigorous Request for Qualification Process. Their references have been excellent and thus far they have been highly responsive and participatory with the planning team.

He reviewed some of the attributes of the new seats under consideration, including: the shape of seat cushion, wooden seat back with a reveal along the top edge, wooden seat bottom, and possibly a cup holder. He noted upholstery and stain colors, as well as the design of the end panel, are still being developed and that Trustees will be able to weigh in on those choices.

The presentation included images of the proposed stagger of rows along the Orchestra Level center aisle. Mr. Caldon reviewed the acoustician's recommendation that the project include a hard-reflective surface between the rows, rather than carpet. This will improve the local acoustic experience for patrons while not negatively effecting the sound quality from the stage or the orchestra pit.

Trustee Bechtle asked about the possibility of unexpected expenses or ballooning budgets for a project of this size. Ms. Norris stated that the only anticipation of additional cost at this point might be the cost associated with bringing restrooms into ADA compliance if that work is required to secure our building permit. Trustee Bechtle noted that this was an information item and no action was taken.

### **Presentors Liaison Committee Report:**

Trustee Bechtle, Chair of the Presentors Liaison Committee, stated that the Presentors Liaison Committee met earlier today to consider a request from Global Gourmet Catering for approval of food and beverage related investments for purchase of furnishings and updating the paint in the War Memorial Opera House lower lounge bar area. She reported that following discussion, the Committee voted unanimously to recommend approval of Global Gourmet's request to spend up to \$60,000.00 of contractually stipulated capital investment funds on new furnishings and paint for the Opera House lower lounge bar area. On motion of Trustee Lui, seconded by Trustee Moscone, and the following resolution was unanimously adopted:

RESOLUTION NO. 20-08

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby adopts the report and recommendation of its Presentors Liaison Committee and approves the budget of \$60,000.00 with the stipulation that staff and Global Gourmet work with Trustee Stanlee Gatti when making final design decisions.

**Budget and Finance Committee:** Trustee Lui, Chair of the Budget and Finance Committee, stated that the Budget and Finance Committee met earlier today to consider and adopt recommendations on the War Memorial department's proposed rental rates and budgets for Fiscal Years 2020-21 and 2021-22.

Proposed Rental Rates for FY2020-21 and FY2021-22:

Chair Lui stated that the Committee reviewed staff's proposed rental rates for Fiscal Years 2020-21, which include a sizeable increase in the corporate and wedding rental rates for The Green Room. She reported that following discussion, the Committee voted unanimously to recommend approval of staff's proposed rental rates for Fiscal Years 2020-21.

On motion of Trustee Bechtle, seconded by Trustee Levin, the following resolution was unanimously adopted:

RESOLUTION NO. 20-09

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby adopts the report and recommendation of its Budget and Finance Committee and approves staff's Proposed Rental Rates for Fiscal Years 2020-21.

War Memorial Departmental Budget for FY2020-21 and FY2021-22:

Chair Lui stated that the Committee reviewed staff's proposed budgets for Fiscal Years 2020-21 and 2021-22, including revenues and expenditures for operating, capital and debt service budgets. She reported that following discussion, the Committee voted unanimously to recommend approval of staff's proposed two-year budget for Fiscal Years 2020-21 and 2021-22. On motion of Trustee Bechtle, seconded by Trustee Lui, the following resolution was unanimously adopted:

RESOLUTION NO. 20-10

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby adopts the report and recommendation of its Budget and Finance Committee and approves staff's proposed Departmental Budgets for Fiscal Years 2020-21 and 2021-22.

PUBLIC COMMENT

President Horn called for public comment on items within the jurisdiction of the War Memorial Regular Committee of the Board of Trustees, but not on the agenda. There being no public comment, President Horn closed public comment.

ADJOURNMENT

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

  
Jennifer E. Norris  
Executive Secretary