

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

RENTAL REQUESTS FOR: January 11, 2024

DAVIES SYMPHONY HALL

San Francisco Symphony 2023-24 Season (Partial)	June-August, 2024	\$91,420.00 vs. 10% \$97,650.00 Maximum
UCSF – School of Nursing 2024 Graduation Ceremony	June 11 or 12, 2024	\$4,000.00

THE GREEN ROOM

SFPUC Meeting	January 24, 2024	\$1,150.00
American Bach Soloists Concert Performance	January 26, 2024	\$1,150.00
Russian Speaking Jewish Community Reception	January 28, 2024	\$1,150.00
SF Human Rights Commission Reception	February 1-2, 2024	\$2,300.00
Consulate General of Vietnam Reception	February 4, 2024	\$1,150.00
Minds Matter Bay Area Reception	March 23, 2024	\$1,150.00
Girls Leadership Fundraiser	April 30, 2024	\$1,150.00
US Courts Northern District of California Investiture	May 8, 2024	\$1,150.00
Sunset Youth Services Gala	May 10, 2024	\$1,150.00

HERBST THEATRE

SF Opera Concert	January 31, 2024	\$1,450.00
SF International New Concept Film Festival Chinese New Year Gala	February 18, 2024	\$1,450.00
Gifting Hearts Max Amini (comedy)	March 1, 2024	\$1,450.00

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HERBST THEATRE (CONT.)

SF Lesbian/Gay Freedom Band Concert	March 9, 2024	\$1,450.00
Grupo Elite Brincos Dieras (comedy)	March 15, 2024	\$2,900.00
The Moth Bay Area Story Slam	March 22, 2024	\$1,450.00
La Scuola Spring Concert	May 29, 2024	\$1,450.00
Juan Carlos Cuellar Isaac et Nora (concert)	May 5, 2024	\$2,900.00
UCSF White Coat Ceremony	August 11, 2024	\$860.00

WILSEY CENTER

SFO Guild Weekly Guild Education Classes	Various January 2024-April 2024	\$5,250.00
SF Controller Division Meeting	Jan 17, 2023	\$750
SF Opera Reception	Jan 31, 2023	\$1,050.00
SF Opera Center Schwabacher Recitals	February 20-21, March 5-6, April 2-3, 2024	\$5,160.00
Merola Retirement Party	March 26, 2024	\$1,050.00
SF Opera PR Arts Roundtable	March 27, 2024	\$750.00
SF Opera Center Schwabacher Performance	June 25-27, 2024	\$2,580.00
SFO Guild Summer Conservatory	July 8 – 26, 2024	\$12,110.00

San Francisco War Memorial				
Operating Account - 14670				
FY 2023 - 2024 Appropriations Report - December 31, 2023				
ACCOUNT	DESCRIPTION	REVISED APPROPRIATION	YTD ENCUMBERED & EXPENDED	BALANCE
Salaries & Benefits	Permanent Salaries	\$ 7,054,419	\$ 2,784,566	\$ 4,269,853
	Temporary Salaries	\$ 381,958	\$ 367,140	\$ 14,818
	Premium Pay	\$ 153,945	\$ 59,789	\$ 94,156
	One-Time Salaries Payments	\$ -	\$ 25,865	\$ (25,865)
	Overtime	\$ 254,731	\$ 107,568	\$ 147,163
	Holiday	\$ 102,799	\$ 44,194	\$ 58,605
	Mandatory Fringe Benefits	\$ 3,491,587	\$ 1,436,341	\$ 2,055,246
	Sub Total	\$ 11,439,439	\$ 4,825,464	\$ 6,613,975
Non Personnel Services	Travel	\$ -	\$ -	\$ -
	Fees_Other	\$ -	\$ -	\$ -
	Training	\$ 18,076	\$ 9,950	\$ 8,126
	Employee_Expenses	\$ -	\$ -	\$ -
	Membership_Fees	\$ 4,175	\$ 3,150	\$ 1,025
	Profesional_Special_Services	\$ 91,403	\$ 88,264	\$ 3,139
	Maintenance_Services_Build_Struct	\$ 948,374	\$ 912,039	\$ 36,335
	Maintenance_Services_Equipment	\$ 52,018	\$ 15,454	\$ 36,564
	Rent_Lease_Equipment	\$ 17,873	\$ 16,263	\$ 1,610
	Other Current Expenses	\$ 85,631	\$ 31,295	\$ 54,335
	Taxes_Licenses_Permits	\$ 219,681	\$ 185,241	\$ 34,440
	Utilities_Telephone	\$ -	\$ -	\$ -
	Sub Total	\$ 1,437,232	\$ 1,261,657	\$ 175,575
	Materials & Supplies	\$ 319,409	\$ 305,482	\$ 13,927
Services of other Departments	Human Resources Modernization	\$ 7,286	\$ 3,643	\$ 3,643
	Diversity Equity Inclusion	\$ 1,617	\$ 809	\$ 809
	GF-PUC-Light Heat & Power	\$ 2,065,355	\$ 457,014	\$ 1,608,341
	PUC Sewer Service Charges	\$ 195,925	\$ 39,625	\$ 156,300
	Ef-PUC-Water Charges	\$ 145,452	\$ 34,298	\$ 111,154
	DT Technology Projects	\$ -	\$ -	\$ -
	DT Technology Infrastructure	\$ 176,577	\$ 88,289	\$ 88,289
	GF-City Attorney-Legal Service	\$ 93,283	\$ -	\$ 93,283
	DT Enterprise Tech Contracts	\$ 25,124	\$ 25,124	\$ -
	DT Telecommunications Services	\$ 29,514	\$ 8,236	\$ 21,278
	GF-GSA-Facilities Mgmt Svcs	\$ 4,346,552	\$ 1,052,695	\$ 3,293,857
	GF-HR-Equal Emplmnt Opportuni	\$ 26,654	\$ 13,327	\$ 13,327
	GF-HR-Mgmt Training	\$ 65,880	\$ -	\$ 65,880
	GF-HR-Workers' Comp Claims	\$ 120,533	\$ 18,591	\$ 101,941
	GF-Chs-Medical Service	\$ 30,254	\$ -	\$ 30,254
	GF-Chs-Toxic Waste&Haz Mat Svc	\$ 14,881	\$ 1,175	\$ 13,706
	Is-Purch-Reproduction	\$ 8,500	\$ -	\$ 8,500
	GF-Rec & Park-Gardener	\$ 198,668	\$ 92,145	\$ 106,523
	Sub Total	\$ 7,552,055	\$ 1,834,971	\$ 5,717,084
		TOTAL OPERATING	\$ 20,748,134	\$ 8,227,573
14680	Annual Capital Improvement Project	\$ 741,795	\$ 418,521	\$ 323,275
	GRAND TOTAL	\$ 21,489,930	\$ 8,646,094	\$ 12,843,835
10000	Debt Service	\$ 9,600,895	\$ 2,854,250	\$ 6,746,645
14720	War Memorial Reserve	\$ 1,086,899	\$33,205	\$ 1,053,694
14700	Concessions Equip. Repl. Fund	\$ 44,734	\$12,615.65	\$ 32,119

**San Francisco War Memorial
FY 2023-24 Revenue Report - December 31, 2023**

Account		DECEMBER REVENUE	YEAR TO DATE	FY2023-24 Budget	Percent of Budget	LAST YEAR TO DATE
FACILITY RENTAL						
435511	Opera House	\$ 6,370.00	\$ 315,265.00	\$ 543,932.00	58%	\$ 423,470.00
435512	Green Room	30,150.00	105,460.00	287,351.00	37%	126,755.00
435521	Herbst Theatre	26,050.00	131,500.00	241,287.00	54%	161,778.00
435531	Davies Symphony Hall	133,945.00	443,095.00	664,772.00	67%	278,380.80
435542	Wilsey Center	24,425.00	94,682.50	163,158.00	58%	91,810.00
462891	Zellerbach Rehearsal Hall	15,455.00	120,280.00	256,063.00	47%	171,350.00
	Sub Total	\$ 236,395.00	\$ 1,210,282.50	\$ 2,156,563.00	56%	\$ 1,253,543.80
OFFICE RENTAL						
435517	San Francisco Ballet (OH)	\$ 2,771.26	\$ 16,627.56	\$ 28,267.00	59%	\$ 13,856.30
435519	San Francisco Opera (OH)	15,982.59	111,878.13	163,022.00	69%	120,112.17
435539	San Francisco Symphony (DSH)	16,099.20	96,595.20	164,212.00	59%	96,595.20
435540	Veterans Bldg. Office Rent (SFO)	40,199.22	281,394.54	410,656.00	69%	216,978.69
462861	Veterans Building Occupancy Fees	10,437.66	64,452.78	109,570.00	59%	66,279.60
	Sub Total	\$ 85,489.93	\$ 570,948.21	\$ 875,727.00	65%	\$ 513,821.96
FOOD/BEVERAGE CONCESSIONS						
435611	Opera House	\$ -	\$ 64,266.28	\$ 350,000.00	18%	\$ 101,891.93
435611	Herbst Theatre	-	7,747.78	9,749.00	79%	13,246.38
435631	Davies Symphony Hall	7,282.20	70,033.61	207,132.00	34%	58,797.32
	Sub Total	\$ 7,282.20	\$ 142,047.66	\$ 566,881.00	25%	\$ 173,935.63
PROGRAM CONCESSIONS						
435612	Opera House	\$ -	\$ -	\$ 4,000.00	0%	\$ -
435612	Herbst Theatre	486.68	1,765.78	1,468.00	120%	1,274.39
435632	Davies Symphony Hall	-	1,041.00	4,201.00	25%	3,850.56
	Sub Total	\$ 486.68	\$ 2,806.78	\$ 9,669.00	29%	\$ 5,124.95
MISCELLANEOUS REVENUE						
435232	Parking Fees	\$ 4,915.00	\$ 19,865.00	\$ 46,518.00	43%	\$ 16,361.00
462899	Miscellaneous Revenue	30,640.00	120,191.59	148,171.00	81%	89,048.09
	Sub Total	\$ 35,555.00	\$ 140,056.59	\$ 194,689.00	72%	\$ 105,409.09
	GROSS REVENUE	\$ 365,208.81	\$ 2,066,141.74	\$ 3,803,529.00	54%	\$ 2,051,835.43
	Less 15% War Memorial Reserve	\$ (54,781.32)	\$ (309,921.26)			\$ (307,775.31)
	Payment to War Memorial Commission	(4,450.00)	(26,700.00)			(18,900.00)
	NET REVENUE	\$ 305,977.49	\$ 1,729,520.48			\$ 1,725,160.12
OTHER FUNDS						
435614	Concessions Equipment Replacement	\$ -	\$ 9,100.74	\$ -		\$ 7,911.64

San Francisco War Memorial
FY 2023-2024 Housekeeping Expenditures - December 31, 2023

PO Number	Description	Amount	Fund Source
<u>PURCHASE ORDER</u>			
784273	GRAINGER	\$ 350.84	14670
785228	GRAINGER	\$ 940.37	14670
786832	WEST COAST CONTRACTORS SERVICES	\$ 2,944.38	14680
789596	MCCLURE ELECTRIC INC	\$ 860.00	14670
789601	XTECH	\$ 4,645.00	14670
790382	AIR FILTER SUPPLY INC	\$ 10,273.20	14670
790681	SAN FRANCISCO OPERA ASSN	\$ 3,277.84	14670
	Total	\$ 23,291.63	
FUND CODE:	DESCRIPTION:		
14670	Operating	\$ 20,347.25	
14680	Facilities Maintenance	\$ 2,944.38	
14690	Capital Projects	\$ -	
14700	Concessions Equipment Replacement Fund	\$ -	
14720	War Memorial Reserve	\$ -	
14820	Gift Fund	\$ -	
	Total	\$ 23,291.63	

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR BOARD MEETING
Thursday, December 14, 2023

The Board of Trustees of the War Memorial of San Francisco met in regular session on Thursday, December 14, 2023, at 2:00 p.m., in the Trustees' Board Room, War Memorial Opera House, President Horn presiding.

ROLL CALL

Present: President Horn, Vice President Lui, Trustee Fisher, Trustee Gatti, Trustee Kopp, Trustee Muduroglu, Trustee Newstat, Trustee Pelosi, Trustee Rocco, Trustee Wilsey, and Trustee Wright

Absent: None

Staff Present: Kate Sofis, Managing Director; Rob Levin, Assistant Managing Director; Francesca Cicero, Board Secretary

Board Secretary Cicero made an opening announcement related to remote public comment. She stated that due to the recent passing of San Francisco Board of Supervisors Rule 231020, on October 17, 2023, remote public comment, except as necessary for disability accommodations, has been discontinued. She noted that members of the public are invited to observe the meeting in-person or online, but only members of the public attending the meeting in-person will have an opportunity to provide public comment. She stated that no one online will be permitted to unmute themselves or present at the Board Meeting.

Requests for accommodation for remote public comment should be made at least 48 hours prior to the meeting, by email or voicemail (WarMemorialBoard@sfgov.org or 415-554-6377).

PRESIDENT'S REPORT

President Horn opened the meeting by congratulating the Opera on concluding the winter season, with a performance of *The Elixir of Love* on December 1, 2023. He also remarked that the *Nutcracker* ballet opened on December 13 and runs through December 30. He noted it is Tamara Rojo's first season at the helm as Artistic Director and wished the ballet all the best on the upcoming season. He also acknowledged the work of Trustee and Chief of Protocol Maryam Muduroglu during the recent APEC conference in November, leading to some wonderful press coverage for the City. Trustee Muduroglu thanked everyone for the support and was grateful for the opportunity to serve both the City and the U.S. in such a meaningful way.

MANAGING DIRECTOR'S REPORT

Managing Director Kate Sofis noted that after the Board's action in the October meeting, the Veterans Building now has four display monitors operational in the lobby. She noted that this month they are highlighting veterans' information as well as an exhibit about the anniversary of the UN treaty signing. She also stated that they hosted the final Mayor's monthly Department Head meeting for 2023 in the Wilsey Center for the Opera. She explained that this was purposeful, in order to highlight the lesser-known venues in the buildings. Director Sofis also reported on the significant citywide budget deficit discussed at the Department Head meeting, due to lower tax revenues and a plateaued tourism sector. She explained that every City department is being asked to cut approximately 10% of their current budgets, which is a target of approximately \$660,000-\$990,000 for the War

Memorial. She remarked that she is working with staff to determine areas of potential increased revenue and strategic areas for economization. Trustee Fisher asked about potential economies of scale in areas like box office or stagehands. Director Sofis agreed that there are ways to collaborate with the resident companies in a new way, citing the recent consolidation of perimeter security guards amongst the War Memorial and resident companies. She noted that she views this as the beginning of a new way of working collaboratively with the resident companies. She wrapped up by providing the 2024 War Memorial Board of Trustees meeting schedule.

ASSISTANT MANAGING DIRECTOR'S REPORT

Approval of Consent Agenda: Assistant Managing Director Levin stated that items submitted on the Consent Agenda included: the minutes of the Regular Board Meeting of November 9, 2023; Rental Requests for December 14, 2023; and the Revenue, Appropriations and Housekeeping Expenditures reports for November 2023.

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

RESOLUTION NO. 23-32

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco, the minutes of Regular Board Meeting of November 9, 2023; Rental Requests for December 14, 2023; and the Revenue, Appropriations and Housekeeping Expenditures reports for November 2023, are hereby approved.

REGULAR ITEMS

Election of President & Vice President: President Horn opened the floor to nominations for the office of President of the War Memorial Board of Trustees for calendar year 2024.

Trustee Wilsey nominated Thomas E. Horn for the office of President. She expressed her confidence in his critical thinking, leadership qualities, and judgement. Trustee Gatti seconded the nomination. President Horn thanked the Board for their confidence in him.

There being no further nominations, President Horn closed the nominations for President.

After discussion, the following resolution was unanimously adopted:

RESOLUTION NO. 23-33

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that nominations for the office of President of the Board of Trustees for 2024 are hereby closed; and further,

RESOLVED, That the Board unanimously re-elects Thomas E. Horn as President for calendar year 2024.

Vice President Lui thanked the Board for the opportunity to serve as Vice President the last two years, as the first Asian-American holding an executive leadership on the Board of Trustees. She then nominated Diane B. Wilsey for the office of Vice President, noting her leadership in the arts. Trustee Pelosi seconded the nomination. Trustee Wilsey thanked Vice President Lui and the Board for their support.

There being no further nominations, President Horn closed the nominations for Vice President.

After discussion, the following resolution was unanimously adopted:

RESOLUTION NO. 23-34

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that nominations for the office of Vice President of the Board of Trustees for 2024 are hereby closed; and further,
RESOLVED, That the Board unanimously elects Diane B. Wilsey as Vice President for calendar year 2024.

MISCELLANEOUS CORRESPONDENCE

None.

GOOD AND WELFARE

There being no good and welfare, President Horn closed good and welfare.

PUBLIC COMMENT

Jade Quizon from the API Council addressed the Board about increasing the gender diversity and Asian Pacific Islander representation on the Board of Trustees. There being no further public comment, President Horn closed public comment.

ADJOURNMENT

There being no further business, Chair Horn adjourned the meeting at 2:31 p.m.

Francesca Cicero
Board Secretary