

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR MEETING

Thursday, January 12, 2017

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, January 12, 2017, in the Trustees' Board Room, War Memorial Opera House, President Horn presiding.

ROLL CALL

Present: President Horn, Vice President Bechtle, Trustee Davis, Trustee Levin, Trustee Lui, Trustee Moscone, Trustee Myatt, Trustee Pelosi, Trustee Shultz, Trustee Walker and Trustee Wilsey

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

APPROVAL OF MINUTES

President Horn called for approval of the minutes of the December 8, 2016 regular meeting of the Board. On motion of Trustee Shultz, seconded by Trustee Moscone, the minutes were unanimously approved.

PRESIDENT'S REPORT

Resolution honoring Brent Assink:

President Horn stated that he is pleased to welcome to today's meeting Brent Assink, Executive Director of the San Francisco Symphony, who is stepping down in March 2017, after 18 glorious Symphony Seasons. President Horn said the Board has asked Brent to join us today so we may extend to him our sincere thanks and commend him for his dedicated service to the San Francisco Symphony, the War Memorial and Performing Arts Center, and to San Francisco's arts and cultural community. President Horn asked Brent to come forward for a reading of the Trustees' proposed resolution.

Following discussion, and on motion of Trustee Lui, seconded by Vice President Bechtle, the following resolution was unanimously adopted:

RESOLUTION NO. 17-01

Whereas, **BRENT ASSINK** will conclude his 18-year tenure as Executive Director of the San Francisco Symphony in March 2017; and

Whereas, Brent Assink, by maintaining a commitment to excellence and extraordinarily high standards, has guided the San Francisco Symphony through unprecedented growth, artistically, operationally, and financially; and

Whereas, During the past 18 years of enormous economic and technological change, Brent Assink has provided both stable and progressive leadership which has put the San Francisco Symphony into the front ranks of the world's most innovative and accessible orchestras; and

Whereas, Brent Assink's tenure as San Francisco Symphony Executive Director has brought remarkable innovations increasing San Francisco Symphony's presence in the community, including expanded education projects and community engagement activities, development of award-winning national television, radio, and recording projects, and highly acclaimed national and international touring; and

- Whereas,* Under Brent Assink's vision and guidance, the San Francisco Symphony planned, developed and implemented numerous upgrades and improvements to Louise M. Davies Symphony Hall and Harold L. Zellerbach Rehearsal Hall, creating the new "Soundbox" venue for experimental music presented in a club-like environment aimed at the next generation of concertgoers; and
- Whereas,* Brent Assink leaves the San Francisco Symphony after achieving organizational stability and global recognition for the Orchestra and ready to face challenges of the future; and
- Whereas,* Residents of and visitors to San Francisco are – and will continue to be – the grateful beneficiaries of Brent Assink's tenure at the San Francisco Symphony; now Therefore Be It
- RESOLVED,** By the Board of Trustees of the War Memorial of San Francisco to hereby thank and commend **BRENT ASSINK** for his exemplary vision, skill and leadership in enhancing and strengthening the San Francisco Symphony and for his dedicated service to the cultural community of San Francisco, and extend to him heartfelt best wishes for his future endeavors.

During public comment, Debra Bernard from the San Francisco Ballet, said that on behalf of Glenn McCoy, Helgi Tomasson and the entire San Francisco Ballet, she extends congratulations to Brent and thanks him for being such a wonderful partner to work with.

Marcia Lazer from the San Francisco Opera, speaking for Matthew Shilvock, Michael Simpson and the Board of the San Francisco Opera, extended the Opera's thanks to Brent for all of his collegial efforts on our behalf and commended him on his wonderful tenure.

Brent Assink thanked the Trustees for this honor and recognition. He stated the consistency and passion that the War Memorial Trustees feel for these great buildings and what happens inside these buildings has been one of the great gifts to those who work in the buildings. He said the person we have worked with the most over the years has been Beth Murray and he acknowledged Beth on behalf of the Symphony for being a great partner for all of these many years.

Brent Assink stated he has had a career of 35 years in orchestral management. He said that things have changed through the years, but what has changed the most is our audience behavior and expectations. He said the Symphony has gone from a basic subscription model to a single ticket model. Today single ticket buyers and subscribers come to the hall looking for something different than what has been typically offered. Single ticket buyers are craving content, to know the musicians individually, to know more about the music, to have more opportunities for social engagement, and to have high quality food and wine offerings so they don't have to leave the building for a first rate experience.

Brent Assink said that the Symphony and War Memorial Trustees share the goal of safeguarding the future of the Symphony art form for generations to come. He said that by continuing to work together, the Symphony and Trustees can create a more engaging experience and increase the frequency of attendance of single ticket buyers.

Brent stated that the last 18 years have been a joy and he again thanked the Trustees for being past, current and future partners in sustaining and improving the concert-going experience.

Committee Assignments for 2017:

President Horn distributed the list of committee assignments for 2017, which maintains the same committee memberships as 2016. He said that if any Trustee should desire to serve on alternate or additional committees please let him know.

MANAGING DIRECTOR'S REPORT

Rental Requests: Ms. Murray stated that rental requests include a request from the Ethnic Dance Festival for use of the Opera House for its July 2017 festival. She said that staff is very excited to have this program in the Opera House and hope it may become an annual presentation. She said that remaining rental requests are

routine and requested their approval. On motion of Trustee Shultz, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 17-02

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

San Francisco Opera 2016-17 Summer Season	May 8 - July 3, 2017	\$80,100.00
World Arts West Ethnic Dance Festival	July 5 – July 16, 2017	\$28,000.00 vs 10% \$38,800.00 maximum

LOUISE M. DAVIES SYMPHONY HALL

SF Symphony Brent Assink Retirement Party (DSH Stage)	March 28, 2017	catering % (2016-17 catering exemption #1)
JMP Presents Zelda	August 12, 2017	\$2,500.00 vs 10% \$7,500.00 maximum
NPR Wait Wait...Don't Tell Me!	August 10, 11, 2017	\$5,000.00 vs 10% \$10,400.00 maximum

ZELLERBACH REHEARSAL HALL

SF Symphony Lunar New Year Imperial Dinner (Zellerbach A)	February 4, 2017	catering % (2016-17 catering exemption #2)
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HERBST THEATRE

San Francisco Opera Meet the Adlers	February 7, 2017	\$1,250.00
IndieBio Demo Day	February 8, 9, 2017	\$4,500.00
Another Planet Entertainment Pete Holmes & Judd Apatow	February 22, 2017	\$2,500.00
Words on Dance Lorena Feijoo & Yuri Possokhov	March 5, 2017	\$1,250.00
San Francisco Children's Musical Theatre Broadway Showcase	March 25, 2017	\$2,500.00
Golden Gate Symphony & Chorus Concert	May 21, 2017	\$1,250.00

Y Combinator Female Founders Conference	June 28, 29, 2017	\$4,500.00
San Francisco Opera Guild Summer Conservatory Performance	July 28, 2017	\$1,250.00
Aging 2.0, LLC 2017 Optimize Conference	November 13, 14, 15, 2017	\$7,000.00

WILSEY CENTER FOR OPERA

San Francisco Symphony Rehearsal	December 18, 19, 2016	\$450.00
San Francisco Opera Guild Opera Guild Meetings	January 10, 2017	\$225.00
San Francisco Opera Season Announcements/ Education Workshops	January 17, 2017 June 25, 2017 June 25, 2017	\$1,925.00
IVY Connect IVY Signature Event	January 18, 2017	\$1,250.00
Grants for the Arts Community Meeting	January 24, 2017	\$800.00
Aging 2.0, LLC 2017 Optimize Conference	November 13, 14, 15, 2017	\$6,750.00

Director's Report:

Beverages in the Auditorium: Ms. Murray reported that at the October 2016 meeting, the Trustees approved a six-month pilot program to allow covered beverages in the Opera House and Davies Symphony Hall auditoriums effective in January 2017. Ms. Murray provided an update on implementations of this pilot program.

- The pilot program will begin on January 13 in Davies Symphony Hall, and on January 24 in the Opera House.
- In Davies Symphony Hall, covered beverages will be permitted in the auditorium for all events except for Youth Orchestra concerts, Open Rehearsal concerts and Great Performers' Series recitals. In the Opera House, covered beverages will be permitted in the auditorium for all Ballet performances with the exception of the Gala opening.
- War Memorial, resident licensees, and Patina have developed implementation plans including staffing for beverage service and clean-up, usher and bar staff training, and providing stations at auditorium entry doors for patrons to change from glassware to an approved compostable covered cup.
- The War Memorial, resident licensees and Patina will meet on a regular basis during the six-month pilot program to review patron surveys and feedback, review concessions sales and revenue, and discuss any operational issues.
- Two written reports will be submitted to the Board's Presentors Liaison Committee during the six-month pilot program, the first in April 2017, and the second report in July.

SECRETARY'S REPORT

Revenue, Appropriations and Housekeeping Expenditures Reports for December 2016: Ms. Norris stated that Revenue, Appropriations and Housekeeping Expenditures reports for December 2016 have been distributed to Trustees. Ms. Norris requested approval of the December 2016 housekeeping expenditures as submitted.

On motion of Trustee Wilsey, seconded by Vice President Bechtle, the following resolution was unanimously adopted:

RESOLUTION NO. 17-03

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM17159 through WM17186 and Revenue Transfer 17006 are hereby approved.

COMMITTEE REPORTS

San Francisco Opera request to increase the Opera's per ticket facility fee:

Trustee Pelosi, chair of the Building Committee, stated that the Building Committee met earlier today to consider the Opera's request to increase the Opera's per ticket facility fee effective for the 2017 Opera Summer Season. He stated that the Opera proposes to raise the current facility fee of \$1 for upper balcony tickets and \$2 for all other tickets to \$2 for upper balcony tickets and \$3 for all other tickets. The purpose of the increase is to continue to accumulate revenue for the Opera House seat replacement project, the next phase—to replace orchestra seats—tentatively scheduled for the summer of 2020. Chair Pelosi reported that following discussion, the Committee voted unanimously to recommend approval of the Opera's request.

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

RESOLUTION NO. 17-04

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby adopts the report and recommendation of its Building Committee and approves the San Francisco Opera's request to increase the Opera's per ticket facility fee effective with the 2017 Opera Summer Season.

REGULAR ITEMS

SFMTA Presentation on the Van Ness Avenue Improvement Project:

President Horn welcomed Kate McCarthy and Peter Gabancho from the San Francisco Municipal Transportation Agency to make a presentation to the Trustees on the Van Ness Avenue Improvement Project, which is currently underway.

Peter Gabancho provided an overview of the Van Ness Avenue Improvement Project which runs the length of Van Ness from Lombard to Mission Streets. The project entails creating dedicated rapid transit lanes for busses along the center of Van Ness. SFMTA will also take advantage of this construction period to replace utility and sewer lines that run along Van Ness Avenue. Mr. Gabancho reviewed the phased project schedule and impacts upon traffic and parking during various construction phases.

Mr. Gabancho stated that SFMTA is convening monthly meetings with stakeholders and is committed to working closely with the contractors to ensure that Performing Arts Center performances are not disrupted by construction noise and that the buildings remain easily accessible for patrons.

President Horn thanked SFMTA for their presentation.

San Francisco Symphony request to initiate a per ticket “Hall improvement Fee” for ticketed Symphony events in Davies Symphony Hall effective with the sale of 2017-18 Symphony Season tickets:

President Horn stated that Trustees have received a letter dated January 5, 2017 from the San Francisco Symphony requesting to initiate a per ticket “Hall Improvement Fee” for ticketed Symphony events in Davies Symphony Hall effective with the sale of 2017-18 Symphony Season tickets. President Horn referred this request to the Board’s Building Committee for consideration and adoption of recommendations.

Amendment of Veterans Building Occupancy Agreement with Korean War Memorial Foundation to renew the agreement for an additional one-year term:

President Horn stated that in May 2016, the Trustees approved the proposed Veterans Building space allocation for the Korean War Memorial Foundation subject to the terms and conditions of the Boards’ Policy Governing Allocation in the Veterans Building to Patriotic Organizations. Subsequent to this approval, on May 20, 2016, the War Memorial and Korean War Memorial Foundation signed a one-year occupancy agreement commencing on May 27, 2017.

President Horn stated that in accordance with the Space Allocation Policy, six months prior to the end of the one-year agreement, the patriotic organization will notify the War Memorial and the American Legion War Memorial Commission if it wishes to renew the Occupancy Agreement for an additional one-year term, and the American Legion War Memorial Commission will provide its renewal recommendation to the War Memorial. Within 60 days of receiving the Commission’s renewal recommendation, the Trustees shall approve the renewal unless it finds the patriotic organization is not in compliance with the terms of the occupancy agreement.

President Horn stated that Trustees have received several documents related to this item including a letter dated November 22, 2016 from the Korean War Memorial Foundation requesting to renew the Veterans Building Occupancy Agreement for an additional one-year term, a letter dated November 29, 2016 from the American Legion War Memorial Commission recommending approval of the renewal request, and a draft of the Amendment to Occupancy Agreement between the City and County of San Francisco and the Korean War Memorial Foundation.

President Horn asked for a motion to approve the amendment of the Veterans Building Occupancy Agreement with the Korean War Memorial Foundation to renew the agreement for an additional one-year term. Trustee Levin made the motion with a second by Trustee Moscone.

During discussion, Trustee Pelosi noted that the letter from the Korean War Memorial Foundation also includes a request to remove the requirement for payment of utility charges. President Horn and Ms. Murray confirmed that this item is for approval of the renewal of the occupancy agreement for an additional one-year term and does not include any other changes to the terms of the occupancy agreement including the utility charges.

Trustee Levin stated that he is a Korean War veteran and that the Korean War is considered the forgotten war. He said the Korean War Memorial Foundation worked very hard to raise the money for the Korean War Memorial. Trustee Levin said he believes the Trustees have an obligation to review the patriotic organizations that want to move into the Veterans Building. He said the Korean War Memorial Foundation should be an example of a proper organization that should be located in the Veterans Building as there is no organization more deserving and more utilizing of the building, and he thinks it important they continue to be in the building.

During public comment, Judge Quentin Kopp, President of the Korean War Memorial Foundation, stated that the War Memorial agenda refers to a letter which was sent by him as President of the Korean War Memorial Foundation setting forth two unmistakable facts: 1) our condition as a patriotic organization, and 2) the fact that we are the only veterans organization in the Veterans Building forced to pay for utilities. He said this costs the Korean War Memorial Foundation somewhere around \$9,000 a year. He said he previously spoke to the Board of Trustees’ officers about this unjust and somewhat peculiar treatment of one organization among several in the Veterans Building. Judge Kopp stated the City and County of San Francisco will spend about \$9.6 billion in the Fiscal Year 2016-17, and it would seem self-evident that the \$8,500 or \$9,000 a year that this patriotic organization is being charged unlike all of the other patriotic organizations could be and should be the subject of an amendment to the lease renewal. Judge Kopp said the Foundation operates with one employee and that the

money that Trustee Levin referred to is money that was donated by people who believe in this non-profit endeavor. He stated it is strange that this particular endeavor is singled out among all of the veterans organizations which, pursuant to court order, occupy the Veterans Building. I ask for a motion and action to remove that utility charge from the renewed lease.

Paul Cox, Chair of the American Legion War Memorial Commission, thanked Judge Kopp for his statement. He said that just in the reading of this motion you can see how awkward and punitive the Board's policy passed last May can be. Mr. Cox stated the Korean War Memorial Foundation has a very high purpose to exist and that they are the only veterans' organization required to pay these fees is not good for veterans' usage of the building or the way you approach the veterans in San Francisco. Mr. Cox said if the Trustees were to begin discussing changing that policy so that it is less punitive to veterans organizations that currently are not able to come into the building, it would be a real step forward.

There being no further public comment, public comment was closed. President Horn called for a vote on the motion before the Board, and the following resolution was unanimously adopted:

RESOLUTION NO. 17-05

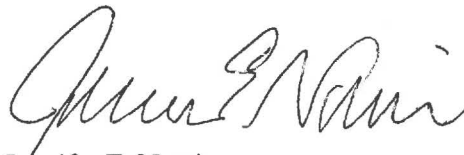
RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the Board approves the amendment of the Veterans Building Occupancy Agreement with the Korean War Memorial Foundation to renew the agreement for an additional one-year term.

GOOD AND WELFARE

Trustee Levin stated that in four days, it will be the one-year anniversary of the passing of Trustee Wilkes Bashford and he asked that today's meeting be adjourned in his memory.

ADJOURNMENT

There being no further business to come before the Board, President Horn adjourned the meeting at 3:10 p.m. in memory of Wilkes Bashford.



Jennifer E. Norris
Executive Secretary