

**MINUTES**  
**WAR MEMORIAL BOARD OF TRUSTEES**  
**REGULAR BOARD MEETING**  
**Thursday, February 13, 2025**

The Board of Trustees of the War Memorial of San Francisco met in regular session on Thursday, February 13, 2025, at 2:00 p.m., in the Trustees' Board Room, War Memorial Opera House, Vice President Horn presiding.

**ROLL CALL**

Present: Vice President Horn, Trustee Kopp, Trustee Makras, Trustee Muduroglu, Trustee Newstat and Trustee Wright

Absent: President Wilsey, Trustee Gatti, Trustee Lam, Trustee Pelosi, and Trustee Rocco

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

Board Secretary Cicero made an opening announcement related to remote public comment. She stated that 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).

**APPROVAL OF MINUTES**

On motion of Trustee Kopp, seconded by Trustee Makras, the following resolution was unanimously adopted:

**RESOLUTION NO. 25-03**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco, the minutes of the January 9, 2025, Presentors Liaison Committee meeting and January 9, 2025, Regular meeting of the Board are hereby approved.

**PRESIDENT'S REPORT**

Vice President Horn remarked on the recent passing of Claude Jarman, who served as Managing Director of the War Memorial in the 1970s and served on the Board of Trustees for 33 years.

**MANAGING DIRECTOR'S REPORT**

Managing Director Kate Sofis thanked Department staff and the Trustees for all the work they have completed for the budgeting process. She also thanked the public safety and engineering staff for their quick work after a car recently crashed into one of the gates attached to the Veterans Building.

**ASSISTANT MANAGING DIRECTOR'S REPORT**

Assistant Managing Director Rob Levin noted the increased number of new bookings on the summary sheet. He noted that the Symphony has booked Jon Batiste on May 18, 2025, in Davies. Director Sofis discussed

opportunities for partnership with the resident companies to attract events and performers.

### **BOARD SECRETARY REPORT**

Board Secretary Cicero reported that the Ethics trainings and Form 700s will be due in April.

### **COMMITTEE REPORT**

Vice President Horn invited the Chair of the Budget and Finance Committee, Chair Muduroglu to present to the Board.

**Budget and Finance Committee Report:** Chair Muduroglu reported that the Budget and Finance Committee unanimously voted to recommend approval of submission of the Department's 2025-26 and 2026-27 two-year budget to the Mayor's Budget Office and thanked staff for bringing forward a robust proposal to address the mandatory budget cuts. Trustee Kopp commended staff on their creative ideas to increase bookings in the venues. Vice President Horn also thanked Chair Muduroglu and staff for their work.

Following discussion, and on motion of Trustee Muduroglu, seconded by Trustee Kopp, the following recommendation was unanimously adopted:

#### **RESOLUTION NO. 25-04**

RESOLVED, That the Board of Trustees of the War Memorial of San Francisco adopt the recommendation of the Budget and Finance Committee and approve for submission the War Memorial Department Two-Year Fixed Budget as proposed by staff for Fiscal Years '25-26 and '26-27.

### **REGULAR ITEMS**

**Consideration of request from American Legion Post 599 for a rental fee waiver for use of the Green Room to host a fundraiser on May 10, 2025.** Trustees received information in their packets on a request from the American Legion Post 599 for a rental waiver for the use of the Green Room to host a fundraiser. Vice President Horn invited CJ Reeves from the American Legion here to answer questions about the request. CJ Reeves introduced Mitch Weller from American Legion Post 599. Mr. Weller explained the request was to fundraise to build case management software for veterans to more easily access and receive benefits. CJ Reeves noted that there are 10 American Legion posts in San Francisco serving close to 600 veterans. American Legion Adjutant Hanley Chan made public comment thanking the Board for its consideration of this request.

Following discussion, and on motion of Trustee Wright, seconded by Trustee Newstat, the following recommendation was unanimously adopted:

#### **RESOLUTION NO. 25-05**

RESOLVED, That the Board of Trustees of the War Memorial of San Francisco hereby approves the request from the American Legion Post 599 for a waiver of rental fees for their fundraiser to be held in the Green Room on May 10, 2025.

**Consideration of request from James Gates to waive rental fee of Herbst Theatre for Miss Tilly film project on March 17, 2025.** Trustees received information in their packets on a request from James Gates regarding a one-day waiver of the rental fee of the Herbst Theatre. Vice President Horn invited Mr. Gates to answer questions about the request. He explained that his grandmother was a member of the San Francisco Ballet, who opened her own ballet school in 1969, teaching dance for over 50 years. He noted that for over 30 years, she brought her dance recitals to the Herbst Theatre. He and his partners would be making a short-form film on Miss Tilly, to include filming of her in the Herbst Theatre. He also explained that he would make the high-quality footage available to the War Memorial after shooting. Assistant Director Levin emphasized that with the increased focus on the

marketing of the venues, having access to professional-grade footage would be invaluable. Trustee Muduroglu noted Miss Tilly as an iconic San Francisco institution.

Following discussion, and on motion of Trustee Muduroglu, seconded by Trustee Newstat, the following recommendation was unanimously adopted:

RESOLUTION NO. 25-06

RESOLVED, That the Board of Trustees of the War Memorial of San Francisco hereby approves the request from James Gates to waive the rental fees on the Herbst Theatre on March 17, 2025, for a film project on Miss Tilly.

**MISCELLANEOUS CORRESPONDENCE**

None.

**GOOD AND WELFARE**

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

**PUBLIC COMMENT**

There being no public comment, Vice President Horn closed public comment.

**ADJOURNMENT**

There being no further business, Vice President Horn adjourned the meeting in honor of Claude Jarman at 2:36 p.m.



Francesca Cicero  
Board Secretary