

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

The Board of Trustees of the War Memorial of San Francisco met in regular session on Thursday, March 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 Lam, Trustee Makras, Trustee Muduroglu, Trustee Newstat, Trustee Rocco, and Trustee Wright

Absent: President Wilsey, Trustee Gatti, Trustee Pelosi (*on zoom*)

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 Muduroglu, seconded by Trustee Kopp, the following resolution was unanimously adopted:

RESOLUTION NO. 25-07

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco, the minutes of the January 27, 2025, Budget & Finance Committee Meeting; February 13, 2025, Budget & Finance Committee Meeting; and February 13, 2025, Regular meeting of the Board are hereby approved.

PRESIDENT'S REPORT

Vice President Horn had no items for the President's Report.

MANAGING DIRECTOR'S REPORT

Managing Director Kate Sofis announced a facilities tour for the Trustees immediately following the April Regular meeting.

ASSISTANT MANAGING DIRECTOR'S REPORT

Assistant Managing Director Rob Levin reported on revenue figures being on track for the fiscal year at an average of 66 percent. He also noted the Department is exceeding projections for program concessions, when artists sell merchandise in the venues.

BOARD SECRETARY REPORT

Board Secretary Cicero reported that the Ethics trainings and Form 700s are due April 1, 2025, and reminded Trustees that three filings are currently due: Form 700, Ethics Training and Declaration, and the Sunshine Training and Declaration.

REGULAR ITEMS

Consideration of War Memorial Performing Arts Center Rental Policy: Non-Discrimination and Equal Opportunity Policy and Rules of Conduct. Trustees considered the proposed updated Rules of Conduct for the venues, last considering and passing the policy in 2000. Assistant Managing Director Rob Levin noted that Department staff worked closely with the resident companies to achieve consistency in policies across the campus. He explained that this empowers the Department and resident companies with a set of guidelines on behavior and handling disruption in the venues.

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

RESOLUTION NO. 25-08

RESOLVED, That the Board of Trustees of the War Memorial of San Francisco hereby approves the updated Rules of Conduct, as submitted.

Trustees also considered a new policy for the venues, the Nondiscrimination and Equal Opportunity Policy. Assistant Managing Director Rob Levin explained that this policy outlines the narrow instances where a rental license may be denied or revoked, for situations involving the safety of employees and the public, as well as documenting the prohibition on renting the venues to fundraise for political candidates and ballot measures. He noted that both policies were reviewed by the City Attorney's office.

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

RESOLUTION NO. 25-09

RESOLVED, That the Board of Trustees of the War Memorial of San Francisco hereby approves the Nondiscrimination and Equal Opportunity Policy, as submitted.

Consideration of request from San Francisco Symphony to waive rental fee for Fire Relief Fundraiser held on March 8, 2025. Matt Spivey, CEO of the San Francisco Symphony, presented a request to the Board to waive the rental and rehearsal fee for the Fire Relief Fundraiser held on March 8, 2025. He noted that the gross revenue of the event was \$124K dollars and all net proceeds go directly to LA Fire Relief funds.

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

RESOLUTION NO. 25-10

RESOLVED, That the Board of Trustees of the War Memorial of San Francisco hereby approves the request from the San Francisco Symphony to waive the Davies Symphony Hall rental and rehearsal fees for the Fire Relief Fundraiser benefit concert held on March 8, 2025.

Consideration of request from San Francisco Symphony to use accrued Davies Symphony Hall Improvement Fees. Matt Spivey, CEO of the San Francisco Symphony, presented a proposal to the Board on their request to use \$895K in accrued Davies Symphony Hall Improvement Fees. Mr. Spivey outlined the proposed

expenditures to the Trustees, which included funding patron screening investment, dimmer replacement and overhead stage lighting modernization, exterior security cameras, lobby exhibition equipment and safety radio modernization software.

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

RESOLUTION NO. 25-11

RESOLVED, That the Board of Trustees of the War Memorial of San Francisco hereby approves the request from San Francisco Symphony for the request to use \$895K dollars in accrued Davies Symphony Hall Improvement Fees.

Consideration of proposed revisions to the War Memorial Performing Arts Center mission statement. In order for the Marketing & Community Engagement Committee to consider an update to the War Memorial Mission Statement, Vice President Horn referred the matter to that Committee. Trustee Wright looked forward to focusing on engaging new audiences and new licensees with the War Memorial campus and having a mission statement that aligns with the current goals and priorities of the Department.

Trustee Muduroglu recused herself and left the boardroom before the next agenda item as a member of the San Francisco Opera Board of Directors. Trustee Makras also disclosed her professional relationship as a member of the San Francisco Opera Guild.

Consideration of request from San Francisco Opera to use Davies Symphony Hall parking lot on April 18-19, 2025, for a final dress rehearsal of the Opera's Boheme Out of the Box programming. Ellen Presley, Special Projects, from the San Francisco Opera presented the request to hold their *Boheme Out of the Box* final dress rehearsals in the Davies Symphony Hall parking lot. She explained that this program is a mobile unit, in a converted shipping container, which travels to different Bay Area counties to bring the opera to different locales, who may not be close enough to have opportunities to come to the Opera House on a regular basis. Trustee Wright commented on being intentional with the communities the Opera considers when they make the decisions on where to bring this programming.

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

RESOLUTION NO. 25-12

RESOLVED, That the Board of Trustees of the War Memorial of San Francisco hereby approves the request from San Francisco Opera to use Davies Symphony Hall's parking lot on April 18-19, 2025, for a final dress rehearsal of the Opera's *Boheme Out of the Box* programming, as submitted.

MISCELLANEOUS CORRESPONDENCE

None.

GOOD AND WELFARE

Vice President Horn congratulated Trustee Muduroglu on her appointment as Chair of the Host Committee of the Chief of Protocol Office of Silicon Valley. Trustee Kopp noted on April 5th at 10am Bataan Death March 83rd Anniversary Commemoration at SF National Cemetery at the Presidio at 1 Lincoln Blvd, San Francisco, CA. CJ Reeves, Chair of the American Legion War Memorial Commission, stated that that March 29 is national Vietnam War Veterans Day, and the San Francisco local coming home lapel pinning ceremony will be held on Friday, March 28. He encouraged folks to visit the Veterans Galley for an exhibit on Vietnam veterans and next month

will be highlighting AAPI services members, and June will be a PTSD exhibit. There being no further 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 at 2:38 p.m.

A handwritten signature in black ink, appearing to be 'FC' with a long horizontal stroke extending to the right.

Francesca Cicero
Board Secretary