

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

RENTAL SUMMARY APRIL 2025

WAR MEMORIAL OPERA HOUSE

The Will to Dance Documentary Filming	April 7, 2025	\$525.00
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DAVIES SYMPHONY HALL

San Francisco Korean Master Chorale Choral Concert	August 16, 2026	\$3,215.00 vs. 10% \$9,170.00 Maximum
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GREEN ROOM

SF Environment Dept Community Workshop	April 16, 2025	\$1,225.00
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FACT SF Rehearsal	April 18, 2025	\$1,225.00
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KQED Reception	May 1, 2025	\$1,225.00
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Structural Engineers Association Dinner & Awards Ceremony	May 6, 2025	\$2,450.00
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Horizons Foundation Mixer	May 22, 2025	\$1,225.00
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US District Court Reception	June 4, 2025	\$1,225.00
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Brian Cook Wedding Anniversary	July 12, 2025	\$3,400.00
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Dance Film SF Reception	September 20, 2025	\$1,545.00
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Kids & Art Foundation Gala	September 21, 2025	\$1,225.00
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Ninth Judicial Court Gala	September 25, 2025	\$1,225.00
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GREEN ROOM (Cont.)

American Bach Soloists Concert	September 27, 2027	\$1,545.00
Magik*Magik Orchestra Choir and Orchestra Workshop	September 30, 2025	\$1,545.00
La Casa De Las Madres Fundraiser	October 16, 2025	\$1,225.00
Glasgow 3, LLC TED 2025	October 21, 2025	\$2,450.00
Mission Economic Development Agency Gala	October 23, 2025	\$1,705.00
Taste of Talent Concert	October 30, 2025	\$1,865.00
Sword to Plowshare Reception	November 6, 2025	\$1,385.00
Green Sands/Seti Institute Reception	November 9, 2025	\$1,545.00
SF Arts Commission Reception	November 19, 2025	\$1,225.00
HealthRight360 Fundraising Breakfast	December 2-3, 2025	\$2,450.00
Twist Bioscience Holiday Celebration	December 12, 2025	\$2,950.00
US Navel Academy Reception	December 27, 2025	\$1,385.00
Angelica Edwards Wedding	January 3, 2026	\$3,800.00
Alvarado Elementary Fundraiser	March 7, 2026	\$1,385.00
Catherine Claburn Wedding	July 10, 2026	\$3,800.00
Christopher Hendrix Wedding	July 18, 2026	\$4,100.00

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RENTAL SUMMARY APRIL 2025

HERBST THEATRE

Caminante Cultural Foundation Inc. Performance	June 21, 2025	\$1,525.00
Frameline Film Festival Film Screenings	June 26 – 28, 2025	\$4,576.00
SF Dance Film Festival Film Screening	September 20, 2025	\$1,525.00
Arranto Productions LLC Maestros de la Guitara	October 5, 2025	\$1,525.00
Glasgow 3, LLC TED 2025	October 20 – 21, 2025	\$6,100.00
The Long Now Foundation Performance	December 3 – 4, 2025	\$3,050.00
American Bach Soloists New Years Eve Performance	December 31, 2025	\$1,525.00
Civic Symphony Association Performance	June 21, 2026	\$1,525.00
Civic Symphony Association 6 performances	February – June, 2027	\$9,150.00
Drew School Graduation	June 3, 2027	\$1,525.00
Tutu School, LLC Performance	June 12, 2027	\$1,525.00
Star Dance Recital	June 17 – 19, 2027	\$8,520.00

WILSEY CENTER

Merola Reception	August 16, 2025	\$1,100.00
Glasgow 3, LLC TED 2025	October 20 – 21, 2025	\$3,600.00

San Francisco War Memorial				
Operating Account - 14670				
FY 2024 - 2025 Appropriations Report - March 31, 2025				
ACCOUNT	DESCRIPTION	REVISED APPROPRIATION	YTD ENCUMBERED & EXPENDED	BALANCE
Salaries & Benefits	Permanent Salaries	\$ 7,361,976	\$ 4,654,312	\$ 2,707,664
	Temporary Salaries	\$ 383,427	\$ 573,566	\$ (190,139)
	Premium Pay	\$ 153,945	\$ 97,144	\$ 56,801
	One-Time Salaries Payments		\$ 73,529	\$ (73,529)
	Overtime	\$ 254,732	\$ 225,921	\$ 28,811
	Holiday	\$ 102,799	\$ 80,422	\$ 22,377
	Mandatory Fringe Benefits	\$ 3,562,352	\$ 2,401,546	\$ 1,160,806
	Sub Total	\$ 11,819,231	\$ 8,106,440	\$ 3,712,791
Non Personnel Services	Fees_Other	\$ -	\$ 500	\$ (500)
	Training	\$ -	\$ 5,137	\$ (5,137)
	Employee_Expenses	\$ 3,000	\$ -	\$ 3,000
	Membership_Fees	\$ -	\$ 3,850	\$ (3,850)
	Profesional_Special_Services	\$ 27,057	\$ 113,697	\$ (86,640)
	Maintenance_Services_Build_Struct	\$ 760,919	\$ 800,685	\$ (39,766)
	Maintenance_Services_Equipment	\$ 50,858	\$ 15,743	\$ 35,115
	Rent/Lease-Building/Structure	\$ -	\$ 35,600	\$ (35,600)
	Rent_Lease_Equipment	\$ 6,687	\$ 14,293	\$ (7,605)
	Other Current Expenses	\$ 3,467	\$ 37,419	\$ (33,952)
	Taxes_Licenses_Permits	\$ 189,732	\$ 14,152	\$ 175,580
	Utilities_Telephone	\$ -	\$ -	\$ -
	Sub Total	\$ 1,041,721	\$ 1,041,076	\$ 645
	Materials & Supplies	\$ 234,821	\$ 225,445	\$ 9,376
Services of other Departments	Human Resources Modernization	\$ 3,770	\$ 2,828	\$ 943
	Diversity Equity Inclusion	\$ 1,302	\$ 977	\$ 326
	GF-PUC-Light Heat & Power	\$ 2,475,534	\$ 1,183,424	\$ 1,292,110
	PUC Sewer Service Charges	\$ 102,225	\$ 67,464	\$ 34,761
	Ef-PUC-Water Charges	\$ 78,769	\$ 53,990	\$ 24,779
	DT Technology Infrastructure	\$ 174,496	\$ 130,872	\$ 43,624
	GF-City Attorney-Legal Service	\$ 128,618	\$ 56,836	\$ 71,782
	DT Enterprise Tech Contracts	\$ 26,918	\$ 26,918	\$ -
	DT Telecommunications Services	\$ 32,267	\$ 16,794	\$ 15,473
	GF-GSA-Facilities Mgmt Svcs	\$ 4,638,219	\$ 2,052,192	\$ 2,586,027
	GF-HR-Equal Employmnt Opportuni	\$ 18,876	\$ 14,157	\$ 4,719
	GF-HR-Mgmt Training	\$ 21,064	\$ 2,950	\$ 18,114
	GF-HR-Workers' Comp Claims	\$ 126,407	\$ 90,908	\$ 35,499
	GF-HR-Employmnt Services	\$ 19,527	\$ 14,645	\$ 4,882
	GF-Chs-Medical Service	\$ 6,937	\$ -	\$ 6,937
	GF-Chs-Toxic Waste&Haz Mat Svc	\$ 8,181	\$ -	\$ 8,181
	Is-Purch-Reproduction	\$ 8,500	\$ 462	\$ 8,038
	GF-Rec & Park-Gardener	\$ 198,668	\$ 102,388	\$ 96,280
	Sub Total	\$ 8,070,279	\$ 3,817,804	\$ 4,252,475
	TOTAL OPERATING	\$ 21,166,051	\$ 13,190,764	\$ 7,975,287
14680	Annual Capital Improvement Project	\$ 730,977	\$ 569,071	\$ 161,906
	GRAND TOTAL	\$ 21,897,028	\$ 13,759,835	\$ 8,137,193
10000	Debt Service	\$ 9,107,330	\$ 8,954,648	\$ 152,682
14720	War Memorial Reserve	\$ 1,845,730	\$ 948,387	\$ 897,343
14700	Concessions Equip. Repl. Fund	\$ 160,575	\$ 114,450	\$ 46,125

San Francisco War Memorial
FY 2024-25 Revenue Report - March 31, 2025

Account		March REVENUE	YEAR TO DATE	FY2024-25 Budget	Percent of Budget	LAST YEAR TO DATE
FACILITY RENTAL						
435511	Opera House	\$ 61,574.00	\$ 522,403.56	\$ 619,718.00	84%	\$ 592,920.00
435512	Green Room	14,292.75	\$ 139,476.50	164,254.00	85%	140,730.00
435521	Herbst Theatre	11,020.25	\$ 180,136.26	227,580.00	79%	229,885.00
435531	Davies Symphony Hall	11,577.00	\$ 436,044.29	721,507.00	60%	540,945.00
435542	Wilsey Center	3,995.00	\$ 99,972.75	180,047.00	56%	148,135.06
462891	Zellerbach Rehearsal Hall	-	\$ 177,240.50	258,171.00	69%	268,890.80
	Sub Total	\$ 102,459.00	\$ 1,555,273.86	\$ 2,171,277.00	72%	\$ 1,921,505.86
OFFICE RENTAL						
435517	San Francisco Ballet (OH)	\$ 2,491.47	\$ 24,914.70	\$ 35,174.00	71%	\$ 24,941.34
435519	San Francisco Opera (OH)	14,368.96	\$ 143,689.60	202,856.00	71%	159,825.90
435539	San Francisco Symphony (DSH)	14,473.80	\$ 130,264.20	202,554.00	64%	144,892.80
435540	Veterans Bldg. Office Rent (SFO)	36,216.52	\$ 362,165.20	435,295.00	83%	401,992.20
462861	Veterans Building Occupancy Fees	9,403.56	\$ 90,048.70	116,144.00	78%	97,592.58
	Sub Total	\$ 76,954.31	\$ 751,082.40	\$ 992,023.00	76%	\$ 829,244.82
FOOD/BEVERAGE CONCESSIONS						
435611	Opera House & Herbst Theatre	\$ 28,445.01	\$ 334,014.65	\$ 443,224.00	75%	\$ 378,769.78
435631	Davies Symphony Hall	25,759.15	\$ 189,986.67	270,776.00	70%	194,516.13
	Sub Total	\$ 54,204.16	\$ 524,001.32	\$ 714,000.00	73%	\$ 573,285.91
PROGRAM CONCESSIONS						
435612	Opera House & Herbst Theatre	\$ 23.95	\$ 1,974.66	\$ 6,636.00	30%	\$ 37,185.15
435632	Davies Symphony Hall	-	\$ 7,896.66	5,098.00	155%	4,526.18
	Sub Total	\$ 23.95	\$ 9,871.32	\$ 11,734.00	84%	\$ 41,711.33
MISCELLANEOUS REVENUE						
435232	Parking Fees	\$ 1,779.05	\$ 34,259.60	\$ 55,000.00	62%	\$ 30,761.00
462899	Miscellaneous Revenue	10,336.85	\$ 112,580.16	175,567.00	64%	163,677.59
	Sub Total	\$ 12,115.90	\$ 146,839.76	\$ 230,567.00	64%	\$ 194,438.59
	GROSS REVENUE	\$ 245,757.32	\$ 2,987,068.66	\$ 4,119,601.00	73%	\$ 3,560,186.51
	Additional 15% Reserve Fund Revenue	\$ 43,368.94	\$ 525,877.99			\$ (534,027.98)
530110	Payment to War Memorial Commission	(4,450.00)	(40,050.00)			(40,050.00)
	NET REVENUE	\$ 284,676.26	\$ 3,472,896.65			\$ 2,986,108.53
OTHER FUNDS						
435614	Concessions Equipment Replacement	\$ 5,215.00	\$ 33,785.39	\$ -		\$ 29,075.68

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.

Francesca Cicero
Board Secretary