

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

RENTAL REQUESTS: *May 11, 2023*

WAR MEMORIAL OPERA HOUSE

Falun Budda Study Association Shen Yun 2024 (5 performances)	January 3 – January 7, 2024	\$17,850.00 vs. 10% \$33,050.00 Maximum
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DAVIES SYMPHONY HALL

SF Girls Chorus Holiday Concert	December 11, 2023	\$3,060.00 vs. 10% \$6,100.00 Maximum
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Emporium Presents Straight No Chaser	December 29, 2023	\$3,060.00 vs. 10% \$8,730.00 Maximum
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Worldstrides Festival of Gold	March 25, 2024	\$6,100.00
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Infinity Tours Choral Workshops and Performance	March 26, 2024	\$8,730.00
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SF Gay Men's Chorus Spring Concert	March 28 & 28, 2024	\$5,610.00 vs 10% \$8,650.00 Maximum
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ZELLERBACH REHEARSAL HALL

San Francisco Symphony Rehearsals	Q1 July-September, 2023	\$4,490.00
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San Francisco Opera Rehearsals	Q1 July-September, 2023	\$75,250.00
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Juilliard Drama Auditions	February 6 - 9, 2024	\$3,440.00
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GREEN ROOM

SF Sheriff's Office Awards Ceremony	May 22, 2023	\$1150.00
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Mission Neighborhood Health Center CEO Retirement	June 22, 2023	\$1150.00
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La Raza Centro Legal Reception	September 8, 2023	\$1310.00
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Architectural Foundation of SF Gala	September 28, 2023	\$1150.00
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SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

RENTAL REQUESTS: *May 11, 2023*

GREEN ROOM cont

InterMusic SF Music Day/Performances	October 20, 2024	\$1150.00
Renaissance Parents of Success Gospel Celebration	October 29, 2023	\$1150.00
SHE-CAN Gala	November 4, 2023	\$1470.00
Gordon Rees Scully Mansuhani Holiday Party	December 7, 2023	\$6000.00
Omotesenke Domon-Kai 50 th Annual Celebration	June 15, 2024	\$1310.00
Angelina Laus Wedding Reception	July 27, 2024	\$10,000

HERBST THEATRE

Chamber Music SF Spring Season/Concert	9 Dates (2/16/25 to 5/11/25)	\$13,050.00
Civic Symphony 2024-25 Season/Musical Performance	8 dates (10/27/24 to 7/06/25)	\$11,600.00
InterMusic SF Music Day/Performances	October 20, 2024	\$1,700.00
Omni Foundation International Guitar Night/Guitar Concert	February 22, 2024	\$1,450.00
SF High School of the Arts Winter Wonders/Showcase	December 14, 2024	\$1,450.00
SF High School of the Arts Spring Spectacular/Recital	May 30, 2025	\$1,450.00
SHE-CAN Revolution 2.0/Stage performance w/cocktail reception in lobby	November 9, 2024	\$1,700.00
Star Dance Spring Show/Dance Recital	3 dates (June 13-15, 2024)	\$4,350.00
Star Dance Spring Show/Dance Recital	3 Dates (June 12-14, 2025)	\$4,350.00

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

RENTAL REQUESTS: *May 11, 2023*

HERBST THEATRE cont.

Tutu School Spring Bravo Bash/Dance Recital	June 21, 2025	\$1,450.00
Youth Speaks Brave New Voices Festival/Opening Ceremony, Workshops & Performance	3 Dates (7/20/23 to 7/22/23)	\$4,350.00

WILSEY CENTER

Festival Napa Valley Angels of the Arts Award Dinner, Reception & Concert	March 7, 2024	\$860.00
Nancy Karp & Dancers New Arts Foundation/Dance Performance	3 Dates (4/05/24 to 4/07/24)	\$2,580.00
Youth Speaks Brave New Voices Festival/Opening Ceremony, Workshops & Performance	3 Dates (7/20/23 to 7/22/23)	\$3,630.00

San Francisco War Memorial
Operating Account - 14670
FY 2022 - 2023 Appropriations Report - April 30, 2023

ACCOUNT	DESCRIPTION	REVISED APPROPRIATION	YTD ENCUMBERED & EXPENDED	BALANCE
Salaries & Benefits	Permanent Salaries	\$ 6,943,350	\$ 4,940,149	\$ 2,003,201
	Temporary Salaries	\$ 381,958	\$ 543,983	\$ (162,025)
	Premium Pay	\$ 153,945	\$ 110,958	\$ 42,987
	One-Time Salaries Payments	\$ -	\$ 158,288	\$ (158,288)
	Overtime	\$ 254,732	\$ 106,681	\$ 148,051
	Holiday	\$ 102,799	\$ 74,700	\$ 28,099
	Mandatory Fringe Benefits	\$ 3,551,653	\$ 2,641,522	\$ 910,131
Non Personnel Services	Travel	\$ 21,000	\$ -	\$ 21,000
	Fees_Other	\$ 828	\$ 1,928	\$ (1,100)
	Training	\$ 46,098	\$ 8,120	\$ 37,978
	Employee_Expenses	\$ -	\$ 611	\$ (611)
	Membership_Fees	\$ 3,909	\$ 3,325	\$ 584
	Profesional_Special_Services	\$ 150,728	\$ 186,126	\$ (35,398)
	Maintenance_Services_Build_Struct	\$ 1,484,221	\$ 1,485,002	\$ (781)
	Maintenance_Services_Equipment	\$ 65,573	\$ 34,217	\$ 31,356
	Rent_Lease_Equipment	\$ 22,473	\$ 20,889	\$ 1,585
	Other Current Expenses	\$ 120,015	\$ 108,140	\$ 11,875
	Taxes_Licenses_Permits	\$ 209,877	\$ 187,044	\$ 22,833
	Utilities_Telephone	\$ -	\$ -	\$ -
	Materials & Supplies	\$ 347,518	\$ 320,600	\$ 26,918
Services of other Departments	Human Resources Modernization	\$ 4,600	\$ 4,600	\$ -
	Diversity Equity Inclusion	\$ 1,721	\$ 1,721	\$ -
	GF-PUC-Light Heat & Power	\$ 1,391,362	\$ 1,384,935	\$ 6,427
	PUC Sewer Service Charges	\$ 98,661	\$ 97,163	\$ 1,498
	Ef-PUC-Water Charges	\$ 89,280	\$ 76,159	\$ 13,121
	DT Technology Projects	\$ 42,139	\$ -	\$ 42,139
	DT Technology Infrastructure	\$ 163,595	\$ 122,696	\$ 40,899
	GF-City Attorney-Legal Service	\$ 75,000	\$ 17,208	\$ 57,792
	DT Enterprise Tech Contracts	\$ 10,787	\$ 10,787	\$ -
	DT Telecommunications Services	\$ 29,274	\$ 15,737	\$ 13,537
	GF-GSA-Facilities Mgmt Svcs	\$ 4,192,025	\$ 2,809,128	\$ 1,382,897
	GF-HR-Equal Employmnt Opportuni	\$ 28,266	\$ 28,266	\$ -
	GF-HR-Mgmt Training	\$ 44,816	\$ -	\$ 44,816
	GF-HR-Workers' Comp Claims	\$ 154,157	\$ 40,430	\$ 113,727
	GF-Chs-Medical Service	\$ 69,386	\$ 243	\$ 69,144
	GF-Chs-Toxic Waste&Haz Mat Svc	\$ 17,820	\$ -	\$ 17,820
	Is-Purch-Reproduction	\$ 8,500	\$ 343	\$ 8,157
	GF-Rec & Park-Gardener	\$ 192,882	\$ 152,168	\$ 40,714
	TOTAL OPERATING	\$ 20,474,948	\$ 15,693,867	\$ 4,781,081
14680	Facilities Maintenance	\$ 833,148	\$ 770,741	\$ 62,407
	GRAND TOTAL	\$ 21,308,096	\$ 16,464,608	\$ 4,843,488
10000	Debt Service	\$ 9,520,809	\$ 9,299,077	\$ 221,732
14720	War Memorial Reserve	\$ 1,569,003	\$391,912.76	\$ 1,177,091
14700	Concessions Equip. Repl. Fund	\$ 51,925	\$ 7,191	\$ 44,734

San Francisco War Memorial
FY 2022-23 Revenue Report - April 30, 2023

Account		APRIL REVENUE	YEAR TO DATE	LAST YEAR TO DATE	FY 2018-2019
	FACILITY RENTAL				
435511	Opera House	\$ 3,060.00	\$ 512,930.00	\$ 573,594.51	\$ 587,381.90
435512	Green Room	9,425.00	165,865.00	78,819.16	293,405.00
435521	Herbst Theatre	26,150.00	241,478.00	133,418.70	400,677.50
435531	Davies Symphony Hall	163,375.00	634,700.80	563,710.00	725,977.05
435542	Wilsey Center	14,790.00	136,802.50	190,572.14	151,560.00
462891	Zellerbach Rehearsal Hall	43,685.00	276,685.00	241,045.00	290,040.00
	OFFICE RENTAL				
435517	San Francisco Ballet (OH)	\$ 6,952.52	\$ 29,122.60	\$ 28,725.18	\$ 16,827.12
435519	San Francisco Opera (OH)	15,982.59	200,025.12	150,605.20	152,226.38
435539	San Francisco Symphony (DSH)	21,474.20	166,367.00	151,704.00	128,871.00
435540	Veterans Bldg. Office Rent (SFO)	40,199.22	417,974.79	340,649.26	394,139.90
462861	Veterans Building Occupancy Fees	10,437.66	108,030.24	139,832.98	1,625.82
	FOOD/BEVERAGE CONCESSIONS				
435611	Opera House	\$ 328.99	\$ 323,961.99	\$ 158,986.12	\$ 354,067.76
435611	Herbst Theatre		18,896.37	1,601.12	60,083.08
435631	Davies Symphony Hall	11,431.00	170,423.78	57,669.33	247,688.16
	PROGRAM CONCESSIONS				
435612	Opera House	\$ -	\$ -	\$ 1,116.85	\$ 3,637.11
435612	Herbst Theatre	-	2,090.23	-	3,879.25
435632	Davies Symphony Hall	-	6,000.43	17,791.92	5,591.10
	OTHER				
435232	Parking Fees	\$ 2,739.00	\$ 32,679.00	\$ 37,581.50	\$ 40,012.25
462899	Miscellaneous Revenue	18,562.00	137,688.09	52,555.00	225,534.42
GROSS REVENUE		\$ 388,592.18	\$ 3,581,720.94	\$ 2,919,977.97	\$ 4,083,224.80
	Less 15% War Memorial Reserve	\$ (58,288.83)	\$ (537,258.14)	\$ (437,996.70)	\$ (612,483.72)
	Payment to War Memorial Commission	(4,450.00)	(36,700.00)	(27,600.00)	(32,772.00)
NET REVENUE		\$ 325,853.35	\$ 3,007,762.80	\$ 2,454,381.27	\$ 3,437,969.08
OTHER FUNDS					
435614	Concessions Equipment Replacement	\$ -	\$ 23,296.47	\$ 12,469.14	\$ 32,090.12

San Francisco War Memorial FY 2022-2023 Housekeeping Expenditures - April 30, 2023			
PO Number	Description	Amount	Fund Source
<u>PURCHASE ORDER</u>			
711599	JCX EXPENDABLES	\$ 773.22	14670
711605	GRAINGER	\$ 2,567.70	14670
711619	GRAINGER	\$ 1,581.41	14670
711630	ABCO MECHANICAL CONTRACTORS INC	\$ 5,600.00	14680
711634	SIEMENS INDUSTRY INC	\$ 4,117.00	14680
711645	KELLY-MOORE PAINT CO INC	\$ 5,193.58	14670
711724	TK ELEVATOR CORPORATION	\$ 16,476.00	14670
711732	Artifax Software Limited	\$ 12,049.25	14670
711920	STAPLES BUSINESS ADVANTAGE	\$ 43.44	14670
711991	GRAINGER	\$ 26,134.58	14690
712247	B B I ENGINEERING INC	\$ 8,030.91	14670
712248	GRAINGER	\$ 1,462.34	14670
712259	SIEMENS INDUSTRY INC	\$ 11,737.00	14680
712726	CHARLES PANKOW BUILDERS LTD	\$ 128,602.00	14690
713264	BEARING AGENCIES INC	\$ 310.03	14670
713270	MCCLURE ELECTRIC INC	\$ 1,505.00	14670
713273	MEADOW DESIGN INC	\$ 25,080.00	14670
713406	CREST/GOOD MFG CO INC	\$ 6,951.89	14670
713507	B B I ENGINEERING INC	\$ 480.14	14670
713531	D W NICHOLSON CORP	\$ 42,881.00	14690
713537	MCCLURE ELECTRIC INC	\$ 65,050.00	14690
713551	BAY REPROGRAPHIC & SUPPLY INC	\$ 1,200.00	14670
714524	ACC ENVIRONMENTAL CONSULTANTS, INC.	\$ 1,830.00	14670
714528	GRAINGER	\$ 3,153.23	14670
715385	PITNEY BOWES GLOBAL FINANCIAL SVCS LLC	\$ 1,216.60	14670
715466	GRAINGER	\$ 258.51	14670
715490	COIT SERVICE INC	\$ 4,755.00	14670
715502	BAY REPROGRAPHIC & SUPPLY INC	\$ 1,143.38	14670
	Total	\$ 380,183.21	
FUND CODE:	DESCRIPTION:		
14670	Operating	96,061.63	
14680	Facilities Maintenance	21,454.00	
14690	Capital Projects	262,667.58	
14700	Concessions Equipment Replacement Fund		
14720	War Memorial Reserve		
14820	Gift Fund		
	Total	\$ 380,183.21	

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
BUILDING COMMITTEE / SPECIAL MEETING

Thursday, April 13, 2023

The Building Committee of the Board of Trustees of the War Memorial of San Francisco met in-person at 1:36 p.m. on Thursday, April 13, 2023, in the Trustees' Board Room, War Memorial Opera House, Chair Pelosi presiding.

ROLL CALL

Committee Members Present: Chair Pelosi, President Horn, Vice President Lui, Trustee Gatti, Trustee Rocco, and Trustee Wilsey

Committee Members Absent: Trustee Muduroglu

Non-Committee Members: Trustee Newstat
Present

Staff Present: Rob Levin, Acting Managing Director/Executive Secretary

Proposed Borrower's Agreement Governing SFMoMA Sculptures: Chair Pelosi opened the meeting reminding Trustees that prior to the meeting, Trustees received a Proposed Borrower's Agreement between the San Francisco Museum of Modern Art (SFMoMA) and the War Memorial regarding the ongoing loan of two artworks: Fletcher Benton's *Balanced - Unbalanced T* and Peter Voulkos's *Hiro II* sculptures on display on the War Memorial campus. He stated that the Borrower's Agreement was negotiated with the SFMoMA through the City Attorney's office to provide a formal governing contract for the care and maintenance of the works that are on the premises but owned by the museum. He noted that the proposed SFMoMA Borrower's Agreement governs the War Memorial's responsibilities for the general conditions, care of loaned works, environment and security, damages and repairs, and annual maintenance of these works. Chair Pelosi pointed out the loan would start on April 13, 2023, and ends on January 31, 2024, and would automatically renew for subsequent one-term terms unless terminated.

Chair Pelosi invited Deputy City Attorney Lauren Curry, SFMoMA's Associate Registrar, Kelly Parady, and Mei Li, Assistant General Counsel to the SFMoMA, to take questions from the Trustees. Trustee Gatti inquired about the end-date of the contract. Ms. Li stated that these works have been on display at the War Memorial since the early 1980s, but the loan was never properly documented, and this agreement represents a new effort to document and establish the loan. She noted that the parties had to start the term somewhere, and so it is being signed in April, but will renew every January. Chair Pelosi also noted that since the contract will continue to auto-renew each year until terminated, it may not matter what month contract actually "ends" on each year.

Vice President Lui asked about how often appraisals of the artwork are done, with regard to the cost of insuring the pieces. Acting Managing Director Levin stated he believed that the SFMoMA provided the War Memorial with the dollar value. Ms. Li stated that previously the SFMoMA had insured the sculptures, but one of the changes from that practice that this contract covers, is that the insurance will now fall under the City's insurance, and the City has agreed to insure the works moving forward. Ms. Parady stated that their office tends to re-appraise work every 5-6 years and her office will track the insurance values. President Horn asked about why the City was choosing to insure the works. Ms. Li noted that in the historical documentation she found, the SFMoMA had chosen to insure the works that were installed offsite in-and-around San Francisco, but with changes to how artistic works are insured in today's world, it is now the practice to have the borrower's insure the works. She noted that the limitations on liability in the original insurance agreement from 1981, would likely not create an obligation on the museum's part, due to the fact it is not in the control of the SFMoMA being off-site, and the City would likely have to be brought into any case involving damage regardless, due to it being

displayed on City property. Trustee Gatti and Trustee Wilsey asked about whether the SFMoMA would still continue to hold insurance on it, and Ms. Li stated that she believes that the museum does maintain supplemental insurance on all their works. Ms. Parady agreed that that was correct. Trustee Wilsey stated that the standard is if it's in a City-owned building, the City will insure it. She gave the example that the Fine Arts Museums have federal indemnity insurance, but once it leaves the premises, the insurance would be the responsibility of the next venue. Trustee Gatti stated that for example, when the Art Commission loans a painting out, the place where it is being displayed is the party who must take out insurance on the artwork.

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

RECOMMENDED, To the Board of Trustees of the War Memorial of San Francisco that it approve the Proposed Borrower's Agreement between the San Francisco Museum of Modern Art and the War Memorial, for the care and maintenance of the Fletcher Benton's *Balanced - Unbalanced T* and Peter Voulkos's *Hiro II* sculptures, currently on display on the War Memorial's campus.

PUBLIC COMMENT

Public comment is an opportunity for members of the public to directly address the Committee on items within the subject matter jurisdiction of the Budget and Finance Committee, but not on the agenda.

There being no public comment, Chair Pelosi closed public comment.

ADJOURNMENT

There being no further business to come before the Board, Chair Pelosi adjourned the meeting at 1:54 p.m.

Rob Levin
Executive Secretary

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR BOARD MEETING

Thursday, April 13, 2023

The Board of Trustees of the War Memorial of San Francisco met in regular session on Thursday, April 13, 2023, at 2:11 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: Rob Levin, Acting Managing Director/Executive Secretary

PRESIDENT'S REPORT

President Horn reported that current Acting Managing Director Rob Leving recently earned his Certified Venue Professional Certification (CVP) administered by International Association of Venue Managers (the leading professional organization in the industry) to recognize the competence of senior level managers of public assembly venues. He noted that professionals who earn the CVP designation are recognized, by those inside and outside the industry, as skilled in their profession, in areas such as: Managing Operations; Managing Resources; Managing People; Managing Risk; Conducting Administrative Duties; Conducting Marketing and Promotion; Providing Quality Experience; Using Management Skills; and Demonstrating Leadership. President Horn congratulated Director Levin on this achievement on behalf of the Board of Trustees.

MANAGING DIRECTOR'S REPORT

Approval of Consent Agenda: Acting Managing Director Levin stated that items submitted on the Consent Agenda included: the minutes of the minutes of the March 9, 2023 Regular Board meeting; Rental Requests for April 13, 2023; and the Revenue, Appropriations and Housekeeping Expenditures reports for March 2023. Trustee Kopp requested for a typographical edit to the draft minutes on page 3 to read "printed *in* both the Ballet and Symphony's programs." Trustees agreed with the proposed amendment.

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

RESOLUTION NO. 23-10

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco the minutes of the March 9, 2023 Regular Board meeting; Rental Requests for April 13, 2023; and the Revenue, Appropriations and Housekeeping Expenditures reports for March 2023 are hereby approved.

Director Levin also reported that he has been working with the DEI Department of the San Francisco Opera on an event, with some outdoor performances and art displays, to ensure the event is safe for all and will not impact ingress/egress on the sidewalks, or other issues in the surrounding area. He also stated that the Opera will be presenting their plans to the Board at the May Regular meeting. Director Levin also reported that the Goldman Awards are returning to the Opera House on April 24, 2023. He then stated that the Department has made an offer for the new Booking Supervisor position, which will be supervising the three booking managers. He also reported that the current bookings at Davies Symphony Hall, normally in the low-20s for outside rentals for year,

are currently at 14, which is better than anticipated. Trustee Kopp asked about the times of the events on the rental requests. Director Levin explained that generally the rental will be for the entire day, which includes load-in and load-out, and requests come in months or years in advance of the event, so typically the specifics of the actual event are not finalized when the event is booked, but come much later and closer to the actual event.

Finally, Mr. Levin announced that Global Gourmet Catering plans to re-open Café Valor on May 9, initially with a limited menu and from Tuesday-Thursday, 8:30am-2:30pm, and slowly expand as the demand increases. He noted they also plan to offer a 10% discount to guests who present a veterans' ID. Vice President Lui commented that the food and beverage sales from the March revenue report is looking promising. Director Levin noted that the story-ballets bring in families, which typically increase those numbers.

COMMITTEE REPORT

Building Committee: President Horn reported that the Building Committee meeting met prior to the Board meeting to consider the Proposed Borrower's Agreement between the San Francisco Museum of Modern Art (SFMOMA) and the War Memorial. Chair Pelosi reported on behalf of the Committee.

Chair Pelosi stated that the Committee met today to discuss the Proposed Borrower's Agreement between the San Francisco Museum of Modern Art and the War Memorial related to two sculptures owned by the SFMoMA which are on display on the War Memorial campus.

Chair Pelosi reported that Deputy City Attorney Lauren Curry and SFMoMA's Associate Register Kelly Parady and Associate General Counsel Mei Li attended the Committee meeting to discuss the proposed contract which was negotiated with the SFMoMA through the City Attorney's office to provide a formal governing contract for the care and maintenance of the two sculptures that are on the War Memorial's premises, but owned by the museum, namely the Fletcher Benton's *Balanced - Unbalanced T* and Peter Voulkos' *Hiro II*. He stated that the SFMoMA Borrower's Agreement will govern the War Memorial's responsibilities with regard to the care of loaned works, environment and security, damages and repairs, and annual maintenance. Chair Pelosi noted that it is an annual contract with an automatic renewal each year, until terminated.

Following discussion, President Horn requested a motion to adopt the report of the Building Committee. On motion of Trustee Wilsey, seconded by Vice President Lui, the following resolution was unanimously adopted:

RESOLUTION NO. 23-11

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco approve the Proposed Borrower's Agreement between the San Francisco Museum of Modern Art and the War Memorial governing the responsibilities related to the Fletcher Benton's *Balanced - Unbalanced T* and Peter Voulkos' *Hiro II* sculptures currently being displayed on the War Memorial grounds.

REGULAR ITEMS

War Memorial Managing Director (Deputy Director II) Candidate Search: President Horn asked Acting Managing Director Rob Levin to leave the Board Room. President Horn updated the Board on the search progress for the Managing Director vacancy. He noted this report is a follow-up to the Managing Director search that was terminated by the Board at the March 2023 Regular Board meeting. President Horn stated that because the Board is initiating a new search, he would chair and appoint a new Special Hiring Committee, comprised of Vice President Lui, Trustee Newstat, Trustee Wilsey, and Trustee Wright.

President Horn also noted that the Board had identified a number of deficiencies in the job description for the Managing Director position. He stated that he met with the Human Resources staff of the Department and worked to attempt to correct the deficiencies. President Horn pointed out that in the board package that was submitted prior to the meeting, included the revised job description with the additions that include requiring City department/government experience, as well as a submission of a Letter of Intent to the Committee, which

includes describing that experience. He also noted that the minimum number of years' experience was set at five years, due to Department of Human Resources minimum requirements.

Trustee Wright asked about whether certain qualifications would be weighted in the decision-making process. President Horn replied that that would be up to the discretion of the Special Hiring Committee. Trustee Newstat questioned the use of the term "political policies" and suggested that it be changed to "public policies," and Trustees agreed with that amendment to the job description.

President Horn also noted that once approved, the job description will be posted within the week and redistributed to the same groups and network of organizations from the previous search, and will stay open for two weeks. He noted that previous candidates will be contacted and permitted to supplement with any additional information, and ask them to reapply. President Horn stated the vetting process will be done at the staff level, for those who do not meet the minimum requirements. He noted that for those who do meet the minimum requirements, Director of Finance and Administration, Donna D'Cruz, plans to meet with those candidates on Zoom, to further interview candidates prior to submitting them to the Special Hiring Committee. He stated that he hopes to have the candidates interviewed by the Special Hiring Committee by the end of May and bring the final candidate to the full Board in June and certainly in-place by the fall.

Following discussion, President Horn requested a motion to approve the job description. On motion of Trustee Kopp, seconded by Trustee Gatti, the following resolution was unanimously adopted:

RESOLUTION NO. 23-12

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco, to adopt the Managing Director job description, as proposed by staff and amended to replace the word "political" with "public," is hereby approved.

Proposed Parental Leave Policy Addendum to War Memorial Board of Trustees Rules & Regulations:

President Horn asked Rob Levin to return into the Board Room. He then stated that prior to the meeting, Trustees received a proposed Parental Leave Policy Addendum to the War Memorial Board of Trustees Rules and Regulations. President Horn noted that the Board has been informed by the City Attorney that the Board of Supervisors adopted an ordinance last year establishing a parental leave policy for members of appointive City boards, commissions, and advisory bodies. He continued on to explain the ordinance is codified in Administrative Code Chapter 67B, requiring each board, commission, and advisory body to add the parental leave policy to its bylaws or rules of order and to share a copy of the policy with each member. President Horn stated that the City Attorney provided proposed language that boards, commissions, and advisory bodies to use in amending our Rules and Regulations.

He summarized that the ordinance allows members to take leave in two situations:

- A member who is caring for their child after birth of the child, or after placement of the child with the member or the member's immediate family for adoption or foster care, may take leave for up to 16 weeks.
- A member who is physically unable to fulfill their duties due to pregnancy, childbirth, or related condition, as certified by a health care provider, may take leave for up to 32 weeks.

President Horn stated a member on parental leave is not required to attend or participate in meetings of the body or its committees, whether in-person or remote. He pointed out that even though Commissions and Board have returned to in-person meetings, members who are on parental leave will be allowed to attend and participate remotely if they choose, as long as they comply with the teleconferencing rules in the Brown Act. Deputy City Attorney Lauren Curry clarified that this provision only applies to the Board of Trustees members, not the staff.

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

RESOLUTION NO. 23-13

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco, the parental leave policy addendum to the War Memorial Board of Trustees Rules and Regulations, is hereby approved.

Consideration of Resolution Clarifying the Administration of Gifts and Bequests: President Horn stated that Trustees received a draft Resolution Clarifying the Administration of Gifts and Bequests on Behalf of the War Memorial. He reminded the Trustees that this Board passed a Resolution at the October 13, 2022 Board Meeting resolving that in the event any bequests were made to the War Memorial Board of Trustees, it would be the policy of the Trustees for a request to be made to the executor overseeing the bequest that they direct the gift to the San Francisco Performing Arts Center Foundation, to make it easier for the funds to be used for the benefit of the War Memorial.

He noted that this current resolution seeks to clarify that all gifts, grants, donations, and bequests that designate the War Memorial Performing Arts Center as the beneficiary shall not only have the Foundation administer such gifts, grants, donations, and bequests on behalf of the War Memorial and for its benefit; but that such gifts, grants, donations and bequests be distributed directly to the Foundation for the benefit of the WMPAC. President Horn stated that the Agreement shall apply to all future and pending gifts, grants, donations, and bequests that designate the War Memorial Performing Arts Center as the beneficiary.

President Horn pointed out the resolution has been reviewed and approved by both the City Attorney's Office as well as the attorney representing the Foundation. He noted that this means that any funds donated to the War Memorial, will be administered by the Foundation, the 501(c)(3) administrative arm of the War Memorial.

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

SAN FRANCISCO WAR MEMORIAL BOARD OF TRUSTEES
RESOLUTION CLARIFYING THE ADMINISTRATION OF GIFTS AND BEQUESTS
ON BEHALF OF THE WAR MEMORIAL
Resolution No. 23-14

WHEREAS, the San Francisco War Memorial and Performing Arts Center (the "War Memorial") is a "charitable trust department" under Article V of the San Francisco Charter;

WHEREAS, under Section 5.101 of the Charter, the War Memorial Board of Trustees (the "WMBT") has exclusive charge of the trust and all other assets under the its jurisdiction, which may be acquired by loan, purchase, gift, devise, bequest or otherwise;

WHEREAS, the San Francisco Performing Arts Center Foundation (the "Corporation") was created in 1973 as a Section 509(a)(3) supporting organization for the War Memorial;

WHEREAS, on October 13, 2022, the WMBT passed resolutions (attached as Appendix A) authorizing the Managing Director of the War Memorial to (a) negotiate, with the assistance of the City Attorney, an agreement with the Corporation for the administration of gifts, grants, donations, and bequests to the War Memorial (the "Agreement"); and (b) take all actions that are reasonable or necessary to finalize, execute, and implement the Agreement;

WHEREAS, on September 22, 2022, the board of the Corporation passed resolutions (attached as Appendix B) authorizing negotiation and execution of the Agreement on the terms set forth above;

WHEREAS, the WMBT wishes to affirm the October 13 resolutions;

WHEREAS, the WMBT seeks to clarify in the Agreement that all gifts, grants, donations, and bequests that designate the War Memorial as the beneficiary shall be distributed directly to the Corporation for the benefit of the War Memorial;

WHEREAS, the WMBT also seeks to clarify that the Agreement shall apply to all future and pending gifts, grants, donations, and bequests that designate the War Memorial as the beneficiary, including bequests from any estates or decedent's trusts that are currently being administered;

WHEREAS, the WMBT further seeks to clarify that the War Memorial has the discretion to self-administer any gifts, grants, donations, and bequests that designate the War Memorial as a beneficiary on a case-by-case basis with notice to the Corporation; and

WHEREAS, both the WMBT and the Corporation desire that the above affirmation and clarifications be made;

NOW, THEREFORE, IT IS RESOLVED THAT:

Section 1. The October 13, 2022 resolutions are affirmed;

Section 2. The Agreement shall state that all gifts, grants, donations, and bequests that designate the War Memorial as the beneficiary shall be distributed directly to the Corporation for the benefit of the War Memorial;

Section 3. The Agreement shall apply to all future and pending gifts, grants, donations, and bequests that designate the War Memorial as the beneficiary, including bequests from any estates or decedent's trusts that are currently being administered;

Section 4. The Managing Director of the War Memorial, with assistance of the City Attorney, is authorized to negotiate the Agreement on the WMBT's behalf; and

Section 5. Any actions of the WMBT, any Trustee, or any other person acting on the WMBT's behalf that are authorized by the foregoing resolutions but were taken before the adoption of such resolutions, are separately ratified, confirmed, approved and adopted as acts in the name of and on behalf of the WMBT.

GOOD AND WELFARE

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

PUBLIC COMMENT

Public comment is an opportunity for members of the public to directly address the Trustees on items within the subject matter jurisdiction of the Board, but not on the agenda.

Vice President Lui reported that the Rose Pak documentary "Rally" has been accepted by the San Francisco International Film Festival, with the world premiere screening next Friday, April 21, 2023.

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

ADJOURNMENT

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

Rob Levin
Executive Secretary



Mr. Thomas E. Horn, President of the Board
Members of the Board
War Memorial Performing Arts Center

May 1, 2023

Dear President Horn and Trustees,

I am writing to seek your kind consideration of a bas relief sculpture of San Francisco Opera's sixth General Director, David Gockley, in the lobby of the War Memorial Opera House.

David served as General Director for ten years between 2006-2016, a decade marked by extraordinary vision and energy for San Francisco Opera. He brought nine world premieres to the stage during this period, leaving an indelible mark on the operatic repertoire, and continuing an expansion of the American repertoire that he began in Houston. He also oversaw the prescient creation of the Koret-Taube Media Suite: the first permanent, high-definition video production facility installed in any American opera house, enabling groundbreaking projects such as the simulcasts, OperaVision, commercial recordings and, during the pandemic, the provision of 37 full length titles, streamed to the public for free. David has spent his career devoted to increasing access to opera, broadening connection to the art-form, and being on the forefront of the bold and the courageous.

It was David's vision to consolidate the activities of the Opera that led to the creation of the Diane B. Wilsey Center for Opera – a groundbreaking step for the company and one that has led to extraordinary synergies for the Opera, and beautiful new spaces for the City.

David's impact was also deeply felt in the cultivation of young and emerging talent, ensuring that the legacy of this company as a singers' house continued. During his tenure, two hundred and eighty-two artists were given the opportunity to sing roles for the first time; many of them would go on to bring these roles to theaters all over the world.

We feel it very appropriate to continue the tradition of installing bas relief sculptures of past San Francisco Opera General Directors in the lobby of the Opera House, and would like to do so in recognition of David's contributions to our community. We kindly ask for the Trustee's approval of moving forward with a bas relief very much in the nature, design and scope of the existing recent bas reliefs.

We have included in the appendix, a photo indicating the proposed location for David's bas relief, essentially a mirror image of where Pamela Rosenberg's bas relief is situated. We had mentioned this to the Board when we sought approval of Ms. Rosenberg's bas relief and still believe that this is the most appropriate location. This location is also proximate to Mr. Adler, who was David Gockley's idol as he

developed Houston Grand Opera into the international company it became, so it would be deeply fitting and meaningful to David to have his bas relief in this location.

We have identified a sculptor based in Pennsylvania (a nice synergy as David grew up in Philadelphia), Jennifer Fraudakis. She has done a fair amount of bas relief work, including a number of pieces that have been commissioned by Bay Area organizations, particularly in the wine country. We've included some examples of her work in the appendix to this letter. If approved by the board, Ms. Fraudakis would visit with David at the Opera House early this summer, work on the design and molding of the sculpture through the summer, and have her designs shared with the Trustees for approval before setting the piece in bronze. You can learn more about her work at her website: www.jenfrudakis.com/.

The bas relief would be the same size as the Pamela Rosenberg bas relief: 23.5 inches wide by 30 inches high.

The hope would be to have the work installed and unveiled before the end of San Francisco Opera's fall season in early December.

We would deeply appreciate the Trustees' consideration of this request and are very happy to answer any questions that the Trustees may have.

David Gockley has done so much to inflect the course of American opera. I am personally grateful to have had his mentorship over my career and it is with great pride that I put this request before the Trustees at this time.

With warmest wishes,

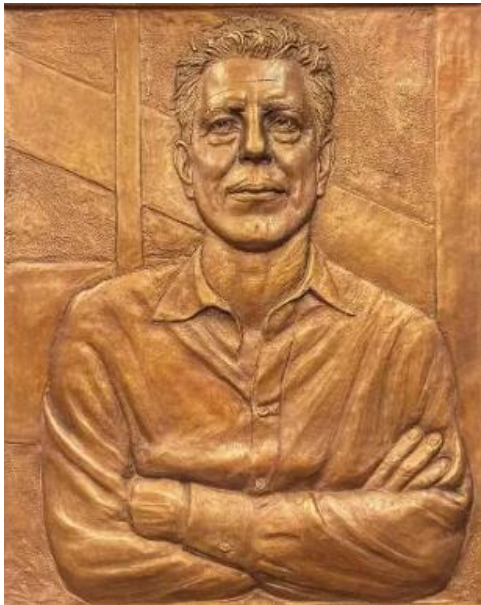
A handwritten signature in dark ink, appearing to read 'Matthew Shilvock', with a long, sweeping horizontal line extending to the right.

Matthew Shilvock
General Director
San Francisco Opera

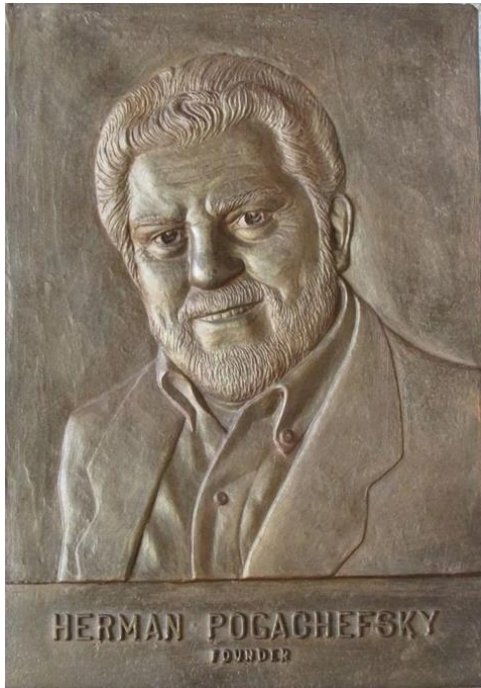
Appendix: San Francisco Opera proposed bas relief location for a David Gockley bas relief



Appendix: work samples from proposed sculptor Jennifer Fraudakis



Anthony Bourdain Bas-Relief at the Culinary Institute of America (Hyde Park, NY 2019)



Herman Pogachefsky Memorial (1998)



Meredith "Merry" Edwards, Vinter Hall of Game Inductees (Santa Helena, CA 2015)



Robert M Paker Jr., Culinary Institute of America,
Vintner Hall of Fame (Napa CA)



ESA-PEKKA SALONEN
Music Director

MICHAEL TILSON THOMAS
Music Director Laureate

HERBERT BLOMSTEDT
Conductor Laureate

PRISCILLA B. GEESLIN
President

MATTHEW SPIVEY
Interim Chief Executive Officer

May 4, 2023

Rob Levin, Acting Managing Director
War Memorial Performing Arts Center
401 Van Ness Avenue, Room 110
San Francisco, CA 94102

Dear Rob,

The Symphony requests authorization from the War Memorial Board of Trustees to seek entitlement from the City of San Francisco to make possible future improvements to Davies Symphony Hall, including potential front of house lobbies, improved street-level access, creation of an additional performance space, improved backstage support spaces, and possible renovation to the performance areas.

As you know, Davies opened in the Fall of 1980, and the only major improvement since then was the acoustic renovation in 1991-1992. The building approaches historic status in 2025 (at 45 years), after which, significant alterations become more difficult and costly. The Symphony has been working on and revising its thinking on this for many years.

The Symphony is seeking entitlement for these improvements at this time in order to reserve the right to make these future improvements based on available funding. For these reasons, would want to begin this process as soon as possible.

We look forward to sharing concepts and renderings with the Building Committee and Board of Trustees at a future meeting.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Dubowski".

Andrew Dubowski
Senior Director of Operations



SAN FRANCISCO OPERA

Dear Trustees of the War Memorial,

It is with great enthusiasm that we share the development of a new community engagement framework for San Francisco Opera, as we endeavor to build deeper connections and relationships with the larger Bay Area community. Special programming is in development by the department of Diversity, Equity and Community for this summer's upcoming productions of *Madame Butterfly* and *El Ultimo Sueno de Frida y Diego* that aims to strengthen the ways we can foster a sense of belonging at the Opera House for all patrons, and we are grateful for the opportunity to share these exciting possibilities with the War Memorial board in the attached presentation.

As part of our commitment to tell new kinds of stories, and culturally relevant stories not typically represented in opera, we are focused on developing culturally intelligent programming for our patrons and community partners. This proposed framework for the summer season will allow us to create an opera-going experience for anyone who might not have envisioned themselves an opera lover – bringing to life the notion that opera truly is for all!

The community engagement framework we hope to activate this summer is an important part of our work to establish a mutual, authentic, and enduring relationships with diverse groups across the Bay Area.

We deeply appreciate your continued support as San Francisco Opera strives to learn more about the many communities of San Francisco, and how we can engage new opera goers in meaningful ways well into our second century.

With gratitude,

Matthew Shilvock



SAN FRANCISCO
OPERA

DIVERSITY, EQUITY & COMMUNITY

Community Engagement Framework

Clara Choi
Hannah Dworkin
Chelbi Harvin-Dickens
Ryan Marchand
Dr. Chip Mc Neal
Christabel Nunoo
Cole Thomason-Redus
Eteya Trinidad

Producing Grand Opera in the 21st Century

Requires cohesive, collaborative, educational and reciprocal community engagement to make it relevant and approachable

Education

- Talks, Panels & Workshops
 - First Act - introduce children and young families to opera
 - Final Dress Rehearsals + Pre-Opera Talks + Post-Show Talkbacks + Artistic & Community Panels - deepen the public's awareness and knowledge of opera history and production

Engagement

- On site music, language, food & drink, interactive & visual exhibits

Through this we will:

- Cultivate younger, more diverse, and expanded audiences in the future
- Increase the output of culturally diverse and accessible programming
- Cultivate a broader, more socio-economically varied donor base in the future
- Extend our equity initiatives outward: Putting the organization's foundational, internal learning around diversity and culture into actions that create reciprocity with the local community



SAN FRANCISCO
OPERA

Memorial Court Activation

The on-site activations will be open to both ticket holders and the public:

- ✓ Up to 3,000 patrons/ticket holders
- ✓ 250-300 community members
- ✓ **Culturally relevant** and **accessibly priced** food and beverage offerings
- ✓ Performances featuring **local** cultural performing arts groups
- ✓ **Interactive** cultural arts experiences



SAN FRANCISCO
OPERA

Frida Y Diego Summer 2023

- Tue 6/13
- Sat 6/17
- Thu 6/22
- Sun 6/25
- Fri 6/30

Omar Fall 2023

- Sun 11/5
- Tue 11/7
- Sat 11/11
- Wed 11/15
- Fri 11/17
- Tue 11/21

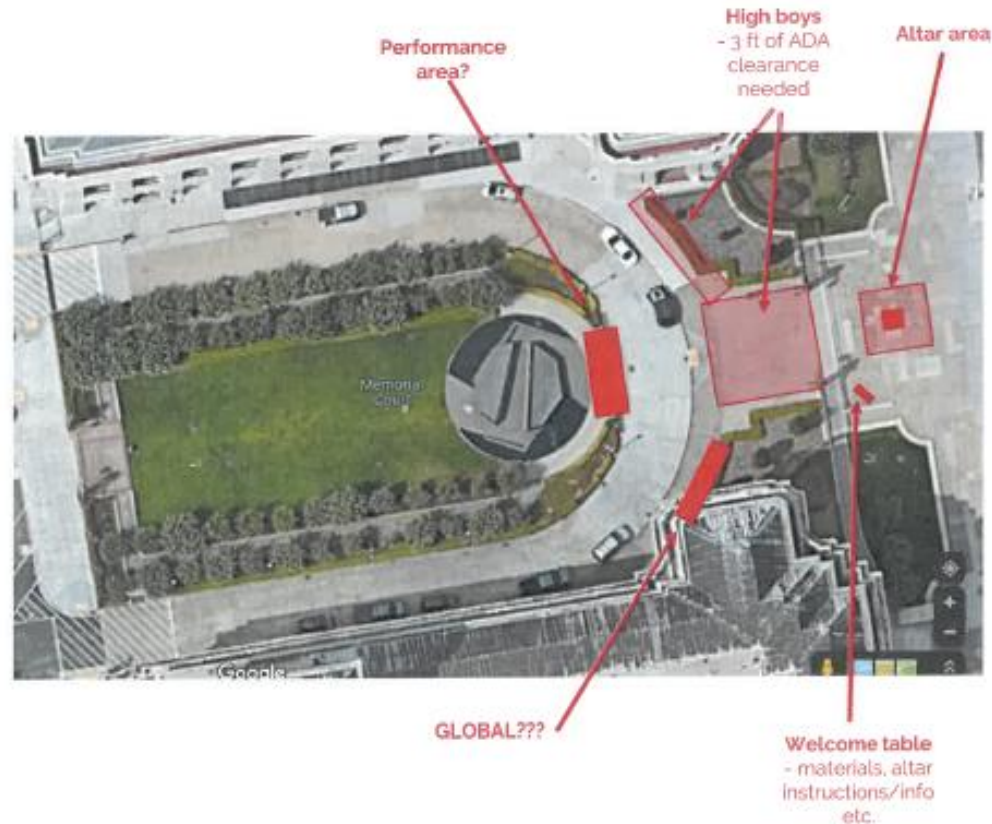
Summer 2025*

- Sat 6/7
- Tue 6/10
- Fri 6/13
- Wed 6/18
- Sun 6/29

Memorial Court Activation

Frida y Diego - Activations
Updated 4.--.2023 - DRAFT v2
SUBJECT TO CHANGE

HORSESHOE / COURTYARD



Post Show Talkbacks

Post-show talkbacks are conceived to begin 15 minutes after the closing curtain and are designed to be around 35-40 minutes in duration.

These talkbacks will be an opportunity for audience members to interact with the performers and members of the creative team involved in the production in the more intimate setting of the Lower Lounge in the War Memorial Opera House.

Talkback attendees will have a chance to sip complimentary celebratory beverages while they engage with the opera's contributors in a question-and-answer dialogue format. We aim to provide patrons with a more casual, close-up way to process and further their opera-going experience.



SAN FRANCISCO
OPERA

Post Show Talkbacks

Frida y Diego - Activations

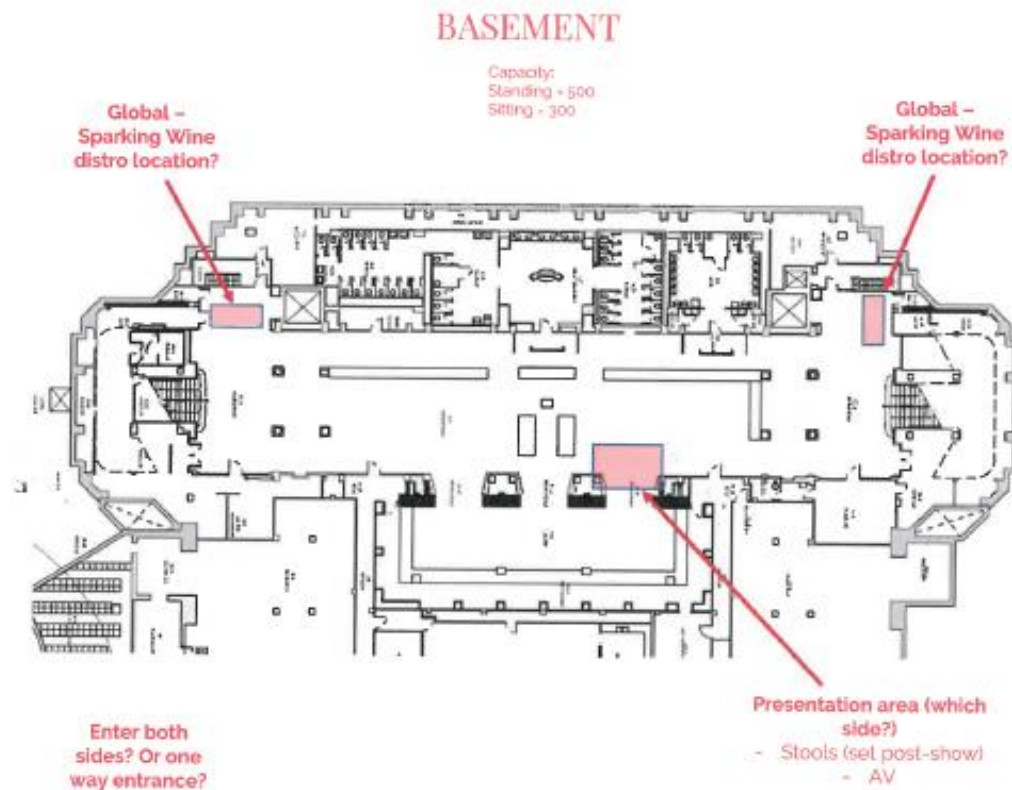
Updated 4.--.2023 - DRAFT

SUBJECT TO CHANGE

Frida Y Diego Summer 2023

- Sat 6/17
- Thu 6/22
- Sun 6/25

**Omar, Monkey
King** - TBD



ON THIS LEVEL:

- Only utilized for 3 middle shows: 6/17, 22, 25

LOBBY INSTALLATIONS

Lobby installations are another unique way in which San Francisco Opera aims to bring context to the stories we tell, shed light on often untold stories relevant to the production, and foster conversation among our audiences.



SAN FRANCISCO
OPERA

Lobby Installation

Madame Butterfly Summer 2023

- Sat 6/3
- Thu 6/6
- Sun 6/9
- Sun 6/18
- Wed 6/21
- Sat 6/24
- Tue 6/27
- Sat 7/1

San Francisco Opera's department of Diversity, Equity and Community presents a "walking exhibit" in the War Memorial Opera House during our June 2023 performances of Giacomo Puccini's *Madame Butterfly*. Journey through the opera house to discover a series of essays and photos and explore the beauty, controversy, and historical context of this operatic classic. Each display invites patrons to further their exploration of the production through a more immersive scavenger hunt-like experience that guides patrons through the halls of the War Memorial.



SAN FRANCISCO
OPERA

THANK YOU