

**MINUTES**  
**WAR MEMORIAL BOARD OF TRUSTEES**  
**PRESENTORS LIAISON COMMITTEE / SPECIAL MEETING**

**Thursday, June 13, 2024**

The Presentors Liaison Committee of the Board of Trustees of the War Memorial of San Francisco met in-person at 1:00 p.m. on Thursday, June 13, 2024, in the in the Trustees' Board Room, War Memorial Opera House, Chair Horn presiding.

**ROLL CALL**

Committee Members Present:	Chair Wilsey, President Horn, Trustee Fisher, Trustee Pelosi, Trustee Newstat
Committee Members Absent:	None.
Non-Committee Members Present:	Trustee Rocco
Staff Present:	Kate Sofis, Managing Director; and Rob Levin, Assistant Managing Director; and Francesca Cicero, Board Secretary

**Patron Screening Procedures at War Memorial Venues:** Chair Wilsey stated that at the May 9th Board Meeting, a Closed Session was held with the security consultant GSIS on the security of the War Memorial campus buildings. She explained that today's meeting was intended as a follow-up on possible changes to the patron screening process in the War Memorial's major venues. She noted that the discussion would not involve specifics on security measures that have been implemented, but a general discussion on different possible types of screening measures for similar entertainment venues and a request for staff to begin the process of engaging a vendor partner. Chair Wilsey noted that the City has purchasing requirements for engaging a vendor through an Request for Proposal (RFP) process that the Department must comply with, so this would be a first potential step.

Assistant Managing Director Rob Levin discussed various types of modern screening systems that venues utilize for patrons entering their buildings. He noted that modern systems utilize different software and screening capabilities than the familiar magnetometer models, such as the ones that currently exist at City Hall. He stated that these new systems rely on magnetometer technology, but with additional capabilities which help streamline the patron experience.

Director Levin noted that with these modern systems, the flow of patrons into the buildings and venues would likely need to be changed, due to the cost of the equipment at each door. He explained that the major cost with the systems is that each door equipped with the screening system also requires two people to staff it for flow control and in response to alerts. He stated that they have been researching these systems in conjunction with the resident companies. Trustee Fisher asked about the cost of the systems. Director Levin explained that it would partially be paid by the War Memorial, partially by the resident companies, and they were looking to outside funding sources and grants that are available from the federal government. Managing Director Kate Sofis also explained that the Departmental budget is final, and any additional incremental cost would have to come from outside the Department. She also noted that the systems don't need to be purchased outright but can work on a subscription model to avoid becoming obsolete. She remarked that any direction received from the Board of Trustees on this project would need to be budget neutral. She noted that the Department can start with a screening system that is only staffed during performances as an initial step, while looking for a longer-term permanent solution for the entire building. Trustee Fisher cautioned about the staffing costs and requested a budget.

There was a brief discussion of the venue entrances that might be affected by the change and how to educate patrons and staff on any new system. Trustees also discussed the differences between screening patrons and the

back-of-house. Director Sofis noted that the Department will need to go through the City's RFP process and expect to have members from the resident companies involved in the selection process panel. In addition, she explained that the City's Department of Technology will also need to approve any system that is selected.

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

**RECOMMENDED,** That the Board of Trustees of the War Memorial of San Francisco direct staff to work with the resident companies and begin the RFP process to select and implement a budget-neutral patron screening system for the major War Memorial venues, as presented.

### **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.

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

### **ADJOURNMENT**

There being no further business, Chair Wilsey adjourned the meeting at 1:51 p.m.

A handwritten signature in black ink, appearing to read 'FC', with a stylized flourish extending to the right.

Francesca Cicero  
Board Secretary